

<sup>1</sup>[294-C (1) The benefit of family pension under Rule 294-B shall be extended, with effect from 1st April 1975, to the families of the following categories of Government servants and pensioners including those who have received or are receiving family pension under Rule 294-A. In the case of every Government servant who died while in service prior to 1st November 1956, the family will be eligible for the benefits under this rule even if he had rendered immediately prior to his death a continuous service of 5 years in a pensionable post,

(i) Government servants of the former <sup>2</sup>[State of Mysore] who-

(a) expired prior to 1st November 1956 while in service in any of the areas of those States which formed part of the territory of the New State of Mysore on 1st November 1956;

OR

(b) retired prior to 1st November 1956 from service in any of the areas of those States which formed part of the territory of the New State of Mysore on 1st November 1956 and died prior to 1st November, 1956;

OR

(c) retired prior to 1st November 1956 and were drawing their pension on 1st November 1956 in any of the treasuries situated in the new State of Mysore. (Now Karnataka).

(d) retired prior to 1st November 1956 and whose claims for pension were outstanding immediately before 1st November 1956;

OR

(e) were on leave preparatory to retirement on 31st October 1956.

Provided in cases (d) and (e) they either have drawn even once or draw in future, their pension in any of the treasuries situated in the State of Karnataka.

Note -I- The benefit of the rule is admissible even if they have had their pension transferred to other audit circle for the sake of convenience or do so in future.

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1. Inserted by No. FD 80 SRS 78 dated 18-6-1980 (wef. 1-4-1975)

2. Substituted by No. FD 1 SRA 93 dated 19-8-1993 (wef 21-10-93)

[Note-II. The applications for the benefit of Family Pension pending on the commencement of the Karnataka Civil Services (Amendment) Rules, 1991, shall be forwarded to the respective States for disposal.]

(ii) Government servants who-

(a) retired after 31st October 1956 and before 1st December 1964; and

(b) died after 31st October 1956 and before 2nd September, 1968.

(iii) Government servants who retired or died while in service on or after 1st December 1964 but who have specifically opted to a set of pension rules other than the Karnataka Government servants (Family Pension) Rules, 1964;

(iv) Government servants who, after 31st October 1956, died while in service.

(2) The benefit of family pension shall also be extended to the family of a Government Servant, who, before his death was in receipt of compassionate allowance. This sub-rule shall be effective from 1st April 1979.

(3) In any case of death while in service, the family of the Government servant will be eligible for the benefits under this rule only if the Government Servant has rendered a total qualifying service of not less than one year on the date of his death.

(4) The payment of family pension in all the cases referred to above will be subject to the condition that-

(a) the pensioner or his family credits to Government an amount equal to 25 per cent of the pension sanctioned to him/ her for a period of two years subject to a maximum of Rs. 3,600; or

(b) the pensioner expresses willingness to this amount being deducted from the pension regularly in 24 monthly instalments; or

(c) the family of the deceased expresses willingness for the deduction from the family pension regularly in monthly instalments of the entire amount specified in clause (a) above or the balance due.

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1. Inserted by No. FD 39 SRS 90 dated 20-8-1991.

(5) Family for the purpose of this rule will be as defined in Rule 7 of the Karnataka Government Servants (Family Pension) Rules, 1964.

(6) Application for the grant of family pension under this rule shall be made to the Accountant-General Karnataka, Bangalore, by the pensioner himself/herself, if alive, or by the members of the family, together with three attested copies of his/ her joint passport size photograph with his wife/her husband, a statement showing details of the members of his/her family i.e., wife, husband, as the case may be, and minor children indicating the date of birth of each member; in cases of death while in service and in the cases of pensioners who are not alive, if there is no joint photograph with the member of the family claiming the family pension, the claimant's photographs may be furnished instead of the joint photographs.

(7) (i) Family pension under this rule shall be sanctioned to the family of the deceased in the order prescribed In Rule 8 of the Karnataka Government Servants (Family Pension) Rules, 1964,-

(ii) The family pension granted under this rule shall be paid as laid down in Rule 9 of the Karnataka Government Servants (Family Pension) Rules, 1964,

(iii) The amount of family pension will be-

(a) in the case of death after retirement, half the pension which was sanctioned to the pensioner and

(b) in the case of death while in service, half the superannuation pension which would have been admissible if he/she had retired on the date following the date of death; and in cases where such superannuation pension would not have been admissible, the minimum family pension admissible from time to time.

The family pension is subject to a maximum of Rs. 150 per mensem and minimum of Rs. 40 per mensem.

Provided that the minimum family pension including dearness allowance as on 31st December 1976 shall be Rs. 90 per mensem with effect from 1st January 1977.

(iv) The family pension under this rule is in lieu of other family pensions, if any, admissible.

(8) According to condition (a) in rule 294-B (i) of the Karnataka Civil Services Rules the applications for the benefit of

family pension under that rule had to be preferred to the Accountant-General on or before 31st December 1974. In all such cases the time limit is hereby extended beyond 31st December, 1974 and there will be no time-limit for preferring such applications.]

295. Notwithstanding the option exercised by a Government servant in the matter of the pension rules to be applied to him, Government may, in cases of death of the Government servant, while in service, allow to the family of the deceased Government Servant, death gratuity and family pension, not exceeding those admissible in accordance with these rules, in lieu of the compassionate allowance, etc., which would be payable in accordance with the pension rules applicable to the Government servant concerned if the latter is found to be inadequate for the family of the deceased Government servant.

#### SECTION IV-ALLOWANCES RECKONED FOR PENSION Emoluments and Average Emoluments

<sup>1</sup>[296. In respect of retirement or death while in service of Government Servants on or after first day of July, 1993, the term "Emoluments" for the purpose of this Chapter means, the Basic pay drawn by the Government servant in the scale of pay applicable to the post on the date of retirement or death and includes the following, but does not include pay and allowance drawn from a source other than the Consolidated Fund of the State,-

(a) Stagnation increment, if any, granted to him above the maximum of the scale of pay;

(b) Additional increment, if any, granted to him above the maximum of the scale of pay in accordance with the provisions of Rule 6 of the Karnataka Civil Services (Services & Kannada Language Examination) Rules, 1974;

(c) Personal pay, if any, arising out of fixation of pay in the Karnataka Civil Services (Revised Pay) Rules, issued by Government from time to time and classified as pay in the respective revised pay rules;

(d) Special pay attached to all posts in a cadre i.e., Stenographers including junior Stenographers, Typists including Senior Typists, Drivers including Senior Drivers and Lift Attenders.

1. Substituted by No. FD 6 SRA 96 dated 31.10.1996 (w.e.f. 1.7.1993)

Note:- (a) Basic pay means the pay drawn in the time scale of pay applicable to the post immediately before retirement or death.

(b) Stagnation increment means the Stagnation increment granted according to the orders issued by the Government.]

<sup>1</sup>[296B. In respect of retirement or death while in service of Government servants after 1st December 1985, the term "Emoluments" for the purpose of pension shall include -

(a) Basic Pay;

(b) Stagnation Increment;

(c) Personal pay granted above the maximum of the time scale of pay;

(d) Portion of Dearness Allowance which is specifically ordered by Government to be taken into account for calculation of emoluments for pension as per G.O.No. FD 9 SRS 85(I), dated 30th September 1985;

(e) Interim Relief sanctioned in G.O.No. FD 36 SRP 85, dated 27th July 1985;

(f) Special Pay allowed to all the posts in a cadre as for example - Special pay attached to the posts of Stenographers Typists, Drivers.

Note:-(a) Basic pay means the pay drawn in the time scale of pay applicable to the post immediately before retirement or death;

(b) Stagnation increment means the Stagnation increment granted according to the orders issued by Government;

(c) Personal pay means the pay granted above the maximum of the time scale of pay namely;

(1) Stagnation increment granted above the maximum of the time scale of pay,

(2) Additional increment granted above the maximum of the time scale of pay on account of the provisions contained in Rule 6 of the Karnataka Civil Services (Services & Kannada Language Examination) Rules, 1974; and

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1. Substituted by No. FD 6 SRA 96 dated 31.10.1996 (w.e.f. 3.11.1996)

(3) Personal pay arising out of fixation of pay in the Karnataka Civil Services(Revised Pay) Rules, issued by the Government from time to time and classified as pay in the respective revised pay rules.

296C. In respect of retirement of Government servants prior to 1.12.1985, the term "emoluments" for the purpose of claiming the benefit of revision of pension in terms of the simplified pension formula specified in G.O.No. FD (Spl) 5 PET 86, dated 20.3.1986, shall include the following items only -

(a) Basic Pay;

(b) Stagnation Increment;

(c) Personal pay granted above the maximum of the time scale of pay;

(d) Portion of Dearness Allowance which had already been reckoned for calculation of pensionary benefits at the time of retirement;

(e) Special Pay allowed to all the posts in a cadre as for example - Special pay attached to the posts of Stenographers, Typists, Drivers etc.

Note:(a) Basic pay means the pay drawn in the time scale of pay applicable to the post immediately before retirement;

(b) Stagnation increment means the Stagnation Increment granted according to the orders issued by Government;

(c) Personal pay means the pay granted above the maximum of the time scale of pay namely -

(1) Stagnation increment granted above the maximum of the time scale of pay;

(2) Additional increment granted above the maximum of the time scale of pay on account of the provisions contained in Rule 6 of the Karnataka Civil Services (Services & Kannada Language Examination) Rules, 1974; and

(3) Personal pay arising out of fixation of pay in the Karnataka Civil Services (Revised Pay) Rules, issued by the Government from time to time and classified as pay in the respective revised pay rules.

296D. In respect of retirement on superannuation of Government servants prior to 1.12.1985, the term "Emoluments"

for the purpose of claiming the benefit of revision of pension in terms of the simplified pension formula specified in G.O.No. FD (Spl) 5 PET 86, dated 19.1.1994 and 20.4.1994 shall include the following items only -

- (a) Basic Pay;
- (b) Stagnation Increment;
- (c) Personal pay granted above the maximum of the time scale of pay;
- (d) Portion of Dearness allowance which had already been reckoned for calculation of pensionary benefits at the time of retirement;
- (e) Special pay allowed to all the posts in a cadre as for example - Special pay attached to the posts of Stenographers, Typists, Drivers;
- (f) Interim Relief sanctioned in G.O.No. FD 36 SRP 85, dated 27.7.1985.

