

# School Establishment Rules

## 1. CLASSIFICATION OF GOVERNMENT SERVANTS

Persons holding posts under the Tamil Nadu State and Subordinate Services shall be classified into the following four groups, namely:-

- Group A: Employees on the scales of pay the minimum of which is Rs.3000/- and above.  
Group B: Employees on the scales of pay the minimum of which is Rs.1640/- and above but less than Rs.3000/-  
Group C: Employees on the scales of pay the minimum of which is Rs.775/- and above but less than Rs.1640/-  
Group D: Employees on scales of pay the minimum of which is less than Rs.775/-

(Persons holding Posts in Selection/Special Grade will come under the respective groups under which the said posts in the Ordinary Grades are classified)

[G.O.Ms.No.413 P&AR (F.R.I) dt. 21.04.81;  
G.O.Ms.No.253 P&AR (F.R.I) dt. 24.05.90 and  
G.O.Ms.No.61 P&AR (F.R.I) dt. 21.02.91]

## 2. MAINTENANCE OF RECORDS OF SERVICE

1. A service book in Fundamental Rule Form No.10 should be opened for every Government servant at his own cost as soon as he is regarded as selected for admission to a Government service and is on probation for that service.
2. The service book should be kept in the custody of the head of the office in which he may be serving and transferred with him from office to office.
3. It is the duty of the head of the office to see that all entries in the service book are duly made and attested.
4. Service books should also be opened in respect of persons who are appointed under the emergency provisions and are likely to be retained in service for more than one year.
5. It is the duty of every Government servant to see that his service book is properly maintained and that all entries and erasures in it are attested. The head of the office will allow a Government servant to examine his service book should he at any time desire to do so.
6. Personal certificates of character should not be entered in a service book.
7. In the service book, every step in a Government servant's official life, including temporary and officiating promotions of all kinds, the date on which the period of probation is satisfactorily

completed, increments and transfers and leave of absence taken should be regularly and concurrently recorded, each entry being duly verified with reference to departmental orders, pay bills and leave statements and attested by the head of the office.

8. Any special test, departmental test or examination passed by the Government servant should be entered in the service book, together with a reference to the number and date of the notification directing the publication of the names of the successful candidates in the test, and the part and date of the *Tamil Nadu Government Gazette* in which the notification was published.
9. The annual certificate of verification of services should be recorded in the service book for the year ending 31st December. It shall also be the duty of every head of office to initiate action to show the service books to the Government servants under his administrative control every year and to obtain their signatures therein in token of their having verified their service books.
10. When a Government servant is transferred from one office to another, the head of the office under whom he was originally employed shall record in the service book the verification of service in respect of the period for which the Government servant was paid in that office and the verification of service for the remaining period shall be done in the office to which the Government servant is transferred.
11. A Government servant can change his name by publishing so in the Government Gazette at his own cost. The Head of the Department will pass an order recognizing the change of the name. This order should be pasted in the service book. (G.O.Ms.No.1263/P&AR/Dt.23.05.67)
12. The date of birth should be verified with reference to the entries in the applications for appointment as accepted by the TNPSC or any competent authority and transmitted to the appointing authorities.
13. In the case of a Government servant the year of whose birth is known but not the date, the 1st July should be treated as the date of birth. When both the year and the month of birth are known, but not the exact date, the 16th of the month should be treated as the date of birth.
14. The date of birth of a Government servant may be altered with reference to Rule 49 of the General rules for the Tamil Nadu State and Subordinate Services.
15. The entry relating to the date of birth can be altered within 5 years of entry into Government service, irrespective of temporary or regular appointment. (Lr.No.71768/Per.S/P&AR/86-17 dated 21.11.88)
16. Application for alteration of date of birth received after 5 years of entry into service which is not supported by entries in S.S.L.C./College/University records is liable for rejection (G.O.Ms.No.351/P & AR/dt.27-3-1878).

17. The T.N.P.S.C. will be consulted in the case of candidates recruited through it, if it is proposed to accept the request for alteration of date of birth. (G.O.Ms.No.898/P & AR:/dt.3-8-78).
18. The procedure for alteration of date of birth is prescribed in Govt.Lr.No.30285/P & AR/78-7 dated 03.03.79.
19. The native place of a Government servant shall be entered in the service book with reference to the place of birth or place of domicile in Tamil Nadu certified by the Government Servant concerned at the time of his entry into Government service. Such entry shall not be altered later by the Government servant. [G.O.Ms.No.174, P & AR (F.R.III) dt.19.02.85 (W.e.f.25.09.84); Govt.Lr.No.180397/87-9/P & AR (F.R.III) dt.04.05.88]
20. Government servants can maintain duplicate copy of their service books and entries should be got attested by the Head of Office under whom they work. (G.O.Ms.No.1354/Finance/dt.30-11-1963)

### 3. DEPARTMENTAL EXAMINATIONS

1. The Government servant may be treated as on duty during the period of any examination (optional or obligatory) which he is permitted to attend including the number of days actually required for proceeding to and returning from the station at which the examination is held. [F.R.9 (6) (b) (iii)]
2. The above concession shall not be granted more than twice for the same optional examination.
3. Entries regarding the passing of departmental or special tests can be made in the service book based on Number Gazette, and verified later on receipt of Name Gazette issued by the T.N.P.S.C. (G.O.Ms.No.67, P & AR dated 28-1-1984).
4. The Government Servants can claim reimbursement of the examination fees remitted to the T.N.P.S.C. for their departmental examination. But the concession is restricted only two times for the prescribed examination (Govt.Lr.No.58096/75-3, dt.7-2-1976).
5. A Government servant on completion of 53 years of age may obtain from Government relaxation of rules where passing of a test/examination is made a pre-requisite for promotion. [G.O.Ms.No.1120, P & AR, dated 30.10.84]

### 4. PROBATION

1. Probation in a post will commence only on the date of regular appointment to that post.
2. The date of joining in the post will be the date of commencement of probation even through the senior joins duty on a later date. This will not affect the seniority.

3. The order on completion of probation should be issued within 6 months from the date on which he is eligible for such declaration. If no order is passed within 6 months, he is deemed to have completed the period of probation on that date.
4. If serious charges are pending and therefore the probation cannot be declared, an order to this effect should be issued by the competent authority [G.O.Ms.No.57, Public (Services-A), dt.08.01.62]
5. Only duty period will count for probation. Gazetted holidays availed with any leave or compensatory leave other than casual leave will not count for probation.
6. Service on a higher post including temporary promotion will count for probation in the lower post.
7. A probationer can be promoted on a temporary basis. He will be regularised in the promoted post only after he completes his probation in the lower post from which he was promoted.
8. If probation is completed in a post in a particular service, there is no need to put the Government servant again on probation in another post in the same service.

## **5. INCREMENTS**

1. Increment to temporary government servants shall be allowed, if they satisfy all the rules prescribed for holding the post in a temporary capacity.  
[G.O.Ms.No.1460, Finance, dt.19.11.73]
2. Temporary Government servants appointed on or after 10.11.82 should pass the tests (if obligatory) and acquire the prescribed qualifications for regular appointment in order to become eligible for sanction of increment.  
[G.O.Ms.No.1067, P & AR, Dt.10.11.82]
3. All duty in a post on a time scale of pay will count for increment [FR 26(a)].
4. Service in a post carrying identical time scale of pay shall also count for increment [FR 26(b)].
5. Service in a higher post shall count for increment in a post carrying lower scale of pay on re-appointment [FR 26(c)].
6. Foreign service shall count for increment [FR 26(d)].
7. Joining time will count for increment. But overstayal of joining time will not count for increment.
8. Training period if treated as duty will count for increment.

9. Service in a post carrying lesser scale of pay shall not count for increment in the higher scale.
10. All leave period except extraordinary leave (E.O.L.) taken without M.C., shall count for increment.
11. The increments of all Government servants shall be so advanced as to fall due on the commencement of the quarter concerned i.e. advanced to 1st January for all those drawing increments between 2nd January and 31st March, or 1st April, 1st July or 1st October, as the case may be. [FR 26(a)].
12. In cases where the punishment of stoppage of increment has been imposed with cumulative effect, the benefit of advancing the date of increment to the first of the quarter shall stand withdrawn permanently and that all future increments shall be given effect to only from the date of actual accrual.  
[G.O.Ms.No.38, Finance (F.R.I),Dt.11.01.77;  
G.O.Ms.No.803, P & AR (F.R.I),Dt.13.07.78]
13. In case of reversion to a lower post or leave on L.L.P. (without MC) or stoppage of increment without cumulative effect for a period less than 3 months, the increments shall be regulated as follows:
- |   |         |
|---|---------|
| Date of previous increment                                    | 10.9.94 |
| Normal date of annual increment                               | 10.9.95 |
| Advancement to the first of the quarter                       | 1.7.95  |
| Reversion/EOL/stoppage of increment without cumulative effect | 0.1.00  |
| Increment to be sanctioned on                                 | 1.8.95  |
| Date of accrual of next increment.                            | 1.7.96  |
14. In case of reversion or E.O.L. without M.C. or stoppage of increment with cumulative effect for a period exceeding 3 months, the increment shall be regulated as follows:
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|--|---------|
| Date of previous increment                                 | 10.9.94 |
| Normal date of annual increment                            | 10.9.95 |
| Advancement to the first of the quarter                    | 1.7.95  |
| Reversion/EOL/Stoppage of increment with cumulative effect | 0.5.00  |
| Increment to be sanctioned on                              | 1.12.95 |
| Date of accrual of next increment                          | 1.10.96 |
15. If increment accrues on a date while a Government servant is on leave other than E.O.L. without M.C., the increment shall be sanctioned on the due date; but the monetary benefit shall be given only from the date of joining duty.
16. If the Government servant is in training on the date of accumulation of increment, it shall be allowed on the due date.  
(G.O.Ms.No.690, P & AR, dt.28-6-82).
17. In respect of posts for which no rules have been framed the Government servant can draw only upto 3 increments (Note-5 under FR 26).

18. If for want of vacancy an officiating Government servant is ousted and reappointed to the same post, he shall also be paid the pay last drawn by him. The service rendered shall also be counted for future increment in that post. (w.e.f. 7-4-86)  
(G.O.Ms.No.1072, P & AR, dt.31-10-86).
19. An increment shall ordinarily be drawn as a matter of course unless it is withheld. Therefore, the fact that charges are pending against a Government servant is not an adequate reason for not sanctioning the increments due to him.
20. An authority withholding or stopping an increment should order specifically whether the increment stopped will be exclusive of any period spent on leave during the punishment period. The period of punishment will be extended if leave taken during the period of punishment. (Instruction under FR 24).  
In all cases of stoppage of increment with cumulative effect, the period of stoppage ordered should be inclusive of intervals spent on leave (Ruling 2(b) under FR 24).

## 6. STAGNATION INCREMENTS

Government servants stagnating in the maximum of the scale of pay shall be allowed increments at the rate of the last increment annually (in all the post of ordinary grade, selection grade, special grade and special temporary posts) upto reaching of

Rs.1500/-upto 31.3.81,  
Rs.2000/-from 1.4.81 upto 30.9.84,  
Rs.3000/-from 1.10.84 upto 31.3.86,  
Rs.3500/- from 1.4.86 upto 31.5.88  
and  
Rs.5450/- from 1.6.88 onwards.

[G.O.Ms.No.1050, Finance dt.5-10-78.  
G.O.Ms.No.241, Finance dt.1-4-81.  
G.O.Ms.No.555, Finance dt.10-6-85.  
G.O.Ms.No.892, P & AR dt.10-9-82.  
G.O.Ms.No.666, Finance dt.6-8-86 and  
G.O.Ms.No.874, Finance dt.16-9-86.]

From 1-6-88 onwards, the system of allowing stagnation increment has been changed. Stagnation increment beyond the maximum scale at the rate of the last increment shall be given once in 2 years upto reaching Rs.5450/-. The increment will cease on reaching Rs.5450/- [G.O.Ms.No.990, Fin (PC), dt.7-9-89].