Note:- (a) Basic pay means the pay drawn in the time scale of pay applicable to the post immediately before retirement;

(b) Stagnation increment means the Stagnation Increment granted according to the orders issued by Government;

(c) Personal pay means the pay granted above the maximum of the time scale of pay namely -

(1) Stagnation increment granted above the maximum of the time scale of pay;

(2) Additional increment granted above the maximum of the time scale of pay on account of the provisions contained in Rule 6 of the Karnataka Civil Services (Services & Kannada Language Examination) Rules, 1974; and

(3) Personal pay arising out of fixation of pay in the Karnataka Civil Services (Revised Pay) Rules, issued by the Government from time to time and classified as pay in the respective revised pay rules.

296E:- In respect of Government servants who retire from service after 1.7.1986 or die while in service on or after 1.7.1986, the term "Emoluments" for the purpose of calculating retirement and death benefits and family pension shall mean the basic pay

drawn by the Government servant in the scale of pay applicable to the post on the date of retirement or death and shall also include -

(a) Stagnation increment, if any, granted to him above the maximum of the scale of pay;

(b) Additional increment, if any, granted to him above the maximum of the scale of pay in accordance with the provisions of Rule 6 of the Karnataka Civil Services (Services & Kannada Language Examination) Rules, 1974;

(c) Personal pay, if any, granted to him under sub-rule (3) of Rule 7 of the Karnataka Civil Services (Revised Pay) Rules, 1987; and

(d) Special pay attached to all posts in the cadre i.e., Stenographers including Junior Stenographers, Typists including Senior Typist, Drivers including Senior Drivers and Lift Attenders.

Note:- (a) Basic pay means the pay drawn in the time scale of pay applicable to the post immediately before retirement or death;

(b) Stagnation increment means the Stagnation increment granted according to the orders issued by the Government.

296F:- In respect of the Government servants who retire from service or die while in service on or after 1.11.1992, the term "Emoluments" for the purpose of calculating retirement and death benefits and family pension shall mean the basic pay drawn by the Government servant in the scale of pay applicable to the post on the date of retirement or death and shall also include -

(a) Stagnation increment, if any, granted to him above the maximum of the scale of pay;

(b) Additional increment, if any, granted to him above the maximum of the time scale of pay on account of the provisions contained in Rule 6 of the Karnataka Civil Services (Services & Kannada Language Examination) Rules, 1974;

(c) Personal pay, if any, granted to him under sub-rule (3) of Rule 7 of the Karnataka Civil Services (Revised Pay) Rules, 1987; and

(d) Special pay attached to all posts in the cadre i.e., Stenographers including Junior Stenographers, Typists including Senior Typists, Drivers including Senior Drivers and Lift Attenders.



(e) Interim Relief sanctioned in G.O.No. FD 36 SRP 92, dated 16.10.1992

Note:- (a) Basic pay means the pay drawn in the time scale of pay applicable to the post immediately before retirement or death;

(b) Stagnation increment means the Stagnation increment granted according to the orders issued by the Government.]

297. The term 'average emoluments' means the average calculated upon the last three years of service.

Note (1) If, during the last three years of his services, a Government servant has been absent from duty on leave with allowances, or having been suspended, has been reinstated without forfeiture of service, his emoluments for the purpose of ascertaining the average, should be taken at what they would have been had he not been absent from duty or suspended; provided always that his pension must not be increased on account of increase in pay not actually drawn.

<sup>1</sup>[If a Government servant is promoted in a substantive or provisionally substantive capacity to a post carrying a higher rate of pay or earns an increment which is not withheld during the period of earned leave not exceeding 120 days or leave on average pay not exceeding four months or the first four months of any period of leave on average pay in excess of four months. he will be entitled in respect of the period on the above leave to count the pay which he would have drawn had he remained on duty, as 'Emoluments' <sup>2</sup> [xxx] even though the increase of pay due to promotion is not actually drawn under the leave rules applicable to the Government servant.]

<sup>3</sup>[The concession of counting the increment which would have been drawn but for the Government servant proceeding on leave towards 'Emoluments' under this Rule, is applicable also to cases where an increment falls due during the period of 'refused leave' granted under Rule 110 <sup>4</sup>[or during the period of privilege leave or leave on average pay upto four months or of the first four months of leave on average pay, if the leave is in excess of four months in cases of refused leave granted under the leave rules applicable to the Government servant] and is not withheld.]

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1. Inserted by No. FD 137 SRS 59 dated 8-9-1959 (wef 1-4-1958).

2. Amended by No. FD 14 SRS 62 dated 9-3-1962 (wef 1-4-1958)

3. Inserted by No. FD 166 SRS 62 dated 13-10-1960 (wef 20-10-1960).

4. Amended by No. FD 188 SRS 60 dated 1-12-1960 (wef 8-12-1960)

<sup>1</sup>[The provision made in the second sub-paragraph shall be deemed to have come into force with effect from 1st April, 1958.]

(2) If during the last three years of his service a Government servant has been absent from duty on leave without allowances (not counting for pension); or is suspended under such circumstances that the period of suspension does not count as service, the periods so passed should be disregarded in the calculation of the average, an equal period before the three years being included.

(3) Excepting as provided in Notes 1 and 2, only emoluments actually received can be included in the calculation. For example, when a Government servant is allowed to count time retrospectively towards increase of pay, but does not receive retrospectively the intermediate periodical increments, these intermediate increments are not reckoned in the calculation.

(4) In the case of Section-writers and Press servants, whose service qualifies for pension 'Average Emoluments' means the average earnings of the last seventy-two months.

(5) This rule applies in the case of a press servant remunerated by a fixed rate of pay if his pay is met from the grant for piece work.

(6) Overtime earnings of press servants paid at piece work rates may be taken into account in calculating average emoluments under this Rule; but such earnings must be excluded in reckoning the average emoluments of press employees who draw pay at fixed rates.

(7) If, during the last seventy-two months of his service a Press servant has been for some periods on fixed pay and for other periods a piecework employee, overtime earnings may be taken into account in calculating pension, only for the periods during which he was remunerated at piece-work rate.

(8) A Government servant, who was holding a post in a temporary or officiating capacity before proceeding on leave preparatory to retirement, and is confirmed in such a post at any time during the currency of his leave preparatory to retirement, shall be eligible to count his substantive emoluments, although not actually drawn by him, for computing pension.

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1. Inserted by No.FD 188 SRS 60 dated 6-1-1961.

This concession is applicable also to cases where a Government servant holding a post in a temporary or officiating capacity without holding a substantive post, is confirmed in such a post at any time during the currency of his leave preparatory to retirement.

<sup>1</sup>[297-A. In respect of retirement or death while in service of Government Servants on or after 1st September 1968 the term 'Average Emoluments' means the average calculated upon the last twelve months of service.]

<sup>2</sup>[Note-1. If during the last year of service a Government servant has been absent from duty on leave (with or without allowances) counting as service for pension or having been suspended has been reinstated without forfeiture of service, his emoluments for the purpose of ascertaining the average, should be taken at what they would have been had he not been absent from duty or suspended; provided always that his pension must not be increased on account of increase in pay or on account of special pay not actually drawn. In respect of such leave availed of by a Government servant holding officiating/temporary appointments during the last year of his service, the officiating pay or special pay shall count as emoluments only if it is certified that he would have continued to hold the higher officiating/ temporary appointment or the post carrying the special pay, had he remained on duty.

If a Government servant is promoted in a substantive or provisionally substantive capacity to a post carrying a higher rate of pay or earns an increment which is not withheld during the period of earned leave not exceeding 120 days or leave on average pay not exceeding 4 months or the first 4 months of any period of leave on average pay in excess of 4 months he will be entitled in respect of the period of the above leave to count the pay which he would have drawn had he remained on duty as 'emoluments' even though the increase of pay due to promotion is not actually drawn under the leave rules applicable to the Government servant.

The concession of counting the increments which would have been drawn but for the Government servant proceeding on leave towards emoluments under this rule is applicable also to

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1. Inserted by No. FD 69 SRS 66 dated 10-10-1968.

2. Inserted by No. FD 50 SRS 69 dated 21-10-1971.(wef 1-9-1968)

cases where an increment falls due during the period of refused leave granted under Rule 110 or during the period of privilege leave on average pay upto 4 months or of the first 4 months of leave on average pay, if the leave is in excess of 4 months, in case of refused leave granted under the leave rules applicable to the Government servant and is not withheld.

Note -2. The provisions of Notes 2 to 8 below Rule 297 shall apply in all other respects, substituting one year for three years, wherever relevant.]

<sup>1</sup>[297-B. In respect of retirement or death while in service of Government servants after 1st January 1977, the term 'Average Emoluments' means the average calculated upon the last ten months of service.]

<sup>2</sup>[297C. In respect of retirement or death while in service on or after 1st July 1986, the minimum pension shall be Rs.390/- per month and the maximum pension shall be Rs.3450/- per month and the monetary benefit of the increase if any shall be admissible from first July, 1987 or from the date of retirement whichever is later in respect of following kinds of pension namely:-

- (i) Superannuation Pension:
- (ii) Retiring Pension:
- (iii) Invalid Pension:
- (iv) Compensation Pension:
- (v) Compassionate Allowance.]

<sup>3</sup>[297-D. In respect of retirement or death while in service on or after 1st April 1998, the minimum pension shall be Rs.1055/ per month and the maximum pension shall be Rs.10610/- per month and with effect from 1st February, 1999 maximum pension shall be Rs.11,610 per month in respect of following kinds of pension namely:-

- (i) Superannuation Pension:
- (ii) Retiring Pension:
- (iii) Invalid Pension:
- (iv) Compensation Pension:
- (v) Compassionate Allowance.]

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1. Inserted by No. FD 80 SRS 78 dated 18-6-1980 (w.e.f. 1-1-1977).

2. Inserted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998).

3. Inserted by No. FD 4 SRA 99 dated 2-6-2000 (w.e.f. 1.4.1998)

**Net Emoluments taken**

298. Any part of a Government servant's pay or emoluments which is specially intended to provide for expenses incidental to his duty, must be excluded. The following are examples of the operation of this Rule:-

(1) When a Government servant's pay is intended partly to cover the expense of his providing or keeping a house or a conveyance, his pay must be taken only at what it would be if it was not intended to cover such expense. When a water-carrier's pay includes provisions for a bullock, his pay must be taken at what it would be if he were not required to keep a bullock.

(2) When a consolidated pay specially includes Tentage of Travelling Allowance, or House allowance. these must be deducted.

299(a). When service on temporary duty counts for pension under Rule 229 the pay of the permanent appointment held by the officer and not that drawn in respect of temporary duty, is taken into consideration in determining the amount of pension.