## 7. ADVANCE INCREMENT

1. Advance increment is admissible for passing departmental tests in specified departments.
2. For teachers, it is admissible for possessing Training Qualifications with their General Educational qualifications.  
[G.O.Ms.602 Edn. dt.13-4-87; Govt. Lr.102481/PC-II/86-1 dt.2-9-86)  
G.O.Ms.450 Edn. dt.27-5-87; GO.Ms.1658 Edn.dL21-11-89]
3. However, sanction of advance increment for Teacher Training qualification obtained by various categories of teachers is withdrawn for persons recruited with effect from 27-6-89 (the date from which orders on TN Revised Scales of Pay Rules of 1989 were issued) (G.O-Ms.No.745 Edn.(E2)/dt.4-6-90)

## 8. INCENTIVE INCREMENTS

1. Incentive increments are given to teachers for acquiring additional qualifications.
2. PG Teachers and Headmasters of Higher Secondary Schools who possess or acquire Post-Graduate qualification in Education i.e. M.Ed., degree are granted two advance increments.  
[G.O.Ms.No.747, Finance (PC), Dt.18.08.86-orders w.e.f. 01.04.85]
3. PG Teachers who possess higher qualification like M.Phil./Ph.D./P.G.Diploma in Teaching of English are granted two advance increments. However, this incentive increment is given only to those who possess the said qualifications as on 01.03.93. The monetary benefit is w.e.f.20.12.93.  
[G.O.Ms.No.1170, Edn., dt.20.12.93;  
Govt.Lr.No.6724/E2/94-1 dt.28.02.94 of Edn Dept.]
4. Government servants should obtain permission from their Heads of Departments to join correspondence courses in various Universities with a view to acquire additional qualifications.  
[G.O.Ms.No.328, P & AR (Per-A), Dt.09.04.83]
5. Teachers working in Aided schools should obtain permission from the Director of School Education to join correspondence courses or to do part-time research courses in various Universities.  
[G.O.Ms.No.944, Edn(D2), dt.29.07.89]
6. Incentive increments to teachers might be granted on the basis of Provisional Certificates issued by the concerned Universities subject to the condition that the original degree certificates should be produced by them within two years from the date of passing the examination.  
[G.O.Ms.No.2117, Edn,dt.14.11.79;  
Govt Lr.No.91876/E2/80-3 Edn. dt.18.02.81;  
Govt Lr.No.97370/E2/81-5 Edn dt.10.01.83]

## 9. PAY FIXATION

### 1. On first appointment:

- (a) A person appointed to a post carrying a time scale of pay for the first time shall draw the minimum of the scale of pay till he earns an increment.
- (b) If a person already in Government service is selected by TNPSC for appointment to another post by direct recruitment, he will draw only at the minimum of the time scale of pay on joining the post. He is not entitled to fixation under FR 22B. (Ruling 6 under FR 22B).
- (c) If an officiating Government servant is discharged for want of vacancy and re-appointed, to the same post, he is eligible to draw the last pay drawn by him prior to his discharge. The period rendered will also count for increment.w.e.f. 7-4-86. (G.O.Ms.No.400, P & AR, dt.7.4.86).
- (d) If a person is selected and appointed to State and Subordinate Services by direct recruitment and undergoing training, he shall draw during his training, pay at the minimum of the scale of pay. [G.O.Ms.No.371,P & AR,dt.26-6-89-Ruling 10 under FR 20].

### 2. On Promotion:

- (a) On promotion or appointment to a higher post involving higher responsibilities the pay shall be fixed under FR 22B.
- (b) Under FR 22B, pay shall be fixed in the higher post at a stage next above the pay arrived at by adding a notional increment in the lower post on the actual pay drawn in the lower post.
- (c) If the increase in pay consequent to the fixation under FR 22B is less than 5% of the pay actually drawn in the lower post, the amount by which the benefit falls short of 5% shall be allowed as personal pay, which is rounded off to the nearest rupee, to be absorbed in future increments. [G.O.Ms.No.588, P & AR, dated 6-6-1981 and Govt.Lr.No.55146/P & AR/81-3 dated 21-11-81].
- (d) In case of promotions/appointments to a higher post after 1-10-84 where fixation of pay under FR 22B is made, the grant of minimum benefit of 5% should be regulated as follows:  
if pay + 5% of the pay of the lower post on the date of promotion is a stage in the scale of the higher post, the pay shall be fixed at that stage.  
if pay + 5% of the pay of the lower post exceeds the pay fixed under FR 22B, and if there is no corresponding stage, in the scale of the higher post, pay shall be fixed at the next higher stage. (w.e.f.1-10-84) [G.O.Ms.No.364,P & AR, dt.1-4-1986].

### 3. Fixation on temporary promotion:

- (a) Even on temporary promotion fixation of pay under FR 22B can be allowed to Government servants provided if he satisfies all the rules relating to regular promotion/appointment to the category to which the appointment is made. In such cases a certificate should be furnished by the appointing authority in the form below:  
"It is certified that Thiru.....satisfied all the rules relating to regular promotion/appointment to the post of.....to which he has been temporarily promoted/appointed with effect from.....f.n/a.n. [Govt.Lr.No.8119/FR.1/80-1/P & AR dated 30-4-1980]



(b) The above certificate shall be issued alongwith the orders of promotion or appointment, so as to avoid undue delay in fixation of pay of the incumbents.  
[Govt.Lr.No.50220/FR-I/81-1,P & AR/ dated 1-7-1981].

#### 4. PAY FIXATION WHEN THE PROMOTED SCALE IS LESSER THAN THE SPECIAL GRADE SCALE

(G.O.Ms.No.590,Finance, dated 1st August 1992)

An employee holding the Special Grade of a lower post, when promoted to a higher post, which carries a lower scale of pay than that of the Special Grade scale of pay of the lower post, be allowed to have his pay fixed in the scale of pay of the promotion post as per Fundamental Rules taking into account the presumptive pay admissible in the Selection Grade scale of pay of the lower post on the date of promotion or shall be allowed to continue to draw his pay in the Special Grade scale of pay of the lower post as personal to him and one increment benefit in the fixation of pay in Special Grade scale of pay of the lower post be granted to him on the date of his promotion. Employees shall exercise their option within a period of one month from the date of promotion. These orders shall take notional effect from the 1st June 1988 for the purpose of fixation of pay with monetary benefit from 1st April, 1992 in the case of persons already holding such anomalous pay scales.

#### 5. PAY FIXATION ON RE-PROMOTION

*Applicability:* This rule shall be applied to an employee who is reverted to a lower post and again repromoted to the same higher post.

*Ruling (1):* If an employee is repromoted to the same higher post, pay fixed on such re-promotion shall be done with reference to F.R.22(B) or under other fixation as chosen by the promotee, (2) The initial pay so fixed, under F.R.22(B) on each occasion shall not be less than the pay which the employee drew on previous occasion (3) The pay so fixed on re-promotion further shall not exceed the pay that would have been drawn had he continued in the same post without reversion. However, on his reversion he gets selection grade scale (since he would have completed ten years had he continued in the lower post) and again promoted, this restriction is not applicable. But if he is reverted and repromoted again, this restriction is applicable-(G.O.Ms.No.181,P. & A.R., dt.5-3-83.) Ruling 5 under F.R.22(B), (4) On each occasion of repromotion minimum increase of 5% should be allowed subject to the above restriction-Govt.Lr.No.55146/F.R.-1/81-3, P. & A.R., dt.21-11-81.

*Increment:* (1) The period so officiated by the employee on the previous occasion counts for increment provided that the pay fixed on re-promotion is one and the same drawn by him on previous occasion- Proviso (v) under F.R.22(B).

#### 6. PAY FIXATION IF THE EXISTING SCALE OF PAY IS CHANGED

If the scale of pay is changed without any increase in duties and responsibilities, pay shall be fixed in the new scale with effect from the date of such revision of pay scale.

The pay in the new scale shall be fixed at the same stage, if there is a stage in the revised scale. If there is no such corresponding stage in the revised scale, the pay shall be fixed at the corresponding higher stage. The next increment in the new scale shall be on the usual date (i.e.) the date on which he would have got the increment, if the scale is not revised.-F.R.23 and G.O.Ms.No.824,P. & A.R., dt.1-9-83.

**7. PAY FIXATION ON MOVING TO SELECTION GRADE POST OR SPECIAL GRADE POST**

[G.O.Ms.No.841, P. & A.R.,dt.30-8-85.]

*Applicability:* The pay of an employee, on moving to Selection Grade scale, or Special Grade shall be fixed according to this rule.

*Ruling:* On moving to Selection Grade scale, etc., the pay shall be fixed as detailed below:

- (i) First add one increment with the pay drawn in the lower post and then fix at the same stage in the selection grade where there is such a stage.
- (ii) If there is no such stage in the selection grade scale, fix the pay (after adding one increment in the ordinary grade) in the lower stage of the selection grade and the difference be allowed as Personal Pay.
- (iii) If the pay after adding one increment with the ordinary grade pay is less than the minimum of the selection grade scale of pay, pay shall be fixed at the minimum.
- (iv) Even after moving to selection grade scale, the employee will continue to draw increment on the normal date. There will be no change in the date of increment.
- (v) An employee is moved to Selection Grade scale. The S.G. scale is higher than the pay scale/ordinary grade of the higher post. In that case, the pay should be fixed in the ordinary scale of the higher post only and not in the S.G. scale.
- (vi) The personal pay arising due to fixation in Selection Grade will not be absorbed in the next increment but will be continued till his next promotion. And this P.P. will also count for pay fixation on his promotion-G.O.Ms.No.879, P & A.R.,dt.5-9-86.

**8. PAY FIXATION WHEN JUNIOR GETS MORE PAY THAN THE SENIOR DUE TO FIXATION UNDER F.R.22(B)**

*Applicability:* Two Government servants are drawing the same pay in a time scale. Among them, the senior, before earning an increment in the lower post gets promotion, but the junior after getting one increment in the lower post. Both of their pay, in the higher post is fixed under F.R.22(B). In such cases, the senior may get lesser pay than the junior either due to pay fixation or due to further sanction of Annual increments in the higher post. This rule shall be applied to eliminate this anomaly.

*Ruling:* When the senior in the higher post happens to draw lesser pay than the Junior, the pay of the senior should be stepped upto a figure equal to the pay fixed for the junior in the higher post. Such stepping up should be done w.e.f. the date of promotion or the date of sanction of Increment to the junior and is subject to the following conditions-Ruling 2 under F.R.22(B).

- (1) Both the junior and senior should belong to the same cadre and the post to which they have been promoted should be the same.
- (2) The scale of pay in the lower and higher posts should be identical.
- (3) The anomaly should be directly due to application of F.R.22(B) only and not due to pay fixation under any other rules.
- (4) The next increment of the senior will be from the date of such equalisation of pay with that of the junior.
- (5) The equalisation of pay shall be ordered only by the Government.

**9. FIXATION OF PAY TO A SENIOR WHO GETS PROMOTION AFTER APPEAL.**

[Ruling (16) under F.R.27, introduced in G.O.Ms.No.977 P.& A.R.,dt.6-10-1986.]

**Applicability:** A senior is due for promotion but his name is overlooked for promotion. He gets promotion after appeal restoring his seniority. In such cases, pay shall be fixed under this rule.

**Ruling:** The pay of the senior shall be fixed from the date on which the Junior assumed charge. The senior's pay shall be fixed on par with the junior if senior was drawing equal or higher pay prior to the promotion. If the senior was drawing lesser pay than the junior due to some reasons in the lower post then, the pay shall be fixed with reference to that pay drawn by him in the lowest post.

The next increment of the senior shall be allowed on the date on which he would have drawn the increment had he been promoted along with the junior. Govt.Lr.No.4251/FRI/81-9 P & A.R., dt.18-10-89.

**10. JUNIOR DRAWING MORE PAY THAN SENIOR DUE TO MOVING TO SELECTION GRADE**

(Effective from 1-10-84)

(a) The pay of a person moving to S.G. scale/Special Grade/Special Temporary post was being fixed with a minimum benefit of Rs.5 or Rs.10 or Rs.15 as the case may be. For those, moving to S.G. Scale/Special Grade/Special Temporary post with effect from 1-10-84, one increment is allowed. This may result in junior drawing more pay than the senior. In such cases, the amount of pay drawn in excess by the junior, will be allowed as P.P. to the senior. This will be done from the date on which the junior draws more pay-G.O.Ms.No.443,P. & A.R.,dt.20-5-87 and G.O.Ms.No.145 P & A.R., dt.19-4-91.

(b) This rectification is subject to the condition that the senior was drawing equal or more pay than the junior-G.O.*ibid*.

(c) The senior will get his next increment only after completing one year period from the date of such fixation- Govt.Lr.No.113341/F.R.II/87-3,dt.12-4-88.

(d) This rectification can be done by the appointing authority- Govt.Lr.No.57855/F.R.II/82-2, P & A.R.,dt.7-7-87.

**11. JUNIOR DRAWING MORE PAY THAN THE SENIOR DUE TO FIXATION OF FOURTH PAY COMMISSION PAY SCALES -**

(Effective from 1-10-84)

(a) The senior may be drawing equal or more pay before 4th Pay Commission. After implementation of pay scales of the Fourth Pay Commission, the Junior may get his increment earlier than the senior and that the junior draws more pay than the senior. This defect may be rectified by equalising the pay of the senior with that of the junior from the date on which the junior draws more pay than the senior.- G.O.Ms.No.859,Fin.,dt.11-9-86.

(b) The rectification can be done by the appointing authority- G.O.*ibid*.

**12. JUNIOR DRAWING MORE PAY THAN SENIOR DUE TO GETTING PROMOTION AFTER PASSING THROUGH SELECTION GRADE.**

(Effective from 1-4-78)

- (a) A senior may get promotion without passing through Selection Grade and a junior may get promotion after passing through the S.G. Scale. This may result in junior drawing more pay than the senior because the junior gets two pay fixations-One at the time of moving to S.G. scale and another at the time of getting promotion. This anomaly can be rectified by stepping up the pay from the date on which the junior gets more pay than the senior- G.O.Ms.No.151,P & A.R.,dt.20-2-82.
- (b) The equalisation can be done by the Head of the Department subject to rectification by the Government-G.O.Ms.No.896,P & A.R., dt.10-9-86.
- (c) The next increment of the senior shall be one year from the date of pay fixation-G.O.Ms.No.151, P & A.R.,dt.20-2-82.

**13. RECTIFICATION OF ANOMOLY IN PAY DUE TO JUNIOR GETTING ADVANCE INCREMENT AFTER PAY SCALES ARE REVISED**

(G.O.Ms.No.320,Finance(P.C.)Department,dt.2-4-90.)

*Applicability:* A senior had acquired higher qualification etc., and had got one Advance Increment for the same. His junior gets Advance Increment after Pay Commission scales are introduced where the rate of increment will be more.

This may create anomaly of junior drawing more pay than the senior.

Such anomaly may be rectified by stepping up the pay of the senior with that of the junior from the day on which the junior gets more pay.

These orders are effective from 1-10-1984.

Appointing authorities can rectify the anomaly and the proposals need not be sent to the Head of the Department or the Government.

**14. Promotion after drawing stagnation increments:**

- (a) The pay of Government servants who have drawn stagnation increments on reaching the maximum scale of pay shall on promotion be fixed under FR 22B. The notional increment shall be at the rate of the last increment with effect from 1-10-1978.  
(Fourth proviso under FR22B)
- (b) Fixation of pay under FR 22B allowed to those who have reached the maximum scale of pay and drawn stagnation increments in the lower post, subject to certain restrictions (Refer G.O.Ms.No.239,P & AR.Dept.dt.18-5-90 for illustrations) Amendment to the Fourth proviso under FR 22B issued in G.O.Ms.No.476,P & AR,dt.19-11-90.

## **10. RECTIFICATION OF SENIOR-JUNIOR PAY ANOMALY**

1. Powers to step up the pay of the seniors on par with the pay of the juniors has been delegated to Heads of Depts., A stipulation should be made in the sanction order itself by the Head of the Department that if any wrong fixation is noticed later, the excess amount drawn consequent to such wrong fixation would be recovered from the Government servant.  
[G.O.Ms.No.896,P & AR,dt.10-9-86].
2. In cases where a senior employee promoted to a higher post before 01-06-88 draws less pay in the revised scale than his junior who is promoted to the higher post on or after 01-06-88, the pay of the senior employee may be stepped up to that of the junior with effect from the date on which the junior draws more pay, provided that
  - (i) The senior and the junior employees should belong to the same category and should have been promoted to the same post;
  - (ii) The pre-revised and revised scales of pay of the lower and higher posts in which they are entitled to draw pay should be identical;and
  - (iii) The anomaly should have arisen directly as a result of the introduction of the revised scales of pay.

(Note: If in the lower post, the junior employee was drawing more pay in the pre-revised scale than the senior by virtue of any advance increment granted to him, the seniors to such juniors have no claim over the pay of the junior.)
3. In cases where a senior employee, who had drawn incentive increments in the pre-revised scale and drawn more pay than his junior prior to 01.06.88, draws lesser pay than his junior in the revised scales of pay consequent on the sanction of incentive increments in the revised scales of pay to the junior for acquiring the same higher/special qualification after introduction of revised scales of pay, then the pay of the senior may be stepped up to the level of that of the junior from the date from which the junior draws such higher pay.
4. Where a junior who opts to come over to the revised scale from a date subsequent to 01.06.88 and happens to get more pay than that of his senior by way of fitment benefit, then the pay of the senior shall be stepped up to the level of the pay of the junior with effect from the date from which the junior draws such higher pay, provided that the senior was drawing pay higher than or equal to the pay of the junior in the pre-revised scales of pay from time to time.  
[G.O.Ms.No.666,Fin.(P.C),Dt.27.06.89]
5. Posts of PG teachers in various academic subjects and languages need not be considered as to form different units for the purpose of rectification of senior-junior pay anomaly.  
[Rc.No.26400/W6/93 Dt.01.03.93 of the Director of School Education, Madras]

## 11. SELECTION AND SPECIAL GRADES

1. In G.O.Ms.No.1050,Fin (PC) Dept.dt.5-10-78, selection grade and special grade schemes were introduced w.e.f. 1-10-78.
2. Eligibility:
  - (i) On completion of 10 years of regular service the employee will move to selection grade wherever provided.
  - (ii) After completion of 10 years in selection grade, the employee will move to special grade, wherever provided.
  - (iii) From 1-4-87.onwards, wherever special grade is provided employees will be moved to special grade on completion of 20 years of service, irrespective of the period of service in the selection grade.  
(G.O.Ms.No.281,Finance,dt.2-4-87).
3. From 10-6-85 onwards, selection grade and special grade will be awarded only when the employee puts in 10/20 years of satisfactory service and satisfies all the qualifications prescribed under the Special Rules/Ad hoc Rules prescribed for promotion to higher posts. This is not applicable to posts for which there are no promotion posts.
4. The factors of seniority, good record of service, punishments awarded, pendency of charges, qualification and tests prescribed will also be considered and followed.
5. Employees who have not acquired the qualifications prescribed for promotion including test qualifications, in whose favour rules have been relaxed shall move to selection grade on completion of 10 years of service only from the date of relaxation (Govt. Lr.No.61783/Per.S/86-1, P & AR. Dt. 20-4-87).
6. Service rendered in a lower post will not count. Service rendered in equivalent or higher post on other duty shall be reckoned.
7. The period of 10/20 years shall be reckoned from the date of regular appointment, but will exclude periods of reversion. Leave other than E.O.L. without M.C. will be reckoned.
8. In respect of cases overlooked due to pendency of punishments, such persons shall be moved to selection grade/special grade only with effect from first January of the year following the year in which the punishment was completed.  
[G.O.Ms.No.68,P & AR,dt.23-1-86.  
Lr.No.118177/Per.S/86-1/P & AR/dt.15-5-87.  
Lr.No.20159/Per.S/86-3/P & AR/dt.16-2-87.  
Lr.No.57502/90-1,P & AR(Per.S)dt.27-9-90.]

9. Employees reverted to lower posts as a measure of punishment are not eligible for selection grade appointment, till he is found fit for promotion. [Lr.No.77163/Per.S/86/1/P&AR/dt.14.5.87].
10. Service in the selection grade of the lower post shall be counted for the selection grade of the promoted post provided that the selection grade scale of the lower post is identical to the scale of the ordinary grade of the promoted post. This is allowed only at the first promotion level,-w.e.f.1-10-84 with monetary benefit from 1-4-86.
11. Age restriction if any prescribed in special/ad hoc rules for promotion shall not be insisted for awarding selection grade.  
(Lr.No.121945/P&AR/per.S/87-a,dt:8-1-88)
12. Service rendered in a different post eventhough it carried the same scale of pay will not be reckoned for the 10 year period. (Lr.No.36317/FRI/79-2/P & A.R./dt.18-6-79).
13. Fixation in respect of selection grade or special grade appointment after 1-10-1984, shall be allowed as follows:
  - (a) After adding an increment in the ordinary grade pay, when there is a stage, the pay shall be fixed at the stage.
  - (b) If there is no such stage, the pay should be fixed at the next lower stage in the selection grade scale and difference allowed as personal pay. The personal pay shall continue to be drawn till the individual moves to higher post and shall be taken into account for fixation of pay in the higher post or the special grade post.
  - (c) If the amount arrives at is less than the minimum of the scale of pay, the minimum shall be allowed as pay.  
(G.O.Ms.No.841,P & AR,dt.30-8-1985 and G.O.Ms.No.879, P & AR,dt.5-9-86).
  - (d) Anamolies due to drawal of "personal pay" by juniors resulting in their seniors drawing less pay than their juniors may be rectified by grant of "personal pay" form the date from which such anamoly occurs. This is applicable to selection grade, special grade and special Temporary posts also, with notional effect from 1-10-84 and monetary benefit from 1-4-86.  
(G.O.Ms.No.443,P & AR,dt.20-5-87). This reffixation shall be done by the appointing authorities.  
(Lr.No.57855/FR II/87-2, P & AR/dt.7-7-87) The date of next increment will be that of the junior.  
(Lr.No.113341/FR.II/87-3,P & AR-dt.12-4-88)
  - (e) Personal pay availed of by those, who moved to selection grade/special grade/Special Temporary posts between 1-10-84 and 31-3-86, need not be recovered. (Lr.No.114108/FR II/86-5,P & AR./dt.19-2-87).
  - (f) If an increment accrues to an individual on the date of appolntment to selection grade or special grade, the pay may be fixed in the selection/special grade post based on the pay drawn in the ordinary grade (selection grade when moved to special grade) and the increment allowed in the selection grade or special grade scale of pay on the same date.  
[Govt.Lr.No.17177/PC-1A/79-2, Finance, dated 28-6-1979 and G.O.Ms.No.1169,P & AR dated 9-12-1982].

14. **Appointment to selection/special grade when stoppage of increment has been ordered:**
- (a) **Stoppage of increment with cumulative effect:**  
Movement to selection grade only after completion (expiry) of the punishment period. Pay to be fixed in the stage which he would have got in the normal course but for his punishment. The next increment should be allowed as if there is no punishment of stoppage.
- (b) **Stoppage of increment with cumulative effect:**  
Appointment to selection grade only after expiry of the punishment period. Pay to be fixed based on the pay drawn prior to appointment to selection grade. Next increment is to be allowed after putting in service of one year.
15. **Appointment to selection grade or special grade and special temporary posts after relinquishment of rights for promotion:**  
In cancellation of all previous orders, it has been ordered that persons who have relinquished their rights for promotion may be appointed to selection/special grade on completion of 10 years of service. (G.O.Ms.No.880,P & AR,dt.5-9-86)
16. **Promotion from the selection grade/special grade posts:**
- (a) If a person working in a selection grade post gets promotion and when the scale of pay of the selection grade post is identical to the scale of pay of the promoted post, the individual may be allowed on option either to have his pay fixed with reference to the pay drawn in the lower post (ordinary grade) after granting increments upto the date of promotion and fixing his pay under FR 22B or continue to draw the pay in the selection grade pay in the promoted post also. The option should be exercised within one month from the date of promotion. (G.O.Ms.No.1076,P & AR, dated 23-10-1981).
- (b) If no option is exercised within one month, he shall be allowed to draw the pay he was drawing (in the selection grade) in the promoted post also.
- (c) The above orders are applicable in the case of those who were promoted from special grade posts also. (Govt.Lr.No.81102/FR-182-2,P & AR dated 1-10-1982).
- (d) In cases of promotion from selection grade, after 1-10-1984 to higher posts carrying an identical scale of pay, the pay may be fixed either under FR 22-B with reference to the notional pay in the ordinary grade of the lower post on the date of promotion to the higher post with the 5% increase of pay with reference to such notional pay or at the stage in the ordinary grade of the higher post after adding one notional increment to the pay drawn in the selection grade scale of the lower post, at his option. The option should be exercised within one month from the date of the promotion and if no option is exercised within one month, the pay shall be fixed at the stage in the higher post, after adding one notional increment to the pay drawn in the selection grade of the lower post. In respect of past cases the monetary benefit will be w.e.f. 1-4-86 only (G.O.Ms.No.895,P & AR,dt.10-9-86) Ruling 8 of FR 22B.
- (e) Persons regularly promoted from selection grade, special grade, special temporary post to a higher post carrying identical scale of pay and adopted for fixation at a stage in the higher post after adding one notional increment in the lower post shall exercise further option to pay fixation initially at the same stage in the higher post on the date of promotion and on accrual



of next increment in the lower post (SG/Spl.Grade/St.Post) for re-fixation after adding one notional increment to the pay drawn on the date of accrual of next increment in the lower post. Next increment will be after 1 year in the higher post. Option is to be exercised within 1 month from the date of promotion. If no option is exercised, pay fixation is allowed as per ruling 8 under FR 22B-w.e.f. 1.10.84 and monetary benefit from 1-4-86. (G.O.Ms.No.351,P & AR,dt:19-6-89).

- (f) If personal pay is drawn in the selection grade post, the P.P. should be continued to be drawn, even after adding one notional increment, till his next promotion or S.G. in the higher post. (Govt.Lr.No.95129A/FR-I/86-7,P & AR dept.dt.28-4-87).
- (g) The above fixation is applicable in the case of persons promoted from the Special Grade also. (Govt.Lr.No.91082/FR I(P & AR)dept.86-3,dt.9-1-87)
- (h) If personal pay is drawn in special grade of the lower post/special temporary post, and the option is for fixation at the stage after adding one increment to the pay drawn in the lower post/special temporary post the personal pay drawn in the special grade/special temporary post shall continue to be drawn till the individual gets his next promotion. (Govt.Lr.No.97533/FR-I/88-5,P & AR dt.11-4-89).
- (i) Anomalies of junior drawing more pay than the senior due to exercising of different modes of option by the senior and the junior shall be rectified under Ruling 2 under FR 22B. (G.O.Ms.No.145,P & AR,dt.19-4-91).

## 12. TRANSFER

1. General transfers shall be effected only during the transfer period i.e. between the 1st April and the 30th June every year. During the non-transfer period, transfers necessitated on account of promotion and recruitment by transfer may be ordered. [G.O.Ms.No.10, P & AR (per-S),Dt.07.01.94]
2. Government employees working for more than 3 years in one place are liable for transfer. [G.O.Ms.No.704, P & AR,Dt.19.06.78]
3. Mutual transfers and transfers to the place where the spouse is working may be effected during non-transfer period also. [Govt.Lr.No.21036/P & AR(per-S)/94-1 Dt.21.03.94]
4. If the applicant for transfer has not completed at least one year in his present post, his request will not be considered. However, this minimum period of one year in the present station need not be insisted upon, in respect of the request for transfer to the place where the spouse is working. [G.O.Ms.No.10, P & AR (per-S),Dt 07.01.94; Govt.Lr.No.21036/P & AR(per-S)/94-1 Dt 21.03.94]
5. (a) While examining the request transfers due consideration shall be given, to provide place in order to unite couples. The general instruction of the Government in the following Government Orders in regard to posting of husband and wife in the same place shall be followed:
  1. G.O.Ms.No.1992,Public(Ser.)dated 21.10.1937.