(b) But in the case of an officer deputed on abolition of appointment to special duty (Rule 232), or of an officer who when his appointment was abolished was on special duty, the full allowances are counted.

**Combination of Appointments**

300. If a Government servant has held more than one appointment, in respect of each of which, if he had held it separately and alone, pension would have been admissible to him, the pension admissible to him is the sum of the several pensions which would have been admissible to him if he held each office separately and alone. The consolidated pension thus admissible is subject to the limitations prescribed in Rule 291.

301. A Government servant is not entitled for service in an office conjointly with another office, to any pension which would not have been admissible to him if he had held the office separately and alone.

## **SECTION V - NOMINATIONS**

### **(DEATH-CUM-RETIREMENT GRATUITY)**

302(i) 'Family' for the purpose of this rule will include the following relatives of the Government Servant, namely: -

(a) wife, in the case of a male Government servant,

(b) husband, in the case of female Government servant,

(c) sons <sup>1</sup>[including step children and adopted children,]

<sup>2</sup>[(d) un-married and widowed or divorced daughters,]

<sup>2</sup>[(e) brothers below the age of 18 years and unmarried or widowed or divorced sisters,]

<sup>3</sup>[(f) Father} including adoptive parents in case of indivi-  
(g) Mother} duals whose personal law permits adoption]

<sup>1</sup>[(h) married daughters, and

(i) children of predeceased son.]

<sup>4</sup>[xxx]

<sup>4</sup>[Note - 1] (c) and (d) will include an adopted son or an adopted daughter only if under the personal law of the Government servant adoption is legally recognised as conferring the status of a natural child. If in any case, the Audit Officer feels a doubt as to whether the personal law confers such a status, he may refer the matter to the Advocate General for Karnataka and act in accordance with his opinion.

<sup>5</sup>[(ii) A Government servant shall, soon after confirmation in Government service, make a nomination conferring on one or more persons the right to receive any gratuity that may be sanctioned under sub-rules (ii) and (iv) of Rule 292:

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1. Amended by No. FD 107 SRS 60 dated 3-8-1960.

2. Amended by No. FD 23 SRS 62 dated 20-6-1962 & 22-9-1962

3. Amended by No. FD 58 SRS 65 dated 22-4-1966.

4. Amended by No. FD 168 SRS 60 dated 9-1-1961 (wef 19- 1-1961)

5. Substituted by No. FD 37 SRS 60 dated 15-3-1960 (wef 24-3-1960).

Provided that if, at the time of making the nomination, the Government servant has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

*Exception:-* Where a Government servant has no family, the nomination can be made in favour of any person who is not a member of his family or in favour of a body of persons, whether incorporated or not. Similarly, where the Government servant has only one member in his family in whose favour the original nomination should be made, the alternate nomination can be made in favour of any person who is not a member of his family or in favour of a body of persons, whether incorporated or not.]

(iii) If a Government servant nominates more than one person under sub-rule (ii), he shall specify in the nomination the amount of share payable to each of the nominees in such manner as to cover the whole amount of the gratuity.

(iv) A Government servant may provide in a nomination-

(a) in respect of any specified nominee that in the event of his predeceasing the Government servant the right conferred upon that nominee shall pass to such other members of the Government servant's family as may be specified in the nomination.

(b) that the nomination shall become invalid in the event of the happening of a contingency specified therein.

(v) The nomination made by a Government servant who has no family shall become invalid on his subsequently acquiring family.

<sup>1</sup>[(va) Every nomination made by the Government servant before his marriage, shall automatically become invalid after his marriage and the nomination shall be deemed to have been made in favour of the husband or the wife as the case may be.]

(vi)(a) Every nomination shall be in such one of the Forms 2 to 5 as may be appropriate in the circumstances of the case.

<sup>2</sup>[xxx]

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1. Inserted by No. FD 2 SRA 96 dated 10.1.1997 (w.e.f. 30.1.1997)

2. Deleted by No. FD 43 SRS 61 dated 26-7-1961.

(b) A Government servant may at any time cancel a nomination by sending a notice in writing, to the appropriate authority, provided that the Government servant shall, alongwith such notice, send a fresh nomination made in accordance with this Rule.

<sup>1</sup>[Note - While a nomination as also any change therein will normally be made by a Government servant during his service in accordance with this clause, he may be allowed to make a fresh nomination or change his earlier nomination after retirement if such a contingency arises.]

(vii) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-rule (iv) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of that sub-rule, or sub-rule (v), the Government servant shall send to the appropriate authority a notice in writing formally cancelling the nomination, together with a fresh nomination made in accordance with this Rule.

(viii) Every nomination made, and every notice of cancellation given by a Government servant under this Rule, shall be sent by the Government servant to his Accounts Officer in the case of a gazetted Government servant and to the Head of his Office in the case of a non-gazetted Government servant. Immediately on receipt of a nomination from a non-gazetted Government servant the Head of the Office shall countersign it indicating the date of receipt and keep it under his custody.

(ix) Every nomination made, and every notice of cancellation given by a Government servant shall, to the extent that it is valid, take effect on the date on which it is received by the authority mentioned in sub-rule (viii).

<sup>2</sup>[(x) When a Government servant fails to make a nomination before his retirement, the gratuity may be paid in the event of his death before receiving payment, to surviving members of his family in the manner provided by Rule 292 (ii).]

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1. Inserted by No. FD 101 SRS 60 dated 11- 7-1960 (wef 21-7-1960).

2. Inserted by No. FD 12 SRS 59 dated 28/30-1-1959 (wef 5-2-1959).



**CHAPTER XX**  
**RE-EMPLOYMENT OF PENSIONERS**  
**SECTION II - GENERAL RULES**

303.(a) No Government servant may retire with the view of being re-employed, and drawing pension in addition to pay, whether in Government service or in the service of any Local Fund.

(b) When a person who was formerly in Government employ is re-employed, whether temporarily or permanently in Government service or in the service of a Local Authority, it shall be incumbent on him to declare the amount of any gratuity, bonus or pension received by him on retirement. The authority re-appointing him shall 'specifically state in the order of reappointment whether any deduction is to be made from pension or salary as required by the rules of this Chapter and shall communicate a copy of the order to the Audit Officer.

Note - 1. The principle of this Rule applies in the case of continued employment on retirement from Government service. The amount of the pension to be declared is that sanctioned originally i.e., it shall be inclusive of any amount that may have been commuted.

Note-2. The above provisions shall also apply to persons who were formerly in the Civil or Military employment of the Government of India or any State Government and re-employed in Karnataka State Service after retirement.

<sup>1</sup>[304(1) If a pensioner who, immediately before his retirement was a gazetted Government servant, wishes to accept any commercial employment before the expiry of two years from the date of his retirement, he shall obtain the previous sanction of the Government to such acceptance.]

Provided that a Government servant who was permitted by the Government to take up a particular form of commercial employment during his leave preparatory to retirement or during refused leave shall not be required to obtain subsequent permission for his continuance in such employment after retirement.

(2) subject to the provisions of sub-rule (3), the Government may, by order in writing, on an application in the form annexed to this rule made by a pensioner, grant, subject to such conditions, if any, as it may deem necessary; permission or refuse, for reasons to be recorded in the order permission, to

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1. Substituted by No. FD 14 SRS 77 dated 22-3- 1979 (wef 5-4-1979).

such pensioner to take up the commercial employment specified in the application.

(3) In granting or refusing permission under sub-rule (2) to a pensioner for taking up any commercial employment, the Government shall have regard to the following factors namely;

(a) In nature of the employment proposed to be taken up and the antecedents of the employer;

(b) Whether his duties in the employment which he proposes to take up might be such as to bring him into conflict with Government;

(c) Whether the pensioner while in service had any such dealing with the employer under whom he proposes to seek employment as might afford a reasonable basis for the suspicion that such pensioner had shown favours to such employer;

(d) Whether the duties of the commercial employment proposed involve liaison or contract work with Government departments;

(e) Whether his commercial duties will be such that his previous official position or knowledge or experience under Government could be used to give the proposed employer an unfair advantage;

(f) the emoluments offered by the proposed employer; and

(g) any other relevant factor.

(4) Where the Government grants the permission applied for subject to any conditions or refuses such permission, the applicant may, within thirty days of the receipt of the order of the Government to that effect, make a representation against any such conditions or refusal and the Government may make such orders thereon as it deems fit;

Provided that no order other than an order cancelling or modifying such condition or granting such permission without any conditions shall be made under this sub-rule without giving the pensioner making the representation an opportunity to show cause against the order proposed to be made.

(5) If any pensioner takes up any commercial employment at anytime before the expiry of two years from the date of his retirement without the prior permission of the Government or commits a breach of any condition subject to which permission to take up any commercial employment has

been granted to him under this rule, it shall be competent for the Government to declare by order in writing and for reasons to be recorded therein that he shall not be entitled to the whole or such part of the pension and for such period as may be specified in the order;

Provided that no such order shall be made without giving the pensioner concerned an opportunity of showing cause against such declaration:

Provided further that in making any order under this sub-rule, the Government shall have regard to the following factors, namely:-

- (i) the financial circumstances of the pensioner concerned,.
- (ii) the nature of, and the emoluments from, the commercial employment taken up by the pensioner concerned; and
- (iii) any other relevant factor.

(6) Every order passed by the Government under this rule shall be communicated to the pensioner concerned.

(7) In this rules:-

(a) the expression 'commercial employment' means:-

(i) an employment in any capacity including that of an agent, under a company, co-operative society, firm or individual engaged in trading, commercial, industrial, financial or professional business and includes also a directorship of such company and partnership of such firm but does not include employment under a body corporate, wholly or substantially owned or controlled by the Government.

(ii) setting up practice either independently or as a partner of a firm, as adviser or consultant in matters in respect of which the pensioner-

(A) has no professional qualifications and the matters In respect of which the practice is to be set up or carried on, are relatable to his official knowledge or experience, or

(B) has professional qualifications but the matters in respect of which such practice is to be set up as are likely to give his clients an unfair advantage by reason of his previous official position, or

(iii) has to under take work involving liaison or contact with the offices or officers of the Government: .

Explanation:- For the purposes of this clause 'employment under a co-operative society' includes the holding of any office, whether elective or otherwise, such as that of President. Chairman, Manager, Secretary, Treasurer and the like, by whatever name called in such society.

(b) the expression 'date of retirement', in relation to a Government servant re-employed after retirement, without any break, either in the same or in another Class I or Class II post under the Government or in any other equivalent post under any other State Government or Central Government, means the date on which such Government servant finally ceases to be so re-employed in Government service.