2. G.O.Ms.No.930, Personnel & Administrative Reforms, dated 26.6.1977.

3. G.O.Ms.No.1050, Personnel & Administrative Reforms, dated 23.10.1980.

4. Govt.Lr.No.21086/Per.S/94-1, Personnel and Administrative Reforms, dated 21.3.1994.

- (b) The request on the health point of view, teachers who are actually suffering from any of the chronic illness like cancer, kidney troubles, etc. may be considered for a posting as far as possible to a place where adequate medical facilities are available;
- (c) Physically handicapped and unmarried women teachers may be given preference for a posting to a place within or near to their native place and where hostel facilities are available.
- (d) While considering the request transfers to places which are not vacant, the position of persons who are liable to be affected has to be taken into account. If proper attention is not paid on this score this will cause unnecessary administrative problems;
- (e) While considering the mutual transfers request of persons who were already shifted on the ground of complaints, etc., should not be considered.

[G.O.Ms.No.110,Edn,Dt.02.06.94]

6. Transfer on administrative reasons shall be made only if sufficient records are there to prove the complaints. Further, administrative transfer of teachers shall be considered in the following cases:
- i. Those against whom vigilance enquiries are pending;
  - ii. Those against whom there are complaints which are found true on the enquiry;and
  - iii. If a teacher is considered consistently poor in his work, and taken no special interest in coaching pupils backward in studies, he may be transferred depending upon the number of years he has served in one school to improve the standard of the school and to bring an enthusiastic teacher from outside, but, this may be resorted to in extreme cases only.
- [G.O.Ms.No.110,Edn Dt.02.06.94]

7. If both the husband and wife are working in the same station and completed 3 years, they may be allowed to continue in the same station, if they could not be accommodated in the same station on transfer. (Govt.Letter No.51590/A/PG/M/79-1,P&AR dated 30-6-79)
8. The employees who are studying in the evening colleges are permitted to stay in the same station, till they complete their course. (G.O.Ms.No.670,P & AR dated 29-6-81).
9. Physically handicapped persons should not be transferred to places where no transport facilities are available.  
(Govt.Lr.No.19655/S.W.dept./90-8 dt.7.2.91)
10. Request for transfer from Govt Servants having mentally retarded children, to the place of their choice before completion of eligibiligy period in a station may be considered.  
(Govt.Lr.No.19042/91-3,P&AR dt.14-5-91)
11. Wherever a Government employee is transferred to another station, his duty pay upto the date of his relief should be drawn and paid to him immediately, (G.O.Ms.No.210,Finance,dated 15-2-82).
12. A copy of the L.P.C. issued should be given to the employee on hand so as to enable him to produce it in the new station to which he is transferred (G.O.Ms.No.210,Finance,dated 15-2-1982).

### **13. JOINING TIME AND COMPULSORY WAIT**

1. **Joining Time is time allowed to a Government employee to join a new post or to travel to or from a station to which he is posted.**
2. **Joining time is allowed to Government servants who are transferred at request also.**
3. **Joining Time can be granted,**
  - (i) **to join a new post in the same or new station without availing any leave,**
  - (ii) **to join a new post in a new station on return from leave not exceeding 6 months,**
  - (iii) **when he had not sufficient notice of his appointment on his return from leave exceeding 6 months,**
  - (iv) **to proceed on transfer to join a post in a remote locality which is not of easy access.**
  - (v) **to proceed on relinquished charge of a post on transfer or leave in a remote locality which is not of easy access,**
  - (vi) **to attend training exceeding 3 months which is at a particular station and**
  - (vii) **to probationers and approved probationers in one service when appointed to the same or another service by direct recruitment.**
4. **If training does not exceed 3 months or is not continued in a particular station and when the training period exceeds 6 months and the Government servant is allowed stipend or deputation allowance or training allowance for the training period, only the actual journey time should be allowed.**
5. **If a Government servant is on leave and is on compulsory wait for orders of posting, the joining time, which should follow such compulsory wait, will be reckoned from the date of receipt of posting orders.**
6. **If there is a change of office but no change of residence one day joining time is allowed. It may either be a holiday or a Sunday.**
7. **If there is change of station, a maximum of 30 days including Sundays is allowed as joining time. Of this 6 days are allowed for preparation. In addition to this period of preparation, one day for every 400 KM or part thereof to cover the actual journey by railway/bus is allowed.**
8. **If there is no change of office or building, no joining time will be allowed.**
9. **Intervening Sundays are not to be included in the joining time.**

10. While calculating the period 8 Km. of road journey to and from railway station either at the beginning or at the end of the journey should not be taken into account.
11. The travel should be only by the shortest route ordinarily travelled.
12. If a revised posting order is received while on transit, fresh joining time has to be allowed, but the 6 days preparation time is not to be allowed; the fresh joining time begins on the day following the date of receipt of transfer order.
13. While on transit if the Government servant is reposted to the original post, joining time is allowed again afresh as stated above.
14. Pay during the period of joining time shall be allowed as on duty in the old post or in the new post whichever is lesser.
15. House Rent Allowance and C.C.A. would be paid along with pay at the rates applicable either at the old station or at the new station whichever is lesser.
16. If (during the period of joining time) an increment accrues in the old post, that will also be taken into account. D.A. increase during the transit period should also be allowed.
17. If the joining time has exceeded, no pay or leave salary would be paid for the excess joining time period.
18. Wilful absence from duty after the expiry of the joining time would be treated as misbehaviour and liable for disciplinary action.
19. Joining time not availed of in full or in part on transfer is treated as Special Casual Leave which can be availed within 6 months (G.O.Ms.No.929, P & AR, Dt.13.8.79). The period of special casual leave is limited to the extent of joining time not availed of.
20. Holidays other than Sundays are also included in the special casual leave (G.O.Ms.No.1205, P & AR, dated 3.12.81).
21. In cases occurring after 21.3.1986 where joining time is not availed of in full, the number of days of joining time not availed of subject to a maximum of 15 days shall be credited to the Earned Leave Account. Even after the credit of joining time, the total Earned Leave at credit is restricted to 180 days.  
(G.O. Ms. No.281 P & AR, dated 21.3.86).
22. An employee who has not availed of the joining time on transfer, should join the new post, apply within six months from the date of his transfer for crediting the unavailed joining time into his E.L.

account. Such credit, made after 30.10.87, should not exceed 240 days. (Lr. No.33978/FR III/88-1, dt.28.9.88).

(Govt. Lr. No.100270/FR III/90-1, P & AR, Dt.26.10.90).

23. The period a Government employee has to compulsorily wait for orders of posting is treated as compulsory wait and as duty. During such period he is entitled to the pay plus special pay which he would have drawn in the old post had he continued in it or the pay he will draw on taking charge of the new post whichever is lesser. For this purpose no temporary post need to be created.
24. The compensatory allowances shall be paid at the rates applicable at the station in which he was on compulsory wait.
25. In the case of a Government servant under suspension, the period from the date of revocation of the suspension to the date prior to the date of serving the posting order shall be treated as compulsory wait. The period from the date of serving the posting order to the date of joining duty shall be treated as joining time to which he is eligible. Any excess period over and above the joining time admissible shall be treated as leave to which he is eligible (with effect from 10.8.84) (G.O.Ms.No.182 P & AR dated 22.2.85).

## **14. ADDITIONAL CHARGE**

1. The Government may appoint a Government servant to hold full additional charge or to discharge current duties of one or more independent posts at one time as a temporary measure and grant additional pay. (FR 49)
2. Additional pay will be allowed only if the period of additional charge is more than 39 days; in computing the period of additional charge, holidays and casual leave should also be included.
3. No additional pay shall be granted for holding additional charge of current duties of one or more additional posts.
4. Additional pay is admissible for 5 months only. However, Government have powers to extend the period upto which additional pay can be paid.
5. Additional pay is to be paid at the rates mentioned below:
  - (i) at 1 / 5th of the pay of the regular post or 1 / 2 of the minimum pay of the additional post, whichever is lesser, for the first 3 months.

- (ii) at 1 / 10th of the pay of the regular post or 1 / 4th of the minimum pay of the additional post, whichever is lesser for the remaining 2 months.

From 9.2.87 onwards, the charge allowance shall be at the rate of 1 / 5 of the pay drawn in the regular post or 1 / 2 of the minimum pay of the additional post whichever is lesser for the entire period of 5 months. (G.O.Ms.No.112, P & AR, dated 9.2.87).

- (iii) Prior to 10.2.82, additional pay is not admissible to an officer whose grade pay is Rs.2250/- or above. But after 10.2.82, no ceiling limit has been prescribed.
- (iv) Special pay attached to the post of additional post will not count for reckoning the additional pay. But when the special pay is allowed in consideration of responsibility or work, it will be allowed in full along with the additional pay admissible.
- (v) Personal pay drawn in the regular post can be taken for compensation of charge allowance. (Lr. No.121781/FR II/88-2, P & AR, dated 13.2.89).
- (vi) Compensatory allowances in full if it is attached to only one of the posts including the regular post or the highest of the compensatory allowance attached to one or more posts including the regular post can be drawn along with the additional pay.
- (vii) The method of additional charge arrangement for a period of 5 months should be calculated in the following manner : -

(a) First three months from 20.08.94	Y	M	D
20.08.94 to 31.08.94	0	0	12
Sept. 94 & Oct. 94	0	2	00
01.11.94 to 18.11.94	0	0	18
	<u>0</u>	<u>3</u>	<u>00</u>
(b) Next two months from 19.11.94			
19.11.94 to 30.11.94	0	0	12
December 94	0	1	00
01.01.95 to 18.01.95	0	0	18
	<u>0</u>	<u>2</u>	<u>00</u>

(G.O. Ms. No.1480 Fin (F.R.) Dt.13.10.71)

## 15. HOUSE RENT ALLOWANCE (HRA)

1. House Rent allowance is payable to Government servants residing in their own house also.
2. HRA is not admissible to those who are provided with Government Quarters or Housing Board Quarters.
3. HRA is payable during leave period at the usual rates irrespective of whether he is reposted to the same station or not.
4. HRA is admissible during the period of suspension also in full, at the rates applicable at the place where the suspended Government servant is ordered to stay during the period of suspension with reference to the last pay drawn before suspension.  
(G.O.Ms.No.351,P & AR,dt.6-4-85)
5. If a Government servant continues to be under suspension even after the date of superannuation in view of pending disciplinary proceedings against him, and is later fully exonerated, he shall be paid HRA and C.C.A. as admissible prior to the date of superannuation till the date on which the final orders on the disciplinary proceedings are issued.  
(G.O.Ms.No.396,P & AR,dt.16-4-85)
6. (a) The HRA is payable in Madras City and places around the city within 32 Kms.from city limits;  
(b) Coimbatore and Madurai and places around them within 16 Kms. from the city limits;  
If the radius of 32 Kms. or 16 Kms.(as the case may be) falls within part of a Panchayat Union area, Government employees working in the entire Panchayat Union area is eligible for HRA at the rates applicable to Madras city or Madurai/Coimbatore as the case may be with effect from 1-4-86.  
(c) Places classified as Grade II and Grade III: Places around the Grade II places not exceeding 8 Kms. from the town limits are eligible for HRA. If the radius of 8 Kms. falls within a part of Panchayat Union the entire Panchayat Union area shall be taken as Grade II place with effect from 1-4-86 (G.O.Ms.No.772 Finance (P.C.)dated 22-8-86).
7. If both husband and wife are Government servants at the same station occupying the same Government Quarters, both of them need not forego HRA. The spouse on whose name the Quarters have been allotted and from whose salary rent is recovered need alone forego HRA.  
(G.O.Ms.No.429, Finance, Dt.25.05.94)
8. IN respect of Government servants whose scale of pay are 555- 970,475-775 and 450-720, no recovery towards rent will be made. However, they should forego their H.R.A.

## 18. HILL ALLOWANCE (HA)

1. Hill Allowance is admissible at the rate of 20% of Basic pay subject to a maximum of Rs.200/-p.m. in all the declared hill stations.
2. HA is admissible during Earned Leave and Medical Leave upto a maximum of 180 days. The Government servant should submit a certificate that he or his family members are residing in the hill station during the leave period.  
[Govt.Lr.No.138365/Fin/All.II/74-1 Dt.30.05.76]

## 19. SPECIAL COMPENSATORY ALLOWANCE IN TRIBAL SUB-PLAN AREAS

This allowance is paid to transferable Government servants posts in the Tribal sub-plan areas at the following rates.

Group	Area I Most Backward	Area II Backward	Area III Less Backward
A (Above Rs.1800/-)	Rs.100	Rs.90	Rs.80
B (1045-1800)	Rs.75	Rs.70	Rs.65
C (475-1045)	Rs.50	Rs.45	Rs.40
D (Below Rs.475)	Rs.25	Rs.20	Rs.20

(G.O.Ms.No.20,S.W;Dt.03.01.86)

## 20. CONVEYANCE ALLOWANCE TO THE BLIND AND THE ORTHOPAEDICALLY HANDICAPPED

1. Conveyance Allowance at the rate of 5% of Basic Pay (subject to a maximum of Rs.75/-)p.m. is allowed to the Blind and Orthopaedically Handicapped Government servants.
2. For the blind:  
The Government servant must be totally blind or has vision less than 3/60 in both eyes or has field vision less than 10/In both eyes. (The Head of the Department of Ophthalmology in a Government Hospital should certify and recommend the case).
3. This Allowance is not admissible to one-eyed servants.



4. For the orthopaedically Handicapped:  
The Government servant must have 40% permanent partial disability of either upper or lower limits OR 50% permanent partial disability of both upper and lower limits together. (The Head of Orthopaedic Department in a Government Hospital should certify and recommend the case.)
5. The Conveyance Allowance to the Blind and the Orthopaedically Handicapped is admissible to Government servants appointed under 10(a) (i) Rule also. (Govt.Lr.No.150524/PC/Fin/89-1 Dt.24.12.89)
6. This Allowance is admissible to persons on consolidated pay or Fixed pay or Honorarium also. (Govt.Lr.No.150262/PC/Fin/89-1 Dt.03.01.90)
7. This Allowance is not payable during leave (other than casual Leave), joining time or suspension period.
8. Those who are residing in the office campus are not eligible for this allowance. (Govt.Lr.No59719/Fin(PC)/Dt.06.08.89)
9. Those who have Free Bus Pass facility in the Transport Corporations are not eligible for this allowance. (Govt.Lr.No.18106/Fin(PC)/91-1 Dt.23.04.91)
10. The Government servants should apply to the Heads of Departments for sanction of this Allowance. (G.O.Ms.667, Finance, Dt.27.06.89)

## **21. MEDICAL ALLOWANCE (MA)**

1. In lie of the existing Medical Reimbursement Scheme, Medical Allowance of Rs.15/- p.m. was allowed in G.O.Ms.No.515, Finance, dated 26.07.88. Now w.e.f 01.04.94 the amount of MA is enhanced to Rs.30/- p.m. [G.O. Ms. No. 293 Finance (salaries) Dept. dt. 04.04.94]
2. MA is not admissible for inclusion in the surrender leave salary; it is not admissible during the period of suspension. [Govt.Lr.No.30421/All-I/89-1 dt.05.05.89]
3. MA can be sanctioned during all leave periods except during suspension, surrender leave salary and terminal leave salary. [Govt.Lr.No.107557/All.I/89-2 dt.08.01.91]

## **22. DEARNESS ALLOWANCE (DA)**

1. Previously Dearness Allowance was sanctioned on the principle of every 8 point increase in the 12 monthly average All India Consumer Price Index (AICP).
2. From 01.07.86 onwards, the DA is paid on par with the Central Government employees whose scales of pay were revised at 608 points with effect from 01.01.86.
3. The DA is calculated on the percentage increase of AICP over and above the 608 points and sanctioned twice a year for B,C and D Groups of Employees. [Refer Annexure No. for your D.A.]

## **23. SUBSISTANCE ALLOWANCE**

1. **Subsistence Allowance shall be paid at the rate of 50% of the pay drawn by the employee prior to suspension during the first six months. This may be increased to 75% from the seventh month, when the suspension is extended for which the employee is not responsible. If the employee is responsible for such extension the subsistence allowance may be reduced to 25% (FR 53(1)(a)).**
2. **D.A. shall be allowed based on the subsistence allowance granted [(FR) 53 (i) (a)] Increase in D.A. should also be given. (Memo No.11097 All.I.Fin/75-1 dt.2-9-76)**
3. **The increased subsistence allowance has to be paid even when it had been tentatively decided to dismiss or remove the employee. (Government Lr.No.37400/84-2 P & AR dt.13-9-1984).**
4. **H.R.A. admissible during suspension also. It should be paid at the rates applicable to the places where the suspended employee has been ordered to stay during suspension. (G.O.Ms.No.211,P & AR dt.8-3-82)**
5. **C.C.A. should also be paid during suspension. The suspended employee should give a certificate that he continues to reside in the city.(G.O.Ms.No.823,Fin.(All)Dt.29-8-75).**
6. **Deductions from the subsistence allowance:**
  - (i) **Compulsory Deductions:**  
**Income Tax, rent and allied charges, and loans and advances.**
  - (ii) **Optional deductions:**  
**P.L.I. premium**  
**Dues to co-operative societies**  
**Refund of G.P.F. Advances**  
**The deductions should be made at the written consent of the employee.**
7. **Discretionary Deductions by the Head of Office:**  
**Recoveries of over payments may be recovered at the discretion of the head of office whether in full or in part depending on the circumstances of the case. It should be restricted to 1/3 of the subsistence allowance.**
8. **Deductions not to be made are:**  
**G.P.F. subscriptions**  
**Court attachments**  
**Loss caused to Govt. for which the Govt. employee is responsible**  
**(Ruling 2 under FR 54)**

## 24. SPECIAL ALLOWANCE

1. Considering the nature of work and the need for Improvement in quality of teaching, Special Allowance equivalent to that of an annual increment is allowed to the PG Teachers.
2. This allowance is sanctioned to the PG Teachers (and all other equivalent categories) working in Govt. Higher Secondary Schools and Aided Higher Secondary Schools under all kinds of managements as on 01.04.93.
3. The Special Allowance amounts to a sum equivalent to that of an annual increment last drawn prior to 01.04.93.
4. The incumbents in the selection/special grades as on 01.04.93 are also eligible for the Allowance which would be equivalent to one annual increment last drawn prior to 01.04.93 in the respective scales of pay.
5. This Allowance is paid from 01.04.93 separately as an allowance and not in the form of increment [G.O.Ms.No.714, Education (HS2), dt. 26.07.93]

## 25. TRAVELLING ALLOWANCE (TA)

1. The TA claims should be preferred within three months from the date of performance of the journey.
2. Grades for the purpose of TA claims :-

Grade I	-	Basic Pay of Rs.3000/- and above.
Grade II.	-	Basic Pay from Rs.1400/- to Rs.2999/-
Grade III	-	Basic Pay from Rs.950/- to 1399/-
Grade IV	-	Basic Pay of Rs.949/- and below.
3. No.TA is admissible for journeys to places which are within 8 KMs radius from the Headquarters. A journey performed within the limits of Madras, Madurai and Coimbatore Corporations though it exceeds 8 KMs will not be treated as journey on tour.
4. TA for attending Bank/Treasury work for presentation or encashment of bills or reconciliation work will be as follows:-
  - (a) Upto 8 KMs. - only actual bus fare or train fare admissible.
  - (b) Beyond 8 KMs. upto 50 KMs. - Actual conveyance plus D.A. admissible.
  - (c) Beyond 50 KMs. T.A. as on tour admissible.(G.O.Ms.No.471, Finance, Dt.22.8.82).
5. For bringing cash from Bank/Treasury the rate admissible are as follows :-
  - (a) Upto Rs.1999/-..... Acutual Bus fare
  - (b) From Rs.2000/- to Rs.9999/- Auto fare
  - (c) Above Rs.10,000/- Taxi fare(Govt. Lr.No.64258/All. 1/82-1 Fin Dt.3.5.84)

6. The distance of the journey covered is to be calculated from the central point of the Headquarters of the employee.
7. A day for the purpose of TA is not a calendar day. It is a block of 24 hours of absence from the Headquarters.
8. The employees can avail casual leave and public holidays while on tour/camp for not exceeding 7 days either during or before or after the journey. (Rule 61 (3) and G.O.Ms.No.486/Fin./Dt.27.7.82). But Daily Allowance is not admissible for the C.L. or holidays availed in camp. If 1/2 day C.L. is availed, 1/2 D.A. is admissible. (G.O.Ms.No.353, Fin, dt.9.5.83)
9. A claim of TA is restricted to 40% of the basic pay of the employee. (G.O.Ms.No.695, Fin. (All.I), dt.7.7.89)
10. Eligible Accommodation:
 

Grade	Pay Range	Accommodation
I (a)	Rs.4500/- & above	Air or AC I Class by Train within and outside the State
(b)	Rs.3700/- to Rs.4499/-	Air outside the State; AC I Class by Train within the State
(c)	Others	I Class by Train
II	---	I Class by Train
III & IV	---	II Class by Train
11. Reservation and Sleeper Charges paid can be included in the bill. [Govt. Lr. No.132096/PC-II/79-1, Dt.06.04.79]
12. The scheduled Time of departure and arrival should be followed in the bill. [Govt. Lr. No.81229/All.I/Dt.11.11.81]

**(a) DAILY ALLOWANCE**

13. Daily Allowance is allowed for every block of 24 Hours of absence from Headquarters.
14. Daily Allowance is regulated as follows :-
 

(i) Upto 6 hours of absence	-	30%
(ii) Beyond 6 but upto 12 hours	-	70%
(iii) Beyond 12 but upto 24 hours	-	100%
15. If more than one journey is performed on the same day, the employee may at his option draw Dearness Allowance for one of the journeys.

16. The Dearness Allowance rate is as follows :-

Grade	In Madras	In other places
I	Rs.88	Rs.44
II	Rs.60	Rs.30
III	Rs.40	Rs.20
IV	Rs.32	Rs.16

(w.e.f. 01.07.89)

[G.O.Ms.No.666, Finance (PC), Dt.27.06.89]

**(b) INCIDENTAL CHARGES (IC)**

17. Incidental Charges are allowed to compensate the expenses towards portage etc. for journeys of 160 KMs or more from the Headquarters.
18. A half of the eligible Daily Allowance is admissible as IC.
19. Only one IC is allowed for a block of 24 hours.
20. For the journey from the Headquarters and back to the Headquarters on the same day, the IC will be paid at the rate admissible at the Headquarters.
21. IC will be admissible for journey on tour even if the journey is commenced or ended at a point which is 160 KMs. away from the Headquarters after 24 hours from one camp to another or return to the Headquarters and each journey need not be a distance of 160 Kms. after initial travel of 160 Kms. from the Headquarters on that tour. (Govt. Lr. No.91952/PC/90-1, dt.31.8.90)

**(c) TERMINAL CHARGES (TC)**

22. TC is also known as Flat Rate.
23. If the distance between the Railway station/Bus stand and residence or place of halt in camp exceeds 1/2 K.M, flat rate to cover expenses is allowed. (G.O.Ms.No.1054, Finance, Dt.5.10.78 and Lr. No.7818 Fin. (P.C.)79-2, Dt.14.5.79).
24. This is admissible in addition to IC.
25. A maximum of 4 flat rates can be allowed.
26. Flat rate admissible on both ends of the journey irrespective of time gap.
27. The flat rate is admissible in villages also provided the distance between the places exceed 1/2 K.M. (Lr. No.126593/PC 78-1/Dt.2.11.78 and Lr. No.98666/All 81- 1/Dt.30.12.81)
28. A certificate about the mode of conveyance used for the journey should be furnished in the Bill. The mode of conveyance should also be mentioned. (Lr.No.154315/All 1/86-1/Finance/dt.13.4.87).
29. The rates of flat rate are as follows :-

Grade	In Madras	In other places including villages
I & II	Rs.10.00	Rs.5.00
III & IV	Rs.5.00	Rs.3.00

## **26. TRANSFER TRAVELLING ALLOWANCE (TTA)**

1. An employee on transfer is eligible for the reimbursement of following items of expenditure actually incurred by him for self and his family members and for transport of personal effects.
  - i) Rail/Bus/Air fare for the self and his family members
  - ii) Incidental charge to self if the journey is performed by bus/rail/air (not to his family members)
  - iii) Flat rate for self and each member of his family (above the age of 3 years).
  - iv) Daily Allowance for self and member of the family at full rate applicable to self. Children below 12 years are eligible for half Daily Allowance.
  - v) Cost of transport of personal effects (Household items) by rail or by lorry etc.
  - vi) Lumpsum grant for transport of personal effects.
  - vii) Train/Bus fare by lowest class to personal servants and Driver (Daily Allowance is not admissible)

2. The eligible members of the family for purpose of T.T.A are as follows :-

- a) wife
- b) Dependent Children (including step and adopted children)
- c) widowed daughter (dependent)
- d) husband (dependent)
- e) Married daughter not placed under her husband's protection
- f) Father and Mother (dependent)

[Adopted father / mother and step father / mother are not included in the list of eligible family members.]

3. The grade of the Govt. employees is applicable to the family also for the purpose of Daily Allowance.
4. Family members may precede the employee on the eve of his transfer to the new station by not more than one month.  
Similarly they may succeed the employee after his joining in the new station within 6 months (Ruling 2 under Rule 76).
5. The family or any member may go to any other place other than the new station or also join the employee from any other place at the new station and eligible for T.T.A. at the rates applicable from the old station to the new station. (Ruling Under Rule 75,76)
6. T.T.A. will not be admissible if the employee joins from leave not exceeding 6 months.
7. T.T.A. claim should be preferred within 3 months from the completion of each journey, 3 months period will be reckoned separately for self, family and personal effects.

**8. Cost of Journey :**

- i) The actual cost of journey for travel from old station to the new station is reimbursible for self and family members at the eligible accommodation by train/bus.
- ii) In addition to train fare, the cost of reservation and sleeper charges paid can be reimbursed.
- iii) The family or the officer cannot travel by A/C.I class on transfer. (G.O.Ms.No.1539, Finance, dt.15.11.79).
- iv) In case of bus journey the cost of reservation charges can also be claimed. (G.O.Ms.No.1054,Fin,dt.5.10.78)
- v) If journey is performed on own car either by the employee or by the family bus fare/train fare not admissible.  
However, the charges for taking the vehicle can be claimed, (Ruling I under Rule 70 (ii))
- vi) If travelled by a taxi or a hired vehicle, the employee shall be paid the eligible train fare or the taxi fare whichever is less. (Note under Rule 70 (ii))

**9. Incidental Charges :**

- i) This shall be allowed only to the officer and not to the family members.
- ii) Half D.A. shall be paid as IC as in the case of journey on tour, if the journey is performed by air/rail/bus, at both ends irrespective of the time gap [Rule 80 (b)]
- iii) Incidental charges allowed to places even at a distance of less than 160 K.Ms. (Lr. No.45145/PC.II/90.19.11.90)

**10. Flat Rate (Terminal Charges) :**

- i) The officer and his family are eligible for flat rate at the rates admissible ofor tours to the officer.
- ii) Children below 3 years are not eligible for TC.