#### ANNEXURE

Form of Application for Permission to accept Commercial Employment within a Period of two years after retirement.

1. Name of the officer (in block letters)
2. Date of retirement.
3. Particulars of the Department/Offices in which the officer served during the last five years preceding retirement (with duration)

Name of Department/Office	Post held	Duration	
		From	To

4. Post held at the time of retirement and period for which held.

5. Pay scale of the post and the pay drawn by the officer at the time of retirement.

6. Pensionary benefits.

Pension sanctioned (Commutation, if any should be mentioned)	Gratuity, if any

7. Details regarding commercial employment proposed to be taken up:

- (a) Name of the Firm/Company/Co-operative Society, etc.
- (b) Whether the official had during his official career, any dealings with the firm/etc.
- (c) Duration and nature of the official dealings with the firm.
- (d) Name of job/post offered,
- (e) Whether post was advertised, if not how was offer made.
- (f) Description of the duties of the job/post.
- (g) Does it involve liaison/contact work with Government departments.
- (h) Remuneration offered for post/job.

8. Any information which the applicant desires to furnish in support of his request.

Station:

Date:

Signature of the Officer.]

305. (a) Employment under a Government outside the State after retirement:- A. pensioner who wishes to accept any employment under a Government outside the State, should obtain the prior sanction of Government. No pension shall be payable to a pensioner who accepts such an employment without the previous sanction of Government in respect of any period for which he is so employed or such longer period as Government may direct.

(b) A Government servant permitted to take up a particular form of employment under a Government outside the State during his leave preparatory to retirement, shall not be required to obtain subsequent permission for his continuance in such employment after retirement.

(c) The term 'employment under a Government outside the State' shall include employment under any Government other than the Government of Karnataka or under a Local Authority or Corporation or any other Institution or organisation which functions under the supervision or control of a Government outside the State, <sup>1</sup>[though such employment is at a place situated within the State.]

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1. Inserted by No. FD 17 SRS 76 dated 12-1-1979 (wef 25-1-1979).

(d) The following certificate shall invariably be furnished In the Pension voucher form by all Pensioners who Immediately before retirement were holding appointments under Government:

“I declare that I have not accepted any employment under a Government outside the State.”

OR

“I declare that I have accepted employment under Government outside the State after obtaining the previous sanction of Government.”

306. The attention of every Government servant who is employed should be especially called to the provisions of this Chapter by the authority re-employing him, and whenever he becomes aware of such an appointment, by the Audit Officer: but the failure of such authority to do this will not be admitted as a ground for condoning any breach of the Rules contained in this Chapter.

307. A Government servant who has obtained a compensation gratuity, if re-employed in qualifying service, may either retain his gratuity in which case his former service will not count for future pension, or refund it and count his former service.

308. The intention to refund must be stated immediately on re-employment; but the refund may be made by monthly instalments of not less than one-third of the Government servants' Pay and also not less than the whole gratuity divided by the number of months which have elapsed since the end of the service for which the gratuity was given. The right to count previous service does not revive till the whole amount is refunded.

309.(a) A Government servant who has obtained compensation pension, if re-employed, may retain his pension in addition to his pay, provided that, if he is re-employed in a Government establishment or in an establishment paid from a Local Fund, the Pension shall remain wholly or partly in abeyance, if the sum total of the pension and the pay on re-employment exceeds the pay in the appointment on abolition of which the pension was given

Note -1. Once the amount of pension has been fixed in conformity with the above condition, the Government servant shall be entitled to receive the benefits of increments in his new

scale or promotion to another scale or post without a further corresponding reduction in pension nor shall the amount of pension so fixed be varied during leave.

Note -2. When a Government servant not holding a substantive post is retrenched owing to reduction of establishment, he shall, on re-appointment, be started at the minimum of the grade pay of the post to which he is appointed. He will however count the previous service rendered as a regularly appointed candidate.

(b) If his re-employment is in qualifying service he may either retain his pension (subject to the proviso above stated), in which case his former service will not count for future pension or cease to draw any part of his pension and count his previous service. Pension immediately drawn need not be refunded.

Note - A Government servant counts his previous service under clause (b), if on re-employment his pension remains wholly in abeyance under the proviso to clause (a).

310. In the case of a section-writer or press servant who is re-employed, the pay of the appointment abolished is taken at the average earnings of the last six months of employment.

311. If a Government servant does not, within three months from the date of his re-employment, exercise the option conceded by Rule 309 of ceasing to draw pension and counting his former service, he may not thereafter do so without the permission of Government.

312. There is no bar to the re-employment of a Government servant who has regained health after obtaining invalid pension, or if a Government servant is invalidated as being incapacitated for employment in a particular branch of the service to his reemployment in some other branch of the service. The rule in such a case as to refunding gratuity, drawing pension, and counting service, is the same as in the case of re-employment after Compensation pension.

313.<sup>1</sup>(a) Pensioners in receipt of superannuation or retiring pensions shall not ordinarily be re-employed in service paid from the Consolidated Fund of the State or a Local Fund. In case of necessity, which should be on strong public grounds, such pensioners may be re-employed or the term of their re-employment extended with the sanction of Government in each

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1. Amended by No. FD 3 SRS 62 dated 10-1-1962.

case. Government may delegate this power to the Major Heads of Departments specified in Appendix I, subject to such conditions as they may deem fit.]

(b) The pay to be allowed on re-employment is subject to the following conditions all of which must be satisfied:-

(i) Pay on re-employment plus pension (including pension equivalent of death-cum-retirement gratuity or gratuity in lieu of pension) should not exceed the substantive pay in a permanent post but not pay in a temporary post drawn before retirement or the officiating pay in cases <sup>1</sup>[ where the <sup>2</sup>[officiating post has been held] for not less than one year immediately prior to retirement.]

<sup>3</sup>[Note - 1 The personal pay granted during the fixation of initial pay on or after 1st January 1957, in the new scales of pay and on account of the grant of stagnation increments thereafter should be treated as forming part of the substantive or officiating pay, as the case may be, of the Government servant concerned for the purpose of this sub-clause. The condition prescribed in sub-clause (iii) of this Rule should also be deemed to have been relaxed in such cases]

<sup>4</sup>[Note -2 In the case of re-employed pensioners retired prior to 1st January, 1961, the pay drawn before retirement shall, for the purpose of this Rule, include a portion of the Dearness Allowances drawn by them prior to retirement not exceeding the amount noted below.

				Portion of Dearness Allowance counting as part of pay Rs.	
1.	When the Basic pay last drawn did not exceed Rs.80			25	
2.	When it exceeded Rs.80 but did not exceed Rs.	100		30	
3.	do	100	do	150	35
4.	do	150	do	250	40
5.	do	250	do	300	45
6.	do	300	do	500	50
7.	do	500	do	800	55
8.	do	800	do	854	54 to
	Rs. 1 (that is on amount which with the basic Pay would make up Rs. 855)]				

1. Amended by No. FD 64 SRS 61 dated 17-11-1962.

2. Substituted by No. FD 78 SRS 66 dated 29-12-1966.

3. Inserted by No. FD 144 SRS 60 dated 29-4-1961. (wef 29-4-1961).

4. Inserted by No. FD 17 SRS 62 dated 28-3-1962. (wef 1-1-1961).



<sup>1</sup>[Note - 3. In the case of a Government Servant who has officiated continuously in more than one post in different grades immediately prior to his retirement, the pay which he would have drawn in the post which would have been held by him for more than a year but for his promotion to a higher post or posts shall be taken as officiating pay for determining the pay admissible on re-employment.]

<sup>2</sup> [Note - 4. In the case of persons retiring from service before attaining the age of 55 years and re-employed under the State Government on or after 1st July 1964, the pension as shown below shall be ignored in following their pay on re-employment;

(a) In the case of pension not exceeding Rs. 50 per mensem, the actual pension;

(b) In other cases, the first Rs. <sup>3</sup>[125] of the pension.

In the case of persons who were re-employed prior to 1st July 1964 but continued on re-employment on 1st July 1964. pay may be fixed on 1st July 1964 on the basis of these provisions as if they have been re-employed for the first time from 1st July 1964.]

<sup>4</sup>[Note - 5. In the cases of Government servants who retired on or after 1st November 1968 and who have been re-employed. the pay drawn immediately before their retirement, shall for purposes of Rule 313 (b) (i) of the Karnataka Civil Services Rules, include.

(a) Where the retirement has taken place on or after 1st January 1968 but before 1st April 1974 the portion of dearness allowance treated as additional basic pay in G.O. No. FD 25 SRP (1) 71 dated 29th January 1971:

(b)(i) Where the retirement has taken place on or after 1st April 1974 but before 1st January 1977 the dearness allowance as on 1st April 1973 sanctioned in G.O. No. FD 19 SRP (2) 73 dated 22nd June 1973 and ordered as counting for pension in G.O. FD 2 SRP (3) 74. dated 29th March 1974.

(ii) Where the Government servant has elected to retain the scales of pay applicable to him as on 31st December 1976

1. Inserted by No. FD 44 SRS 67 dated 7-7-1967 (wef 1-4-1958 and also applicable to cases arising on or after 1-9- 1957).

2. Inserted by No. FD 51 SRS 64 dated 24-11-1967.

3. Substituted by No. FD 63 SRS 78 dated 12-1-1979 (wef 25-11-1978).

4. Inserted by No. FD 104 SRS 76 dated 21-12-1978 (wef 15-4-1978).

according to the proviso to rule 5 of the Karnataka Civil Services (Revised Pay) Rules 1976 and the retirement takes place while he held such scale, the dearness allowance as on 1st April 1973 sanctioned in G.O. No. FD 19 SRP (2) 73 dated 22nd June 1973 and ordered as counting for pension in G.O. No. FD 2 SRP (3) 74. dated 29th March 1974.]

<sup>1</sup> [xxx]

(iii) Pay on re-employment, plus pension (including pension equivalent of death-cum-retirement gratuity or gratuity in lieu of pension) should not exceed the maximum of the time-scale of the post in which the Government servant is re-employed.

(iv) <sup>2</sup>[Special allowance] can be drawn in addition to pay on re-employment provided (1) the total of pension and pay on re-employment plus <sup>2</sup>[Special allowance] is restricted to the substantive pay last drawn or officiating pay last drawn <sup>2</sup>[where such officiating pay has been drawn for not less than one year immediately prior to retirement] plus <sup>2</sup>[Special allowance] last drawn, and (2) the <sup>2</sup>[Special allowance] is attached to the post in which he is re-employed.