**11. Personal effects :**

- i) Personal effects include pet animals and milch cows, but exclude conveyance.
- ii) The personal effects can be transported by rail/lorry and partly by road and partly by passenger train between stations connected by rail.
- iii) The charges for transport of personal effects by lorry would be restricted to what would be eligible had they been transported by train. If the personal effects are transported by road, the reimbursement will be restricted to the claim adopting the shortest railway route. (G.O.Ms.No.530,Fin (A&I),dt.16.6.89)
- iv) The maximum quantity of personal effects the transporting cost of which is eligible for reimbursement is as follows:

Grades	By Goods Train (kg)	By Passenger Train (kg)
I	4300	200
II	1925	75
III	960	40
IV	960	40

- v) The mileage rate admissible for transport of personal effects between places not connected by rail shall be as follows:

Grades	Mileage Rate/KM	
	Rs.	P.
I	1.30	
II	0.80	
III & IV	0.65	

(Three mileage rates are allowed for every K.M.)

## 12. Lumpsum allowance

- i) Lumpsum allowance is paid at fixed rates towards expenses for transport of personal effects. The rates are as follows :  
(w.e.f.1.7.89)

Grades	Distance	
	Above 8 K.m * but less than 60 K.m.	Above 60 K.M.
	Rs.	Rs.
I	300	500
II	225	400
III	150	275
IV	75	150

\* Lr.No.152041/PCI/89-1,dt.26.12.89.

- ii) If personal effects are not actually transported half of the rates above is payable [Rule 70 (x) (b)]  
 iii) The 50% of lumpsum allowance is payable whether the employee has family or not. (G.O.Ms.No.948, Finance, dt.9.7.79)  
 iv) The balance 50% of this allowance is payable later when the employee gives a certificate that he has actually transported the personal effects.

(Govt. Lr. No.412/PC/III B/72-1, dt.30.3.72)

- v) A bachelor is also eligible for this allowance, if he has transported personal effects.  
 vi) Actual distance by road is only to be reckoned and not the mode of transportation.

## 13. Mileage Allowance :

- i) When the place of journey is not covered by regular mode of conveyance the employee and the family can claim mileage allowance at the following rates for the expenses incurred for the same.

Grades	Mileage rate		Mileage for self
	Rs.	P.	
I	1.50		3.00
II	0.90		1.80
III & IV	0.75		1.50



- ii) In case of Grade I and II officers, one extra mileage is permissible if 3 family members accompany the Govt. employee and another extra mileage if more than 3 members accompany the Govt. employee.

**14. T.A. For personal servants :**

- i) The officer on transfer is permitted to take with him his personal servants to the new station and claim the actual fare towards train or bus. The number of personal servants permitted is as follows :

Grades	No. of Servants
I	2
II	1
III & IV	NIL

- ii) The bus/train fare by the lowest rate is admissible for them.
- iii) The personal servants may precede the officer by one month and succeed the officer within 3 months to the new station.  
Note (i) under Rule 70 (vii).
- iv) The servant may also join the officer from any other station. The fare is limited to what would be the fare had he travelled from old to new station.  
Note (ii) under Rule 70 (vii).

**LOANS & ADVANCES**

**ADVANCES (INTEREST FREE):-**

- 1) Transfer Advance (Art.239 TNFC Vol.I)
- 2) Festival Advance (Appx. 28 TNFC Vol. II)
3. Education Advance (G.O.Ms. 821 Fin dt.13.6.79)  
" 968 Fin dt.1.12.88  
" 1464 Edn (D2) dt.14.9.88  
" 568 Fin. dt.2.8.91)
4. Khadi & Handloom Advance (G.O.Ms.961 Fin dt.1.9.76)
5. Solar Cooker Advance (Govt. Lr.701 Fin (BG-II) dt.4.8.86)
6. TANSI Products Purchase Advance (G.O.Ms.25, Ind. (SIH) dt.14.1.88)  
& Govt. Lr.36256/(SIH) 88-3 dt.16.9.88)
7. Leprosy, T.B., Cancer Treatment Advance :- (Art.255C(TNFC Vol.I))

**ADVANCES (WITH INTEREST):- (LOANS)**

1. Warm Cloth Advance (G.O.Ms.236 Fin dt.18.3.80) (Rs.500/-)  
(only for employees in Hill Stations)
2. Car/Scooter/Motor Cycle Advance : - (G.O.Ms.27 Fin 13.1.83)  
Govt. Lr.12381/Sat.-II./83-4, dt.26.3.84  
Govt. Lr.8127/Sat-20/87-4- Fin. dt.17.2.88

3. **Marriage Advance (Govt. Lr.2495/Sal-II/81-12 dt.29.3.83)**  
G.O.Ms.233 Fin dt.8.4.88
4. **House Building Advance : -**  
(G.O.Ms.1325 Housing dt.23.11.76)  
(G.O.Ms.900 H & UD dt.17.10.81)  
G.O.Ms.1245 Housing dt.24.9.80)
5. **Cycle Advance (Art 232 TNFC Vol.I) (G.O.Ms.786 Fin.dt.26.8.86)**  
G.O.Ms.820 Fin. dt.24.9.83  
Govt. Lr.62367/Fin.(Sal) 90/ dt.21.8.90
6. **Advance for purchase of CALCULATOR : - (G.O.Ms.268 Fin. dt.25.3.80)**
7. **Advance for Purchase of COMPUTER : - (G.O.Ms.231 Fin. dt. 1.4.92)**
- REIMBURSEMENT OF COST OF Text-Books : (G.O.No.761 Fin.All-I, dt.29.7.78)**  
Govt. Lr.1093 Fin dt.9.10.85  
Govt. Lr.59805/RA-s/86-1, Fin.dt.16.7.87
- SUPPLY OF SPECTACLES : - (G.O.759 Fin All-I, dt.23.7.78)**  
Govt. Lr.96414/All-I/82-10, dt.29.11.82)
- HEARING AID FREE SUPPLY : - (G.O.Ms.760 Fin. dt.29.7.78)**

## 27. MOTOR CAR ADVANCE

1. **The eligibility for sanction of advances for purchase of motor car by officers is as follows :-**

Sl.No.	Mode of Conveyance	Eligibility	Quantum of Advance
1.	Motor Car (New)	Only officers with scale of pay, minimum of which is Rs.3,000/- and above	Rs.1,40,000/- or 40 months basic pay or the anticipated price of the Motor Car to be purchased whichever is less.
2.	Motor Car	Only Officers with Scale of pay minimum of which is Rs.2,200/- and above.	Rs.60,000/- or 35 months' basic pay or the anticipated price of the Motor Car to be purchased whichever is less.

[G.O.Ms.No.719, Finance (salaries), Dt.13.10.93]

2. In order to decide the eligibility, special pay and personal pay will be added to the basic pay.
3. Interest will be charged on the advance at 10% p.a.
4. Interest calculation statements for conveyance advances (Motor Car/Motor Cycle/Scooter) have to be sent to A.G. for record only and not for confirmation of the correctness of the quantum of the interest fixed. (Lr. No.118115/Sal.I/90-I, Fin. dt.21.12.90)
5. The Heads of Departments are the sanctioning authority for their subordinates and Government in the case of Heads of Departments.

6. The car should be insured within one month or else the advance should be refunded with interest.

## 28. MOTOR CYCLE ADVANCE

1. The eligibility for sanction of advances for purchase of motor cycle/scooter/moped by employees is as follows :-

Sl.No.	Mode of Conveyance	Eligibility	Quantum of Advance
1.	Motor Cycle (New) Scooter (New) (80 cc and above)	The following categories of employees are eligible for this advance. (i) the Government employees who are on the scale of pay minimum of which is Rs.1200/- and above. (ii) the categories of employees mentioned under Article 231 (a) of Tamil Nadu Financial Code Vol-I	Rs.25,000/- or cost of vehicle whichever is less.
2.	Motor Cycle (Second-hand) Scooter (Second-hand) (80 cc and above)	- do -	Rs.8,000/- or the cost of the vehicle whichever is less.
3.	Moped (New only) (50 cc and below)	The following categories are eligible for this advance. (i) the Government employee who are on the scale of pay minimum of which is Rs.950/- and above. (ii) the categories of employees mentioned under Article 231(a) of Tamil Nadu Financial Code Vol-I	Rs.9,000/- or the cost of the vehicle whichever is less.

[G.O.Ms.No.719, Finance (salaries), Dt.13.10.93]

2. Interest will be charged at 8.5% p.a  
[G.O.Ms.No.1029, Finance, Dt.15.09.89]
3. Recovery of advance will be made in 60 monthly instalments in respect of new motor cycle/new scooter purchased.
4. Recovery of advance will be made in 50 monthly instalments in respect of second hand motor cycle/second had scooter/new moped purchased.  
[G.O.Ms.No.288, Finance (salaries), Dt.03.04.87]
5. The vehicle should be insured and mortgaged to Government within one month from the date of purchase.

## **29. WARM CLOTHING ADVANCE**

1. All Government servants who are transferred from plains to hill stations and who are working in hill stations are eligible for the advance.
2. The advance is limited to two months' pay or Rs.500/- whichever is less.
3. The advance is repayable in 20 instalments.  
(Art. 235 of TNFC Vol. I ; G.O.Ms. No. 236, Finance (Salaries), Dt. 18.03.80)

## **30. CALCULATOR ADVANCE**

1. All Govt. Servants who do research work or deal with accounts and who require calculators for official purpose are eligible for the advance.
2. The advance is limited to 75% of the cost of the calculator or Rs.500/- whichever is less.
3. The advance should be recovered in not more than 20 instalments.  
(G.O. Ms. No. 155, Finance (Salaries), Dt. 06.00.86;  
G.O. Ms. No. 441, Finance (Salaries), Dt. 22.05.87;  
G.O. Ms. No. 208, Finance (Salaries), Dt. 04.04.88)

## **31. HANDLOOM ADVANCE**

1. All Government servants are eligible for the Khadi and Handloom Cloth Advance.
2. The advance is limited to one month's basic pay.
3. Only one advance is admissible in a calendar year.
4. The advance is repayable in 10 monthly instalments.
5. The Head of office or the drawing officer is the sanctioning authority.

## **32. FESTIVAL ADVANCE**

1. All Government employees without any calling on pay irrespective of their religion are eligible for the advance.
2. This advance can be sanctioned for any of the following festivals:- Deepavali, Ramzan, Easter, Pongal, Miladi Nabl, Christmas, Onam and Bakrid.
3. The advance can be sanctioned also to those who are on Earned Leave/ Unearned Leave on M.C.

4. A further advance should not be sanctioned when the previous advance is outstanding.
5. Employees appointed under emergency provisions and who are not likely to be ousted in the next year are also eligible for advance provided sureties from Permanent Government servants are obtained.
6. The advance cannot be sanctioned during suspension period.
7. The advance is restricted to 2 month's basic pay or Rs. 750/- whichever is less.
8. The advance is recoverable in 10 monthly instalments from the pay next drawn.
9. The advance can be sanctioned and paid within one month in advance of the date on which the festival falls.
10. If the festival falls in April, the advance can be sanctioned and paid within two months in advance.
11. The date on which the festival falls is the criterion and not the date of drawal of advance for recovery of the advance.
12. If the festival falls after 16th of the month, recovery shall start from the pay of the month following the month of the festival.

### **33. EDUCATION ADVANCE**

1. In the case of those Government employees whose Children are Studying in Professional Colleges:- Rs. 2500/-, in Arts and Science Colleges - Rs. 2000/- and in Polytechnics - Rs. 1000/- can be payable as Education Advance.
2. Employees in regular service are eligible for the advance to meet the educational expenses of their children studying in recognised institutions.  
(Govt. Lr. No. 114709/C2/79-1/ PWD Dt. 22.01.80 and G.O. Ms. No. 1216, Finance, Dt 27.08.79).
3. This advance is admissible for studies in evening college also.  
(Govt. Lr. No. 74265 A/ Finance/ 79-1 Dt. 26.07.79)
4. However, this advance is not admissible when the children study through Correspondence Course.  
(Govt. Lr. No. 10498/ Finance/ 79-1, Dt. 16.10.79)
5. This advance is admissible for studies in recognised institutions of other states.
6. When the children are eligible for scholarship, reimbursement of cost of books, note books etc., from other sources, the advance is not admissible.

7. If both husband and wife are Government employees, only one advance can be sanctioned.
8. The advance is limited to one time only in a calendar year. When an earlier advance is outstanding, no second advance could be sanctioned.
9. This advance is admissible for children only and not for self.
10. The Head of office is the authority competent to sanction the advance. (G.O.Ms.No.821, Finance, Dt. 13-6-79).

### **34. MARRIAGE ADVANCE**

1. All Government employees whether permanent or approved probationers are eligible for this advance, for the marriage of self, their sons and daughters (including step sons/ daughters) (G.O.Ms.No.650, Finance, dt. 3-7-78).
2. Bridegrooms should have completed 21 years and brides 18 years of age, (G.O.Ms.No.493, Finance, dt.30-5-77).
3. In the case of adopted sons and daughters, documents in support of such adoption should be produced. The Government employee who adopts a child should have no issues. (Memo.No. 142497/72- 2/Finance/dt.31-1-74).
4. In the case of marriage of male Government servants and sons, an advance of Rs.3000/- and in respect of female Government Servants and daughters, a sum of Rs. 5000/- may be sanctioned as advance (G.O.Ms.No.234, Finance, dt.1-4-81 and G.O.Ms.No.666, Fin.(PC), dt. 27-6-89 w.e.f. 27-6-89).
5. Initially 75% of the advance will be sanctioned. The Government employee should furnish an utilisation certificate after the marriage is over. The balance 25% of the advance will be released there after.
6. All pending applications at the close of the financial year shall be given priority during next financial year. No renewal is necessary. (G.O.Ms.No.361, Finance (Sal.), dt.4-4-90).
7. The advance will be recovered in not more than 60 monthly instalments. The interest on advance will be recovered after the recovery of the principal advance.
8. The advance will be sanctioned by the District Collectors in respect of employees in mufasal areas and by Heads of Departments in Madras city.

9. No Second advance shall be sanctioned when the previous advance is outstanding.
10. Only two advances will be sanctioned during the whole service period of the Government employee (Memo. No. 729414/S/72-3 dt.27- 2-93).
11. No surety for the amount of advance is needed for sanction of advance to the permanent employee. In the case of others the surety should be a permanent employee or an approved probationer who has completed 10 years of regular service. The pay of the surety shall not be less than that of the applicant (Memo No.110518/S/72-1/Finance dated 22-8-72).
12. No advance is admissible in the case of re-marriage or after divorce of any one of the parties involved.
13. Govt. servants who have completed 3 years of service in a regular capacity, even though their probation has not been completed due to administrative reasons are also eligible for sanction of marriage advance provided the appointing authorities furnish a certificate to the effect that the applicant is likely to continue in Govt. service till the repayment of loan with interest. (Lr.No.34726/Sal.9-3, Fin.Dept. Dt.30-11-90).

### **35. SOLAR COOKER ADVANCE**

1. All Government employees are eligible for this advance; the temporary Government servant should have completed one year of service to become eligible for the advance.
2. An advance of Rs. 300/- to purchase a solar cooker will be recovered in 12 monthly instalments. (G.O.Ms.No. 786, Finance, Dt.26.06.86).

### **36. TANSI ITEMS PURCHASE ADVANCE**

1. For the purchase of items manufactured by Tamil Nadu Small- Scale Industries (TANSI), all permanent Government Servants and approved probationers are eligible for this advance.
2. An amount to the extent of basic pay (per mensem) of the Government employee will be sanctioned.
3. The recovery will be made in ten monthly instalments.

### **37. TRANSFER ADVANCE (PAY ADVANCE)**

1. This advance is eligible when the Government employee is transferred to a station which is more than 8 KMs.
2. This is payable on transfer while on duty or on leave.

3. The advance is limited to the basic pay of the employee and is recoverable in three monthly instalments after joining in the new station.
4. If the transfer order is cancelled after drawal of pay advance, the amount need not be refunded in one lumpsum but may be recovered in 3 instalments (Memo No.35584/73-13. Finance Dt. 14-8-74).
5. The advance can also be drawn in the new station after joining the new post within one month from the date of joining duty, provided that no advance was drawn in the old station.

### **38. T.T.A. ADVANCE**

1. 75% of the anticipated expenditure can be drawn as Transfer Travelling Allowance Advance.
2. The T.T.A. advance should be adjusted in the T.T.A bill amount in full. The bill should be presented within three months from the date of journey.

### **39. HOUSE BUILDING ADVANCE**

1. Permanent Government employees irrespective of their service and approved probationers, who have completed six years of continuous service are eligible for H.B.A. (G.O.Ms.No. 759 Housing & Urban Development Dept. dated 08.05.70).
2. If both husband and wife are government employees and if both are eligible for HBA, they are entitled for HBA combining both their pay plus D.A. But the advance should not exceed the ceiling of Rs.2,50,000/- (G.O.Ms. 772, Housing, dated 12-6-80).
3. Employees who are about to retire within five years are not eligible for HBA.
4. Where there is any Departmental proceedings/Tribunal proceedings/Vigilance enquiry pending against Government employee, then the question of sanctioning H.B.A. will be considered only after the proceedings/enquiry against him is finally disposed of (G.O.Ms.No. 1128, Housing, dated 27-8-76).
5. The employee should not have availed HBA in the past.
6. Neither the applicant nor his wife/husband/minor children is the owner of a house.
7. Government can relax the condition if the house is in a remote village or if the house is a joint property. (G.O.Ms. No. 1426 Housing and Urban Development dept. dt. 27-10-80).
8. Floor area should not be less than 22 sq. meters (exemption Slum Clearance Board tenements) (G.O.Ms. No. 751 Housing and Urban Development dept. dt. 6-6-80).



9. HBA can be availed for
  - a) Purchasing a plot and constructing a house in it.
  - b) Constructing a house in an already owned plot
  - c) Purchasing a ready-built house.
  - d) Enlarging/carrying out improvement in the house already owned.
  - e) Purchasing a flat from Housing Board.
10. A portion of the house constructed/purchased on HBA may be let out for rent if the employee so desires (Govt. Letter M.S. No.546/CI/80 date 24-4-80).
11. The house constructed/purchased should be insured within three months of completion. The Head of department is empowered to condone delay upto six months. (G.O.Ms.No. 1080, Housing & Urban Development, dt. 12-10-84).
12. Second mortgage is permitted if the Government employee so desires to raise loan from recognised financial institution to meet the balance construction for which H.B.A. was already drawn.
13. Permission should be obtained from the head of the department for purchase of plot or construction. The head of department should accord permission within two months from the date of application for the same.
14. 75 months' pay plus D.A and personal pay (maximum - Rs. 2,50,000/-) will be the advance admissible. Ceiling limit for improving the existing accommodation is Rs. 1,00,000/- within the ceiling of Rs. 2,50,000/-.
15. The Housing Development Finance Corporation (HDFC) Scheme will be operated in the city of Madras, Madurai, Coimbatore and the peripheral areas around these cities and Tiruchirappalli District.  
Government will charge interest at the rate of 10% p.a. on the loans advanced to the Govt. employees under this scheme; the difference in the rate of interest will be met by the State Govt. as subsidy. The processing fee of 1% charged by HDFC will also be paid by the Government.  
(G.O.Ms.No. 515, Housing, Dt. 26.07.94).

#### **40. LEAVE BENEFITS**

1. Casual Leave (Annexure VII of F.R)
2. Special Casual Leave (Annexure II of F.R.)
3. Maternity Leave (F.R.101-A and Instructions)
4. Compensatory Leave (G.O.No.2218 Public(Misc)dt.14-12-81)  
(DSE O.Mu.381748/C21/85 dt.21-10-85)
5. Unearned leave on Private Affairs (TNLR 13 & 14)

6. **Unearned Leave on Medical Certificate (TNLR 15 & 15A)**
7. **Earned Leave (TNLR 4 and F.R.60)**
8. **Surrender Leave (G.O.Ms.No.1089 P&AR dt.1-11-80)**  
     G.O.Ms.No.21 P&AR dt.7-1-82  
     G.O.No.200 Fin.,dt.1-4-81 &  
     G.O.No.43 Fin.,dt.28-1-82)
9. **Study Leave (F.R. 84 & Rules in Annex.in Appx.II)**
10. **Special Disability Leave (F.R.83 & 83A)**
11. **Hospital Leave (F.R.101(b))**
12. **Extraordinary Leave (F.R.85(a) and**
13. **Restricted Holidays (G.O.Ms.210 P&AR dt.25-3-88**  
     Govt.Lr.118727/F.R.III/88-1 P&AR dt.6-12-89  
     Govt.Lr.24686/FR.III/FR.I, dt.4-4-87)

### **(a) CASUAL LEAVE (CL)**

1. Total Casual leave allowed in a calender year is 12 days.
2. The leave may be availed at a time but should not exceed 10 days with a combination of compensatory leave or holidays.
3. This leave cannot be combined with any other leave granted under F.R. or with joining time. (It should not be combined with EL or UEL.
4. Advance application for casual leave need not contain any reason. However, when it is applied for after availing the leave, the reason should be stated. (G.O.Ms.No.1410,P & AR,Dt.2-12-77).
5. Government employees who are to retire can avail the entire casual leave without any restriction. (Govt.Lr.No.61559/82-4 P & AR/dt.17-1-83)
6. The temporary Government employees and those appointed under emergency provisions may be granted leave proportionately.

### **(b) SPECIAL CASUAL LEAVE (SCL)**

1. Special Casual Leave not exceeding 8 days to men Government employees and 20 days to married women Government employees may be sanctioned for undergoing sterilization or non puerperal sterilization operation respectively. (G.O.Ms.No.2739,Health,dt.24-11- 72)
2. A Government servant may be sanctioned 7 days SCL if his wife undergoes sterilization operation. (G.O.Ms.No.120,Health,dt.20-1- 77). w.e.f.20-1-77.

3. A Government servant may be granted SCL not exceeding 7 days whose spouse undergoes sterilization operation for a second time in the event of failure of the first operation. w.e.f. 16-3-88. (G.O.Ms.No.470,P & AR,dt.14-11-90)
4. A Government servant may be granted 7 days SCL when his wife undergoes abortion with tubectomy operation voluntarily. (G.O.Ms.No.270,Health,dt.10-2-78).  
Special casual leave for 6 days may be granted to a Government servant who undergoes vasectomy operation for the second time.  
(G.O.Ms.No.1428,Health(F & W),dt.10-6-75).
5. SCL not exceeding 20 days may be granted to married woman temporary Government servants who have not completed one year of service, when they undergo puerperal sterilization operation. (G.O.Ms.No.229,P & AR,dt.14-9-81).
6. SCL for 21 days or actual period of hospitalisation as certified by the Authorised Medical Attendant whichever is less may be sanctioned to Government servant seeking re-canalisation operation (G.O.Ms.No.2323,H & F.W.,dt.28-12-81).
7. SCL may be granted for 21 days and in exceptional cases 30 days, if any of the following disease is present in the Government servant's house:- Plague, cholera, typhoid, acute influenza, Pneumonia, Diptheria, Cerebro and Spinal meningitis, Measles, Rabies and small pox  
This leave is not allowed if the employee himself catches the infection.
8. SCL for participating in sports events of national or international importance or selected for such participation may be granted upto 30 days in a year.
9. The entire period of absence of Government employees called for Home Guards duty shall be treated as SCL. (G.O.Ms.No.289,P & AR,dt.2-11-83).
10. SCL may be granted for 3 days, 7 days and 15 days in a year to five state-level office-bearers of Recognised Service Associations with membership strength of below 5000, between 5000 and 10,000 and above 10,000 respectively for attending to their organisational work.
11. SCL can be combined or prefixed or suffixed or sandwiched with any kind of regular leave. (G.O.Ms.No.1356,Finance,DT.22.10.74)
12. SCL shall be granted by the Heads of Departments or the subordinate authorities who are competent to sanction regular leave. w.e.f.22-2-82. (G.O.Ms.No.264, P & AR,dt.24-7-91)

### **(c) MATERNITY LEAVE (Full Pay)**

1. For permanent Government servants and approved probationers (Married women only):-
  - (a) Leave of 90 days from pre-confinement rest to post-confinement recuperation is allowed.  
[G.O.Ms.No.279, P & AR,dt.11.03.80;  
Instruction I under FR 101 (a)]
  - (b) This leave is allowed for third confinement if the Govt. servant has 2 living children.
  - (c) This leave is not allowed if she has 3 living children  
(G.O.Ms.No.93, P & AR, Dt.04.02.81)
2. For non-permanent Govt.servants, Probationers and temporary Govt. servants (married women only):-
  - (a) EL at credit should be availed first and balance is allowed to make upto 90 days.
  - (b) In case of a temporary Govt. servant, she should have completed one year or service including leave period.
  - (c) For probationer, the condition of one year service is not insisted.  
(Govt.Lr.No.44189/82-13, P & AR, Dt.16.12.83)
3. Maternity leave to a Govt. Servants should be granted when she has two living children on condition that she will resort to sterilization operation immediately after the delivery. If she fails to do so, the leave granted shall be cancelled and leave salary paid should be recovered, [(w.e.f. 9-9-86) (G.O.Ms.No.891,P & AR, dt.9-9-86) and (G.O.Ms.No.512, P & AR dt.3-10-88)].
4. Maternity Leave is admissible even when the Govt. servant delivers a 'Still Born' child.  
(Lr.No.35660/FR.III/89-7 dt.1-12-89).
5. If delivery occurs during leave period (other than Maternity Leave). 90 days Maternity Leave shall be sanctioned from the date of delivery.

### **(d) MATERNITY LEAVE FOR ABORTION AND MEDICAL TERMINATION OF PREGNANCY**

(Full Pay)

1. For permanent Government servants and approved probationers (married women only):-
  - (a) Leave is allowed upto 6 weeks.
2. For non-permanent Government servants and approved probationers (married women only):-
  - (a) EL at credit should be availed first and balance is allowed to make upto 6 weeks.
  - (b) Temporary Government servant should have completed one year of service including leave period.
3. In the case of abortion after 12 weeks but before 20 weeks of pregnancy the leave is allowed.

4. Women Govt. servants with two living children are granted leave for two times with condition to undergo sterilization permanently for grant of leave for the second time. Those who have one child are granted leave for three times, with condition to undergo sterilization permanently for grant of leave for the third time. Those who have no child are granted leave for two times only. [(G.O.Ms.No.113,P & AR,dt.10-2-87) and (G.O.Ms.No.513,P & AR,dt.3-10-88)].
5. If women Govt. Servants have more than two children, leave is sanctioned only when they undergo sterilization. (G.O.Ms.No.192,P & AR,dt.25-2-85).