<sup>3</sup>[Note - If any <sup>2</sup>[Special allowance] is granted to a Government servant on re-employment without attaching it to the post, such <sup>2</sup>[Special allowance] may be allowed to be drawn in addition to the pay fixed under this clause. If at the time of retirement the Government servant was in receipt of a <sup>2</sup>[Special allowance] not attached to the post, only such portion of the <sup>2</sup>[Special allowance] as has been counted for purpose of pension shall be taken into account in determining the pay last drawn prior to retirement provided such <sup>2</sup>[Special allowance] was drawn continuously for at least one year before retirement.]

<sup>4</sup>[(bb) The pay of pensioners re-employed on contract basis shall be governed by special orders of Government.]

Instructions:

It has been represented to Government by some of the Officers who have been appointed on contract basis, that the Accountant-General is not authorising them to draw Dearness Allowance at the admissible rates because the terms of contract do not provide for the payment of any Dearness Allowance in

1. Deleted by No. FD 44 SRS 67 dated 7-7-1967 (wef 1-4-1958 and also applicable to cases arising on or after 1-9-1957.

2. Substituted by No. FD 7 SRA 99 dated 29.4.2000 (wef 1.4.1998)

3. Amended by No. FD 64 SRS 61 dated 17-11-1962.

4. Inserted by No. FD 63 SRS 62 dated 7-8-1962

certain cases. It is the intention of the Government that the Dearness Allowance at the rates admissible from time to time to regular Government servants may be allowed also to officers reemployed on contract basis. Government therefore, direct that in all such cases, whether or not the terms of contract specifically provide for the payment of Dearness and other Compensatory Allowances the same may be allowed at the rates sanctioned to Government Servants from time to time, to the contract officers in addition to the pay fixed in the terms of contract. (G.O. No. FD 57 SRS 67 dated 5th May 1967).

(c) Once the pay on re-employment is fixed, the Government servant shall be entitled to receive the benefits of increments even though the total of pension, including pension equivalent of death-cum-retirement gratuity or gratuity in lieu of pension, and pay, exceeds the substantive pay (officiating pay or pay in a temporary post if he is re-employed) in the same post drawn before retirement, but it should not exceed the maximum of the time-scale of the post in which he is re-employed.

(d) Where on re-employment, pension is not held in abeyance, increments accruing after re-employment should be based on the consolidated pay i.e., pay on re-employment plus pension (including pension equivalent of death-cum-retirement gratuity or gratuity in lieu of pension).

314. A pensioner of any class may, with the sanction of Government be employed without loss of pension provided that the employment is bona fide temporary, lasting for not more than a year.

315. The fixation of pay on re-employment of pensioners drawing part-time allowances may be regulated according to the principles enunciated in Rule 313: the officer may be permitted to retain his pension subject to the condition that his part-time allowance on reemployment plus pension shall not exceed the pay at the time of retirement.

316.(a) In the case of a pensioner who is re-employed in Government service or in the service of a Local Authority, and who commuted a portion of his pension after such re-employment, the amount of pension which the pensioner is entitled to draw under the rules in this section shall be amount to which he would have been entitled had there been no commutation. less the amount commuted.

(b) In the case of a pensioner, a portion of whose pension has been commuted before re-employment, the original

amount of the pension should be taken into consideration in fixing the total receipts during re-employment or continued employment and not merely the un-commuted pension.

(c) In the case of a re-employed pensioner whose pension is held wholly in abeyance during such re-employment and who commutes a portion of his pension during this period, his pay during re-employment shall be reduced by the amount of pension commuted with effect from the date on which the commutation becomes absolute. In the case of a pensioner whose pension is held partly in abeyance during such re-employment, and who, during this period, commutes a portion of his pension in excess of the portion actually drawn, his pay during re-employment shall be reduced, with effect from the date on which the commutation becomes absolute by an amount representing the difference between the portion of pension commuted and the portion of pension drawn until the commutation.

317. Retirement under the Contributory Provident Fund Scheme:- When a Government servant governed by the Contributory Provident Fund Rules is re-employed in the same or a similar post under Government or in an establishment paid from a Local Fund, his pay should be so fixed that such pay together with the pension equivalent of the Government contribution and interest thereon credited to this Provident Fund shall not exceed the pay last drawn by him before retirement, the 'Pension Equivalent' being calculated by adopting the table of commuted value of pension.

Note - The pension equivalent in these cases will be calculated on the basis of the age of the officer on the date of final retirement from service. If, however, the age on the date of retirement falls between two whole numbers of years the pension equivalent may be calculated on the basis of the age on the next birth-day.

## **SECTION II - PENSION FOR NEW SERVICE**

318. A Government servant who, having been discharged with a pension is subsequently re-employed may not count his new service for a separate pension. Pension if any, is admissible only for the new service combined with the old the whole being counted as one service.

319.(1) If a Government servant who has obtained a Compensation or Invalid pension is re-employed in pensionable service and retains the pension, the pension or gratuity

admissible for his subsequent service is subject to the following limitation namely, that the gratuity or the capital value of the pension shall not be greater than the difference between the value of the pension that would be admissible at the time of the Government servant's final retirement, if the two periods of service were combined, and the value of the pension already granted for the previous service.

<sup>1</sup>[(2) Where, a person in receipt of minimum pension from the Government of India has been appointed as a direct recruit, in accordance with the rules of recruitment, in the State Civil Service,-

(a) the pension admissible to him on his retirement from service shall be calculated in accordance with the provisions of these rules but shall not be subject to the minimum pension prescribed by or under these rules,

(b) the family pension admissible to his family in the event of his death, shall be calculated in accordance with the provisions of these rules or the Karnataka Government Servants (Family Pension) Rules, 1964, if applicable, but shall not be subject to the minimum family pension prescribed by or under the said rules.)

320.(a) If a gratuity received for the earlier service has not been refunded, gratuity or pension as the case may be allowed of the subsequent service on condition that the amount of such gratuity or the present value of such pension calculated according to the table of commuted value of pensions plus the amount of the previous gratuity shall not exceed the amount of gratuity or the present value of the pension that would have been admissible had the gratuity received for earlier service been refunded.

(b) If the amount of such gratuity or the present value of such pension, plus the amount of the previous gratuity, exceeds the amount of gratuity or the present value of the pension that would have been admissible if the gratuity received for the earlier service had been refunded, the excess must be disallowed.

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1. Inserted by No. FD 3 SRS 79 dated 8-2-1980 (wef 21-2-1980).

**CHAPTER XXI**  
**APPLICATIONS FOR AND SANCTION OF PENSIONS**

<sup>1</sup>[321.(1) The Head of the Office shall obtain from the retiring non-gazetted Government servant the particulars in Form 1 B one year before the date of his retirement.

(2) A Gazetted Government servant shall submit the particulars in Form 1B one year in advance of his retirement to the Accountant General who shall build up his pension records. In respect of Gazetted Government servants whose pay and allowances are not authorised by the Accountant General but are drawn by the Head of the Office procedure specified in sub-rule (1) shall be followed.

(3) The particulars mentioned in Form 1B shall be sent along with other pension documents to the Accountant General at least two months before the date of retirement of the Government servant.

(4) In cases of retirement on retiring pension under rule 285 the particulars mentioned in Form 1B shall be obtained after the date of receipt of issue of notice by the Government servant for such retirement or in cases of retirement on payment of salary in lieu of notice immediately after the issue of orders thereof.

(5) In case where the retiring Government servant fails to furnish the particulars in Form 1B the Head of the Office shall send the pension papers to the Accountant General with all other available documents and information immediately from the date of retirement with an indication that the retiring Government servant has failed to give the required particulars in the Form 1B and that the pensionary benefits may be authorised at the treasury in the place in which the Government servant was working at the time of retirement. The Accountant General shall authorise the pensionary benefits accordingly. The treasury officer shall make payment subject to local identification.

(6) The Accountant General (Accounts and Entitlement) shall send to the Government and the respective Heads of Department on 31st January and 31st July each year a list of Gazetted Officers who are due to retire within next twelve to eighteen months indicating against each name whether the service books of the particular officer is available or not.

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1. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

(7) The Head of the Department shall on receipt of the list immediately arrange to obtain the service register wherever wanting. He shall forward the service register and the particulars in Form 1B to the Accountant General within one month from the date of receipt of the list. Thereafter the Head of the Department shall enquire with the Accountant General once in a quarter whether any particulars are required by him for processing of pension papers. He shall ensure that the intimation of pension entitlement is received from the Accountant General at least three months before the date of retirement and arrange for the communication of the sanction of the Head of the Department or Government, as the case may be, for pension to the Accountant General two weeks before the date of retirement. He shall also be responsible for forwarding the departmental no due certificate to the Accountant General along with the sanction. In respect of Government servants who are promoted to the gazetted cadre in the last year of their service the Head of the Department shall, immediately after such promotion forward to the Accountant General their service registers and the particulars in Form 1B without waiting for the list of retiring Gazetted Government servants. The Accountant General shall send the intimation of issue of final pension payment orders 15 days in advance of the date on which the Government servant is due to retire (so that the retiring Government servant will have his pension payment on the date of his retirement) and also a copy to the Head of the Department. Head of the department shall watch the receipt of this intimation. The pension case has to be shown as pending and pursued till the issue of pension payment order.]

322. All authorities dealing with applications for pensions under these Rules should bear in mind that delay in the payment of pensions involves particular hardship. It is essential to ensure, therefore, that a Government servant begins to receive his pension on the date on which it becomes due.

Note.- There are cases in which certain sums are due to Government from a Government servant at the time of his retirement, e.g., over issue of pay, allowances or leave salary, or admitted or obvious dues such as house rent, life insurance premia, outstanding balance of various advances. etc. These sums cannot be recovered from the pension of a Government servant without his consent. Authorities sanctioning pension should therefore ensure that these outstanding sums are brought to the notice of the Government servant concerned with the least possible delay, and that he is requested to pay up the dues before formally sanctioning the final pension. It is emphasised

that, while these recoveries should be made before the pension is finally sanctioned, care should be exercised to ensure that there is no avoidable delay either in informing the Government servant concerned of the total amount due by him to Government or in sanctioning the final pension after this amount has been recovered.

323. Every Officer competent to sanction pension should obtain in <sup>1</sup>[May and November each year,] from the subordinate officer a list of Government servants under him due to retire within two years (which can easily be compiled from the annual return of establishment, in the case of non-gazetted servants and from the Civil list in the case of gazetted servants), and specially watch that pension papers are forwarded to the Audit Office in all these cases in advance as prescribed by obtaining a report about them from their subordinates, month after month, and by insisting on any undue delay being satisfactorily explained. <sup>2</sup>[District Officers of the Department shall ensure the prompt settlement of pension claims in the subordinate offices under their jurisdiction. For this purpose, when the pension records are forwarded by the Head of the Office to the Accountant General a copy of the forwarding letter shall be endorsed to the District Officer also under their jurisdiction to enable him to make suitable entries in the watch Register maintained by him. The Accountant General will also endorse a copy of the letter authorising pensionary benefits to the concerned District Officer to enable him to complete the entries in the Watch Register maintained by him. The monthly return in Form 21 should be sent by all District Principal Officers of all Departments.]

<sup>1</sup>[Note :- The list of retiring Government servants shall be sent to Government in the Finance Department and to the Audit Office as prescribed in sub-rule (2) of rule 96.]

<sup>3</sup>[323-A. The Audit Officer shall send to every Gazetted Officer a copy of Rules 321, 325 and 327 one year in advance of the date on which the Officer attains his age of superannuation, or as soon as possible before the date from which he has formally sought permission to retire, if earlier, with the remark that there is likely to be delay in the commencement of his pension if he does not submit a formal application as soon as the rules permit.]

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1. Amended by No. FD 140 SRS 73 dated 30-08-1974 (w.e.f. 19-9-1974)

2. Substituted by No. FD 1 SRA 97 dated 23.4.1998 (w.e.f. 15.10.1998)

3. Inserted by No. FD 15 SRS 63 dated 28-03-1963.



324. Every officer competent to sanction pension should hold responsible one of his assistants for seeing the pension cases pending in the several offices under his control are disposed of promptly and got finally settled with the least possible delay.

325. Questions affecting the pension or pensionable service of a Government servant which for their decision depend on circumstances known at the time shall be considered as soon as they arise.

Any question which for its decision depends on possible circumstances that may arise in future or on hypothetical conditions may be raised discussed as soon as the permissible period for submission of formal application for pension under Rule 321 begins.

326. The application of a non-gazetted Government servant shall be submitted to the authority competent to sanction his pension. If such authority is not the head of the office in which the applicant is serving, the application shall be submitted through such head, who shall attach to it the applicant's service book or service roll, as the case may be.

<sup>1</sup>[327(1). A gazetted officer shall submit his formal application for pension one year in advance of the date of superannuation to the Accountant General who shall build up his pension records in Form 7 and intimate to Government in the Administrative Department concerned in the Secretariat through the Head of the Department the title to service gratuity or pension and DCRG admissible at least three months before the date of retirement of the officer for issuing sanction to service gratuity/pension and DCRG.

(2) The Accountant General shall undertake the work of preparing pension papers in Form 7 one year before the date on which the Government servant is due to retire on superannuation or the date on which he proceeds on leave preparatory to retirement, whichever is earlier. This work shall not be delayed till the Gazetted officer actually submits his application for pension.

(3) Soon after receipt of the intimation referred to in sub-rule (1), from the Accountant General, the Head of the Department shall certify in Form 7-A, whether the character, conduct and past service of the officer are such as to entitle him

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1. Substituted by No. FD 140 SRS 73 dated 30-08-1974 (wef 19-9-1974)

to full pension and then forward it to the administrative department concerned in the Secretariat.

Note :- Entries in Form 7-A in respect of Heads of Department and Secretaries to Government shall be made by the Chief Secretary under the orders of Government.

(4) The Administrative Department concerned in the Secretariat shall forward Form 7-A with the sanction to pension / gratuity and DCRG duly recorded therein together with the facts, if any, having a bearing on pension and DCRG, to the Accountant General under intimation to the Finance Department within one week from the date of retirement of the Gazetted Officer.

(5) Sanction will be assumed by the Accountant General if nothing is heard within a period of two weeks from the date of retirement of the Government servant either from the Head of the Department or the Administrative Department concerned in the Secretariat.]

328. <sup>1</sup>[xxx]

<sup>2</sup>[329.(a) In the case of a Government servant no longer in active service, a last pay certificate shall be obtained before making final payment of pension / gratuity.

Exception:- Notwithstanding the provisions of this clause, in cases where a surety bond or a cash deposit has been obtained or a suitable portion of DCRG has been withheld towards any demand remaining unassessed or unrealised for any reasons on the date of retirement of the Government servant, the Accountant General need not wait for the receipt of the last pay certificate before making final payment of pension / gratuity.

(b) Government, in the case of Gazetted Officers, and Head of the Department or a Gazetted Officer subordinate to him not lower in rank than the principal District Officer of the Department <sup>3</sup>[xxx] in the case of non-gazetted officer, shall be competent to sanction pensions. Such authority shall, after due consideration of the facts of the case and having due regard to the provisions of rule 289, record its orders in Form 7-A as to whether the service has been satisfactory and is approved for

1. Deleted by No. FD 69 SRS 66 dated 10-10-1968.

2. Substituted by No. FD 140 SRS 73 dated 30-8-1974 (wef. 19-9-1974)

3. Amended by No. FD 203 SRS 74 dated 22-4-1975 (w.e.f. 19-9-74)

the grant of full pension admissible under the rules, or whether the service has not been thoroughly satisfactory and what reduction should, for that reason, be made from the full pension and/or gratuity admissible under the rules. The pension sanctioning authority shall keep a copy of Form 7-A before forwarding it to the Accountant General.

Note :- The power vested in the Chief Secretary to Government under this clause will be exercised by the Deputy Secretary to Government, General Administration Department provided that no order regarding reduction in the amount of pension is made without the prior approval of the Chief Secretary.]

<sup>1</sup>[329-A. As soon as a Government servant completes twenty-five years of service the Audit Officer concerned in the case of a Gazetted Government servant or the Head of Office, in consultation with the Audit Officer concerned, in the case of a non-gazetted Government servant, shall in accordance, with <sup>2</sup>[the rule 330] verify the service rendered by such Government servant, determine the qualifying service and communicate to him the period of qualifying service so determined.

Provided that any such verification shall be subject to final verification of qualifying service which shall be made at the time of retirement of the Government servant.]

<sup>3</sup>[330. <sup>1</sup>[xxx] The Head of the Office shall <sup>1</sup>[xxx] prepare a statement of the applicant's services in the second page of Form 7 and arrange to verify them according to the following procedure:-

(i) All the information procurable from the Service Book of the Government servant shall first be gathered. The information thus received shall then be forwarded to the Audit Officer concerned along with the statement and his service book <sup>1</sup>[xxx] for verification. <sup>1</sup>[xxx] The Audit Officer shall check the statement and return the records.]

(ii) If there is any discrepancy, the Audit Officer shall detail the nature of such discrepancy; for instance, that the post which the applicant is stated to have filled during a certain period is shown in the Audit Office records to have been filled by another person. The authority submitting the statement shall settle such discrepancy to the satisfaction of the Audit Officer before allowing the disputable service to count for pension.

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1. Amended by No. FD 140 SRS 73 dated 30-8-1974 (w.e.f. 19-9-1974)

2. Amended by No. FD 57 SRS 76 dated 11-7-1977 (w.e.f. 28-7-1977)

3. Amended by No. FD 50 SRS 69 dated 21-10-1971

(iii) If the service claimed cannot be wholly verified from the records of the Audit Office, reference shall be made to the head of office in which the applicant is shown to have served during the period in doubt, unless the services in question have already been verified and a certificate of verification recorded in the service book.

<sup>1</sup>[(iv) If any portion of service rendered by a Government servant is not capable of being verified in the manner specified in clauses (i), (ii) and (iii), the applicant shall file a written statement on plain paper stating that he had in fact rendered that period of service and shall at the foot of the statement make and subscribe to a declaration as to the truth of that statement shall in support of such declaration, produce all documentary evidence and all information which is in his power to produce or furnish.]

Note 1:- The power to admit service verified under this clause may be exercised by all subordinate authorities that are empowered to sanction pension under these Rules.

Note 2:- The Heads of departments should be careful in giving certificates to their subordinates removed from service, to state the whole truth in respect of character and cause of dismissal or resignation of appointment, as the suppression of true reason for which the subordinate had been removed from his appointment may obviously be injurious to the interests of the public service.

Note 3:- The documents produced as <sup>1</sup>[documentary evidence] as certificates such as those given by an officer to the subordinate on his leaving the office and the testimony of contemporary Government servants referred to above, should actually have been issued during the period for which the service of an officer is declared to be unverifiable. Certificates etc., given by retired Gazetted officers after the lapse of several years should not be accepted as proper evidence.

Exception :- In the case, however of employees of the Electrical Department who entered service in the department prior to 1936 and whose pension cases have to be settled in the absence of records prior to that date, and in the cases of those whose service records were destroyed in the accident that occurred at Sivanasamudram in 1944, certificates granted by

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1. Substituted by FD 97 SRS 67 dated 12-12-1967.

retired Gazetted officers even after the lapse of years, may as a special case, be accepted when they are countersigned by the Chief Electrical Engineer of Karnataka in token of his being satisfied that the retired Gazetted officers were actually in the service of the Electrical Department.

<sup>1</sup>[331 xxx]

332.(a)(i) <sup>1</sup>[The Head of the office shall undertake the work of preparation of pension records twelve months before the retirement of the Government servant.] This should be done irrespective of the fact whether a formal application for pension has been received from the Officer or not. If at the time the application in Form 7 is drawn up, a formal application from the officer has not yet been received, entries against items 14,16, 17 and 18 on the first page of Form 7 shall not be filled up at the stage. The relevant entries shall be made soon after the formal application is received. However, if by the time the formal application is received the application in Form 7 has already been sent to the Audit Officer, the formal application shall immediately be forwarded to the Audit Officer who will complete the necessary entries.

<sup>2</sup>[(ii) The Head of the Office shall also follow directions contained <sup>3</sup>[in Rule 327(2).] If the application is for an Invalid Pension the requisite medical certificate shall be attached to the application.

Note.- If the medical examination of the applicant was not conducted on the date on which he ceased to perform duty, the authority competent to sanction the pension may accept a medical certificate bearing a later date.]

(iii) In any case in which it becomes necessary to resort to the procedure prescribed in sub-clause (iv), Rule 330, he shall record on the application the exact nature of the investigation made and the conclusions arrived at.