### **(e) COMPENSATORY LEAVE**

1. The compensatory leave may be granted to Govt. servant who is required to attend office on holidays.
2. The immediate superior official is competent to sanction this leave.
3. Not more than 20 compensatory holidays can be allowed to the credit of a Government Servant in a calendar year.  
Every compensatory holiday shall lapse at the end of 6 months of the holiday to which it relates.
4. It can be combined with C.L. or public holiday and it should not exceed 10 days at a time.
5. It can be availed even after transfer to another office/station.  
(G.O.Ms.No.362,Public,dt.21-2-67).  
(G.O.Ms.No.2218,Public,dt.14-12-81).

### **(f) UNEARNED LEAVE ON PRIVATE AFFAIRS**

1. During the period of this leave, an employee is eligible for half pay and full allowances.
2. The leave, if availed at a time, should not exceed 3 months. Similarly, when this leave is combined with EL, it should not exceed six months (180 days).
3. Only 180 days can be availed as UEL on Private Affairs in a Government Servant's service; upto 10 years of service, 3 months of UEL on PA can be allowed; beyond 10 years of service, 6 months can be allowed.  
(Rule 13 of TNL and G.O.Ms.No.1119, P & AR, Dt.28.09.79)
4. UEL on PA is not admissible to non-permanent Governments, Probationers and Temporary servants.
5. This leave is computed only in terms of days. (G.O.Ms.No.160,P & AR, Dt.15.2.80)

## **(g) UNEARNED LEAVE ON MEDICAL CERTIFICATE** (Full Pay)

1. **Total admissible leave is 540 days which may be availed as follows:**
  - Upto 5 years of service - 90 days
  - 5 to 10 years of service - 180 days
  - 10 to 15 years of service - 270 days
  - 15 to 20 years of service - 360 days
  - Above 20 years of service - 540 days**(Rule 15, 15-A, 25 and  
G.O.Ms.No.1119, P & AR, Dt.28.09.79)**
  
2. **Probationers who have completed 2 years of service can avail of 180 days in all as follows:-**
  - Upto 5 years of service - 90 days
  - Beyond 5 years of service - 180 days**The leave should not exceed 60 days at a time.**  
**(Rule 23(a) Ruling 2 and  
Govt.Lr.No.85891/P & AR/79-33 Dt.17.07.81)**
  
3. **Temporary Government servants are not eligible for UEL on MC**  
**[Rule 23 (Ruling-2)]**
  
4. **In case of T.B., Cancer, Leprosy, the leave may be granted for 540 days in full, based on a certificate from the recognised institution where the employee is undergoing treatment.**  
**(Ruling 5 under Rule 15-A 23(c), 18 of T.N.L.R.).**
  
5. **Approved probationers and permanent employees who undergo coronary surgery, Kidney transplantations or retina transplantation shall be given U.E.L on MC for 540 days without restriction, subject to the condition that a certificate is given by the institution where they undergo the treatment.**  
**(G.O.Ms.No.527,P & AR,d1.10-10-88).**
  
6. **The leave is sanctioned on condition that the employee should return to duty. In case of leave preparatory to retirement death or invalidation, this condition is not insisted.**  
**(T.N.L.R.15-A and ruling 4 under T.N.L.R.15).**
  
7. **A and B Group officers should obtain medical certificate from Civil Assistant Surgeons.**  
**(Memo.No.45235/78-9,d1.21.05.79)**
  
8. **The employees should be referred to Medical Board in the following cases:-**
  - (a) **If leave is applied for exceeding 60 days.**
  - (b) **If leave is applied in piece-meal or if they are splitting the leave often and such leave exceeds 60 days.****(Lr.No.96430/81-2 P & AR dt.8-4-82).**

(iii) If leave is availed immediately on transfer.

(iv) If leave is applied for frequently even though the leave applied for is less than 60 days. (Rule 9 under FR.74 Annex.II Appendix.I).

9. On transfer, if an employee goes on medical leave, irrespective of the period of leave applied for, the employee should be referred to Medical Board.  
(Lr.No.1621.3A/FR.III/87-10, dt.26-2-88).
10. If the employee is admitted in a private Nursing Home for treatment, he may be referred to Medical Board using an ambulance when the Nursing home is near. If the employee could not be produced and when the Board is satisfied, the leave may be granted and when he recovers his health he should attend the Board at the earliest. On both the occasions the expenditure on conveyance shall be reimbursed to him.  
(G.O.Ms.No.307,P & AR,dt.24-3-86).
11. Reference to Medical Board is not necessary when the employee is admitted in a Government Hospital and Superintendent of the Hospital issues the certificate [(G.O.Ms.No.727,P & AR,dt.2-7-80) (G.O.Ms.No.293, P & AR, dt.18-5-89)].
12. If leave is availed in continuation of discharge from hospital, and the Civil Assistant Surgeon concerned certifies the leave, the employee need not be referred to Medical Board. [Government Letter No.12087/82-4, P & AR dated. 12-5-82].
13. Employees intending to go on leave should apply in advance and in exceptional cases should apply within 7 days from the date of commencement of leave. The individual should be referred to Medical Board within 3 days from date of receipt of leave application.  
(G.O.Ms.No.411, P & AR,dt.5-4-80).
14. If the employee is not referred to Medical Board within the time limit, and if he rejoins duty, the leave should be sanctioned relaxing rule 9-A under F.R.74 and while sending proposals to Government, reasons for not referring the individual to Medical Board should be explained.  
(Lr.No.58735/83-I, P & AR dt.12-9-83).
15. There is no provision to join duty on holidays and to grant leave from the next day. Where leave is applied without intervals of holidays and vacation and thereby the employee could not be referred to Medical Board, it should be construed as violation of Rule 9A under F.R.74 and only other kinds of leave should be sanctioned.  
(Government letter No.103370/80-1, P & AR dt.13-2-82).

## **(h) EARNED LEAVE**

1. For teachers under Education Department, 15 days at the end of the academic year will be credited as Earned Leave.
2. When temporary Government Servants and probationers are ousted, the leave at credit will lapse (T.N.L.R.24).
3. Earned leave taken during probation period will extend the period of probation.
4. When approved probationers are ousted for want of vacancy the leave at credit will not lapse. It can be carried forward on reappointment (T.N.L.R. 25).
5. If probation is completed with retrospective effect the leave already availed of between the date of completion of probation and the date of issue of orders may be modified to the advantage of the Government employee and leave salary paid, if he applies for such modification, (Ruling 5 under T.N.L.R.27)

## **(i) SURRENDER LEAVE**

1. Earned leave can be surrendered in lieu of cash while on duty and all kinds of leave except L.L.P. without M.C., unearned leave on private affairs and suspension.
2. For surrender of 30 days E.L., there should be an interval of 24 months.
3. Surrender leave may be applied either in advance or within one month from the due date. The due date should be mentioned in the application.
4. The surrender leave salary shall be calculated at the rate of 1/30 for leave surrendered irrespective of the number of days in that particular month.
5. The E.L. accumulation is permitted upto 240 days and maximum 240 days can be encashed at the time of retirement/death.  
(G.O.Ms.No.999/P & AR/dt.30-10-87)
6. Temporary Government Servants are also eligible for surrender leave benefits after completion of 1 year of continuous service.  
(G.O.Ms.No.1089,P & AR dt.1-11-80).



## **(j) STUDY LEAVE**

1. The Govt. employee should have completed 5 year of service to be eligible for study leave, and, he should have three years of service before retirement.
2. This leave can be availed for 12 months at a time and 24 months in all. Total absence with other kinds of leave should not exceed 28 months.
3. Half pay plus study allowance if any to be fixed by the Govt. will be paid.
4. The purpose of availing this leave should be to study Scientific or technical problems in or outside India.
5. Probationers and temporary Govt. servants are not eligible for this leave.

## **(k) SPECIAL DISABILITY LEAVE**

1. A maximum of 24 months with reference to the recommendations of the Medical Board for any one disability incurred while discharging duty can be permissible.
2. Leave salary would be Full pay and allowances for the first 4 months; thereafter, half pay and allowances will be paid.
3. Leave salary for probationers will be full pay for 30 days only.
4. This leave may be combined with other kinds of leave.
5. The duties should be risk prone such as Police Constables etc.

## **(l) EXTRA-ORDINARY LEAVE ON LOSS OF PAY**

1. Employees who have not completed 5 years of service can avail upto 6 months at anyone time with other kinds of leave.
2. Employees who have completed 5 years of service can avail not exceeding one year at a time along with other kinds of leave.
3. There should be an interval of 3 years between 2 spells of leave.  
(G.O.Ms.No.1046/P & AR dt.13-11-87  
& Lr.No.121266/87-4 P & AR dt.27-7-88  
Also see Lr.No.44400/FR.III/89-1,
4. For probationers:
  - (i) Upto 6 months (180 days at any one time with an interval of 3 years between 2 spells of leave.
  - (ii) Upto 24 months at any one time in case of T.B., Cancer, Leprosy etc.  
(Rule 23(a) (II) of T.N.L.R.

## (m) RESTRICTED HOLIDAYS

1. Two days of Restricted Holidays will be allowed in a year and can be availed on any two of the following occasions

(G.O.Ms.210, P&AR, dated 25-3-88)

- |                      |                                      |
|----------------------|--------------------------------------|
| 1. Chitra Pournami   | 16. Ash Wednesday                    |
| 2. Adi Perukku       | 17. X-Mas Eve                        |
| 3. Reg Upakarma      | 18. All Souls Day                    |
| 4. Yajur Upakarma    | 19. Mondy Thursday                   |
| 5. Gayatri Japam     | 20. New Year Eve                     |
| 6. Sri Jayanthi      | 21. Varalakshmi Viratham             |
| 7. Sama Upakarma     | 22. Masi Magam                       |
| 8. Deepavali Nonbu   | 23. Sivarathri                       |
| 9. Vaikunda Ekadasi  | 24. Shabe Bharath                    |
| 10. Karthigai Deepam | 25. Ramzan 1st day                   |
| 11. Andra Dharshan   | 26. Onam                             |
| 12. Thal Pocsam      | 27. Graveen of Mohideen Abdul Khader |
| 13. Bhogi            | 28. Shri Guru Nanak Devji's Birthday |
| 14. Hijra New Year   | 29. Shabe Miraj                      |
| 15. Shabe Khader     | 30. Arfa                             |

(additions by Govt. Lr.No.79205/FR III 91-2 P&AR dt.11-12-81)

Govt.Lr.No.118727/FR.III 88-1,P&AR dt 6-12-89)

2. The restricted Holidays shall be allowed to the employees belonging to the particular religion which celebrates the concerned event.
3. Half-a-days R.H. cannot be availed.
4. RH cannot be adjusted for late attendance. (Govt.Lr.24686/FR.III/4-4-89)
5. RH may be combined with C.L. and compensation off but the total of such leave should not exceed ten days.

## (n) LATE ATTENDANCE & PERMISSION:

1. If a teacher attends school late thrice in a month with permission Half-a-day C.L. be cut. If he attends school late thrice in a month without permission, one day C.L. will be cut.
2. In general two permissions are allowed in a month.
3. He may attend school late two times without permission in a month.
4. If C.L. is not available at the credit, Compensatory off or E.L. will be cut.
5. If no compensatory off or E.L. is available, E.L. that will accrue in future will be cut.

## **MISCELLANEOUS MATTERS ON LEAVE**

1. A Government employee who is on leave for continuous period of 3 years is not entitled to get promotion. The employees availing leave for higher studies for research work for a period of 4 years are also not entitled to get promotion. They are entitled to get promotion only if they remain in service for a period of one year. (G.O.Ms.No.288, P & AR, dt.28.3.84).
2. Extraordinary leave on loss of pay upto 5 years may be granted to Govt. servants who want to go abroad to seek private employment on their own or through the Overseas Man Power Corporation Ltd. The period will not be treated as break. If pension contribution is paid by the foreign employer or the employee, such period will count for pension.  
(G.O.Ms.No.196, P & AR (FR II), dt.20.05.91)
3. The increased rate of Dearness Allowance can be allowed to a Government servant who is on leave on the crucial date of increase.  
(G.O.Ms.No.929, P & AR, dt.13.8.79).
4. In G.O.Ms.No.1046, P & AR, dt.13.8.87 orders were issued restricting grant of long leave to permanent / non-permanent Govt. employees (who have not completed 5 years of service) to 1 year / six months respectively except in the case of UEL on M.C. or study leave. Such leave not exceeding 1 year / six months can be allowed only when there is an interval of 3 years between two spells of leave. As per the clarifications issued in Govt. Lr. No.44400/FR-III/89-1, P & AR/dt.7.7.79, the interval of 3 years between two spells of leave is not to be insisted upon. The 1 year / 6 months limit can be exceeded on U.E.L. on M.C. or leave on loss of pay with M.C. subject to the usual rules being followed scrupulously.
5. Holidays may be prefixed and / or suffixed to Earned Leave only.  
(Govt. Lr. No.Ms.125 / P & AR (FR III 2), dated 30.05.94)
6. In the case of sanction of increments to Government Servants while they are on leave on the due dates of increment, the monetary benefit of the increment shall also be computed for payment of leave salary from the date of accrual of the increment.  
(Govt. Lr. No.4847/FRI.DO.I/93-9, P & AR, DL30.05.94)
7. Resignation of service during earned leave shall take effect on the expiry of leave. Leave salary need not be paid. In case of resignations while on Unearned leave on M.C. leave salary already paid need not be recovered. (G.O.Ms.No.152, Finance, dt.5.1.82).