(b) He shall then arrange, with the application, all the documents relied upon for the verification of the service claimed in such manner that they can be conveniently consulted, and forward them together with the Government servant's service book or service roll, through the authority empowered to sanction the pension to the Audit Officer with a forwarding letter in the form given in Form 11.

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1. Amended by No. FD 140 SRS 73 dated 30-8-1974 (w.e.f. 19-9-1974)

2. Substituted by No. FD 69 SRS 66 dated 10-10-1968

3. Inserted by No. FD 50 SRS 69 dated 21-10-1971

<sup>1</sup>[(c) The Authority competent to sanction the pension shall then check the pension papers with reference to his own office records and then forward the pension papers duly according sanction to pension and Death-cum-Retirement Gratuity in Form 7-A to the Audit Officer at least <sup>2</sup>[3 months] before the date on which the Government servant is due to retire. In case the pension records cannot thus be sent in time, the pension sanctioning authority shall sanction payment of anticipatory service gratuity / pension / Death-cum-Retirement Gratuity in terms of Rule 341 and note below Rule 348 and record the details of such sanction in the service book of the retired Non-Gazetted Government servant. The pension records shall then be finalised and forwarded to the Audit Officer with the least possible delay after duly recording sanction in Form 7-A.]

<sup>3</sup>[Note :- The pension sanctioning authorities shall not authorise any anticipatory payments unless they have with them the service book of the Government servant concerned;

(d) The Audit Officer shall assume sanction to the pension and DCRG if such sanction is not received by him within two weeks from the date of retirement of the Government servant provided the pension records are otherwise complete in all respects.]

333. The documents which should accompany the application for pension other than a Family pension are enumerated below.

- (1) Application for pension in the prescribed form.
- (2) Invalid certificate (if the claim is for invalid pension.)
- (3) Service book duly completed.
- (4) Statement of service showing the period verified.
- (5) Memo of average emoluments.
- (6) Last pay of certificate.
- (7) A copy of the first and second pages of application for pension duly attested.

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1. Inserted by No. FD 50 SRS 69 dated 21-10-1971

2. Substituted by No. FD 40 SRS 89 dated 23-6-1989 (w.e.f. 13-7-1989).

3. Inserted by No. FD 140 SRS 73 dated 30-8-1974 (w.e.f. 19-9-1974)

(8)(a) Two specimen signatures duly attested <sup>1</sup>[or two slips bearing the left hand thumb and finger impressions (in the case of persons who are illiterate and cannot sign their names)

(b) Two certified copies of passport size photograph in addition to (a) above.]

(9)(a) Declaration from the pensioner regarding non-receipt of any pension or gratuity required under the note below Rule 327.

(b) Declaration from the pensioner regarding grant of Anticipatory Pension and anticipatory Death-cum-Retirement Gratuity if some delay is anticipated in the verification of his service.

<sup>2</sup>[xxx]

<sup>3</sup>[335.(1) On receipts of the pension papers passed on to him under the provisions of Rules 329 or 332, the Audit Officer shall apply the requisite checks and record his audit encasement in Form 7, showing the total period of qualifying service which has been verified and accepted for the grant of pension and / or gratuity, the amount and the date from which it / they is / are admissible, etc. If the pension is payable in his circle of audit he shall thereafter prepare the pension payment order on the basis of the orders of the pension sanctioning authority and the audit encasement but <sup>4</sup>[shall not issue it <sup>5</sup>[earlier than thirty days] from the date of retirement of the Government Servant.] The fact of issue of the pension payment order shall be promptly reported to the pension sanctioning authority, and the pension papers no longer required, returned to him. <sup>6</sup>[The application in Form 7 shall be retained for record in the Audit Office.]

(2) If the pension is to be paid in another circle of audit, the Audit Officer shall send a copy of the pension application

1. Amended by No. FD 123 SRS 60 dated 9-11-1960 (wef 17-11-1960)  
2. Deleted by No. FD 50 SRS 69 dated 21-10-1971.  
3. Amended by No. FD 56 SRS 60 dated 11-1-1961 (wef 1-4-1961)  
4. Amended by No. FD 140 SRS 73 dated 30-8-1974 (wef 19-9-1974)  
5. Amended by No. FD 11 SRA 93 dated 26-2-1994 (wef 24-3-1994)  
6. Inserted by No. FD 131 SRS 61 dated 30-12-1961.

with the orders of the sanctioning authority and his audit enforcement, along with the last pay certificate if received, to the Audit Officer of that circle, <sup>1</sup>[not earlier than thirty days] from the date of retirement of the Government servant] who shall, prepare the necessary pension payment order and take further action as indicated in clause (1) above.

Note :- If the pension papers are plainly incorrect or incomplete, the Audit Officer shall return them promptly for correction or explanation.

(3) The Audit Officer shall record briefly in the column reserved in Form 7, his reasons for disallowing any service claimed. Any other disallowances should be recorded in the audit enforcement on the third page with reasons therefor.]

<sup>2</sup>[335-A. The pension sanctioning authority shall furnish to the Audit Officer demi-officially, by registered post, the facts, if any, having a bearing on the pension and DCRG, within a week from the date of retirement of the Government servant.

The pension sanctioning authority shall be held personally responsible for any loss caused to Government by his omission to inform, within the prescribed period, the Audit Officer about the facts having a bearing on the pension and DCRG of the Government servant.]

<sup>3</sup>[335-B. The pension sanctioning authorities shall maintain a watch register in two parts in Form No. 11A, review it on the first of every month and ensure that the time limits prescribed in Rules 282-A, 329-A, 332, 332 (a) (i) and (c), 335-A and 347-A are strictly adhered to. The fact of despatch of the service records / pension records / information shall also be indicated in the monthly return due to the Finance Department.]

<sup>4</sup> [xxx]

338.(1) Should the amount of pension granted to a Government servant be afterwards found to be in excess of that to which he is entitled under these Rules he shall be called upon to refund such excess.

<sup>5</sup>[For this purpose the Government servant concerned shall be served, with a notice by the pension sanctioning authority, requiring him to refund the excess payments within a

1. Amended by NO.FD 11 SRA 93 dated 26-2-1994 (w.e.f. 24-3-1994)

2. Amended by No. FD 140 SRS 73 dated 30-8-1974 (w.e.f. 19-9-1974)

3. Inserted by No. FD 29 SRS 75 dated 19-8-1975 (w.e.f. 23-10-1974)

4. Deleted by No. FD 56 SRS 60 dated 11-1-1961 (w.e.f. 1-4-1961).

5. Inserted by No. FD 128 SRS 60 dated. 31- 10- 1961 (w.e.f. 10-11-1961)



period of two months from the date of receipt by him of the notice. On his failure to comply with the notice, the pension sanctioning authority shall order that such excess payments shall be adjusted by short payments of pension in future in one or more instalments, as the authority may order.]

<sup>1</sup>[Note :- The above procedure shall be applicable also to the recovery of excess payments of family pension from the legal heirs or members of the family of the deceased Government servant.]

<sup>2</sup>[2(a) In case where a portion of qualifying service at the end has remained unverified at the time of issue of the pension payment order by the Audit Officer, due to the fact that the pension application was sent to the Audit Officer before his date of retirement, the Audit Officer will authorise the pension provisionally in the first instance.

(b) If, after the pension application in form 7 has been forwarded to the Audit Officer, any event occurs which has a bearing on the amount of pension admissible, the fact shall be promptly reported to the Audit Officer by the pension sanctioning authority. If no such event has occurred, a report to that effect together with a certificate as to the satisfactory nature of the service rendered by the Government servant after the pension application was originally forwarded, shall be sent to the Audit Officer within a week from the date on which the Government servant retires. At the same time details of any Government dues outstanding against the Government servant and the steps taken to safeguard the interest of the Government in this behalf shall also be intimated to the Audit Officer.]

<sup>3</sup>[xxx]

<sup>4</sup> [xxx]

339.(a) If, in any case. any interpretation of the rules is involved or if any indulgence not provided for by the rules is proposed, the head of the department should submit the case, with his opinion and recommendation to Government.

(b) Until the orders of Government are received, a recommendation for any special indulgence should never be communicated directly or indirectly, to the Government servant concerned.

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1. Inserted by No. FD 1 SRS 63 dated 5-3-1963

2. Amended by No. FD 56 SRS 60 dated 11-1-1961 (w.e.f. 1-4-1961).

3. Amended by No. FD 18 SRS 77 dated 3-8-1978 (w.e.f. 10-8-1978)

4. Amended by No. FD 46 SRS 62 dated 10-10-1962.

(c) An application in the prescribed Form should accompany every special recommendation made under this Rule.

340. When special circumstances appear to justify a departure from the rules laid down regarding ordinary pensions, Government may grant an arbitrarily fixed sum rather than any exact proportion of the amount to which the rules may afford a claim.

### **ANTICIPATORY PENSIONS**

<sup>1</sup>[341. (a) When a Government servant is likely to retire before his pension can be finally assessed and settled, <sup>2</sup>[the Accountant General in the case of Gazetted Officers and the authority competent to sanction pension in the case of Non-Gazetted Officers] shall sanction the disbursement of pension to which, after the most careful summary investigation that he can make without delay, he believes the Government servant to be entitled. <sup>2</sup>[The bill in respect of anticipatory pension of a Non-Gazetted Government Servant shall be preferred in <sup>3</sup>[(Form KTC 46-B.)]

(b) The disbursement of pension under clause (a) shall be subject to revision on the completion of the detailed investigation and enquiries if any. If the amount of pension granted to a Government servant be afterwards found to be in excess of that to which he is entitled under the rules, he shall be called upon to refund such excess. For the purpose of recovering the excess, if any, the procedure laid down in rule 338 (1) shall be followed.

(c) If <sup>2</sup>[the Accountant General in the case of Gazetted Officers and the authority competent to sanction pension in the case of Non-Gazetted Officers] thinks it likely that in a case contemplated in this Rule the Government servant would be entitled to gratuity only, he may sanction the disbursement of not more than three fourths of the amount of such probable gratuity to which after the most careful summary investigation that he can make without delay, he believes the Government servant to be entitled.

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1. Substituted by No. FD 65 SRS 63 dated 16-4-1964.

2. Amended by No. FD 50 SRS 69 dated 21-10-1971

3. Amended by No. FD 51 SRS 78 dated 3-11-1978 (w.e.f. 9-11-1978).

If the amount of gratuity disbursed proves to be larger than the amount found actually due upon completion of the inquiries, the gratuitant shall not be required to refund any excess actually disbursed to him, except as provided in Chapter XX.

(d) The payment of anticipatory pension should be so arranged that it is not delayed beyond the first day of the month following the month in which the Government servant is due to retire.

(e) Production of a last pay certificate is not necessary for the disbursement of Anticipatory pension / Gratuity and Anticipatory Death-cum-Retirement Gratuity and commuted value based on Anticipatory Pension. To enable the <sup>1</sup>[Accountant General] to know the date from which the Anticipatory payments should commence, a communication as contemplated in clause (3) of Rule 338 should be sent to him.]

<sup>1</sup>[Note 1:- The anticipatory pension/service gratuity sanctioned under this Rule shall not exceed 75 per cent of the amount calculated by the Pension Sanctioning Authority as due to the retiring Non-Gazetted Government servant (after taking into account the amount due to Government from him in the case of anticipatory service gratuity). The anticipatory pension shall be sanctioned by the pension sanctioning authorities for a period of six months from the date of retirement which may be extended in individual cases with the approval of the Accountant General. Copies of such sanctions accorded by the pension sanctioning authorities should be endorsed to the Audit Officer and the Drawing and Disbursing Officer under whom the retiring Non-Gazetted Government servant was serving at the time of retirement. The Drawing and Disbursing Officer will draw the anticipatory pension on a separate bill form for each pensioner and disburse it to the pensioner in cash or by remittance by Money Order or Bank Draft, if so desired by the pensioner, the commission charged being borne by the Department as contingent expenditure.

<sup>2</sup>[Note 2 :- The Pension Sanctioning Authority shall be the Drawing and Disbursing Officer in respect of Local Bodies.]

<sup>3</sup>[342 xxx]

<sup>4</sup>[343 xxx]

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1. Amended by No. FD 50 SRS 69 dated 21-10-1971

2. Inserted by No. FD 82 SRS 73 dated 7-9-1973

3. Deleted by No. FD 69 SRS 66 dated 10-10-1968

4. Deleted by No. FD 65 SRS 63 dated 16-4-1964.

**DEATH-CUM-RETIREMENT GRATUITY**

344. When the gratuity is payable to the Government servant on his retirement:- On receipt of the certificate of the Accountant General the competent authority who will be the same as the authority competent to sanction the pension of the Government servant concerned, may formally sanction the gratuity.

<sup>1</sup>[If the Government servant dies before receiving payment, the amount will be payable in the manner indicated in sub-rules (i) and (ii) of Rule 292.]

Note :- The procedure prescribed in Rule 336 in regard to the provisional payments of pensions may be followed in the case of provisional payment of Death-cum-Retirement Gratuity also.

<sup>2</sup>[345. If the Government servant has executed a nomination in the prescribed form and the nomination subsists, the Head of the Department / office should on receipt of the report of the death of the Government servant draw up the particulars of the deceased Government servant and the statement of the services rendered by him, in the first and second pages of Form 7. If there is no nomination or if the nomination does not subsist, the gratuity is payable only in the manner indicated in Rule 292 and in such cases the Head of the Department/Office need draw up the particulars of the deceased Government servant and the statement of the services rendered by him only on receipt of an application for the gratuity in Form 9 from or on behalf of the persons entitled to receive the gratuity. The application for gratuity, the particulars of the deceased Government servant and the statement of the services rendered by him along with orders of the pension sanctioning authority in Annexure I to Form 9 and other relevant documents will be forwarded to the Accountant General who after applying the requisite checks and recording the audit encasement will authorise payment of the amount of the gratuity on the authority of the sanction already recorded by the pension sanctioning authority on the application.]

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1. Substituted by No. FD 156 SRS 58 dated 14-8-1958 (w.e.f. 28-8-1958)

2. Substituted by No. FD 58 SRS 62 dated 17-11-1962.

<sup>1</sup>[345-A. When a person who was entitled to receive death-cum-retirement gratuity on the death of a Government servant dies before getting the payment:

The eligibility of a person to receive the amount or share of death-cum-retirement gratuity should be determined with reference to the facts as they stand on the date of death of a Government servant and any subsequent event (e.g., remarriage of a widow, marriage of an unmarried daughter, sister, etc.,) will not affect that entitlement. If, however, a person who was entitled to receive death-cum-retirement gratuity on the date of death of a Government servant, dies before getting the payment, the amount or share of gratuity should be re-distributed in the manner indicated below:-

(a) In cases of 'no nomination', the amount or share of the gratuity admissible to the person concerned should be distributed in equal shares among the surviving eligible members of the family of the deceased Government servant.

(b) If the person concerned was a nominee, the right to the amount or share of death-cum-retirement gratuity will pass on to the alternate nominee or nominees. In case there is no alternate nominee, the amount or share of gratuity should be paid in equal shares to the co-nominees of the person concerned, if any, and failing that it should be distributed in equal shares among the surviving eligible members of the family of the deceased Government servant as in (a) above.]

<sup>2</sup>[345-B. Payment of death-cum-retirement gratuity to a minor;

(1) Where no valid nomination subsists-

(i) <sup>3</sup>[Where, however, there is no surviving parent or the surviving parent is a Muslim Lady, payment of death-cum-retirement gratuity to the extent of Rs.3000 (or the first Rs.3,000 where the amount payable exceeds Rs.3,000) in favour of a minor may be made to his / her guardian, without the production of a formal guardianship certificate but subject to the production of an indemnity bond with suitable sureties to the satisfaction of the sanctioning authority. The balance in excess of Rs.3,000 if any, shall be payable on the production of a certificate of guardianship.

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1. Substituted by No. FD 43 SRS 61 dated 26-7-1961 (w.e.f. 26-7-1961)

2. Amended by No. FD 249 SRS 59 dated 19-2-1960 (w.e.f. 26-2-1960)

3. Amended by No. FD 37 SRS 61 dated 13-9-1962.

Note 1:- The competent authority sanctioning payment under this sub-rule, should also require the person, who comes forward to claim payment on behalf of the minor, to satisfy him by an affidavit that he is in charge of the property of the minor and is looking after it, or that if the minor has no property other than the gratuity, the minor is in his custody and care.]

<sup>1</sup>[Note 2 :- The indemnity bond required to be produced by a guardian of a minor shall be executed in Form 8-A. The stamp duty payable on the indemnity bond will be borne by Government. The indemnity bond shall be executed on any durable plain paper and shall be signed by the Obligor and the Surety / Sureties or their respective attorneys appointed by power(s) of attorney. It shall be accepted on behalf of the Governor by an officer duly authorised under Article 299(1) of the Constitution.]

(ii) When a share is payable to widowed minor daughters, production of a guardianship certificate would be necessary.

(iii) If, in a rare case, the wife herself happens to be a minor, the death-cum-retirement gratuity payable to her shall be paid to the person producing the guardianship certificate.

(iv) When there are no surviving members of the family as in items (a), (b), (c), and (d) of sub-rule (i) of Rule 302 and the death-cum-retirement gratuity becomes payable to a minor brother or a minor unmarried sister, the payment should be made to the father or in his absence, the mother of the beneficiary except in a case where the mother happens to be a Muslim lady. In this case too, if there is no surviving parent or the surviving parent happens to be a Muslim lady, the payment will have to be made to the person producing the guardianship certificate. If any share is payable to a widowed minor sister the production of guardianship certificate would be necessary.

(2) Where a valid nomination subsists,-

(i) Where the nomination is in respect of one or more of the members of the family, the procedure laid down in sub-rule (1) to this Rule shall apply.

(ii) Where there is no family, the nomination in favour of an illegitimate child, a married daughter or a married sister shall also be valid.

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1. Inserted by No. FD 9 SRS 66 dated 30-6-1966.

If the nominee is an illegitimate child, share will be payable to the mother and, in her absence the production of a guardianship certificate would be necessary. If the share is payable to a married-minor girl the share will be payable to the husband.

<sup>1</sup>[Note. The term 'surviving parent' used in this Rule does not include surviving 'step-mother'.)

346. When the gratuity is payable in cases of death within five years from the date of retirement under rule 292 (iv)- in such a case the service of the Government servant would have been verified, and in other respects the procedure indicated in Rule 345 above may be followed.

### **FAMILY PENSION**

<sup>2</sup>[347. Two types of cases may arise in connection with family pension, namely, cases where the pension is payable in accordance with the nomination executed by the Government servant /pensioner and cases where it is payable to the person mentioned in sub-rule (v) of Rule 294. In cases where the pension is payable to a person in the order mentioned in the nomination, the head of the Office/Department should, on receipt of the death report of the Government servant/ Pensioner direct the nominee to submit an application in Form No. 9. If there is no such nominee and an application in Form 9 is received from a person mentioned in sub-rule (v) of Rule 294, the Head of Office/Department may make such enquiries as may be necessary to ascertain whether the pension is payable to the applicant or to any other person mentioned in the aforesaid sub-rule. If the applicant is a person mentioned in clause (b) of that sub-rule, the head of the Office./ Department should satisfy himself by making such enquiries as may be necessary that the applicant was dependent on the Government servant / pensioner for support. The Head of Office / Department should then draw up the particulars of the deceased and the statement of services rendered by him in the first and second pages of Form 7. The application for family pension in Form 9, the particulars of the deceased Government servant and the statement of services rendered by him along with the orders of the pension sanctioning authority in Annexure II to Form 9, and other relevant documents will be forwarded to the Accountant-General who after applying the requisite checks and recording

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1. Inscribed by FD 154 SRS 60 dated 5-10-1960.

2. Substituted by No. FD 58 SRS 62 dated 17-11-1962.

the audit enforcement will authorise payment of the family pension specifying in the family pension payment order, the period for which the pension is payable and also indicating the event, if any, on the happening of which the payment should be stopped. In the matter of identification of the recipient of the family pension, the Treasury Officer will exercise the necessary checks. If the person to whom the family pension has been sanctioned dies or becomes ineligible for the pension before the expiry of the period for which the pension is otherwise tenable, the pension may be regranted to the next person eligible to receive it for the unexpired portion of that period and the foregoing procedure should be followed in such cases also. <sup>1</sup>[If a family pension is payable to a minor, it shall be paid to the surviving parent, except in the case where the surviving parent happens to be a Muslim lady, without insisting upon the production of a guardianship certificate from a Court of Law. Where, however, there is no surviving parent it shall be paid to a guardian appointed by the Deputy Commissioner of the district in which the minor pensioner is residing. But where the surviving parent happens to be a Muslim lady, payment shall be made to the person producing a guardianship certificate obtained from a competent Court of Law. In such cases a descriptive roll (in duplicate) of the person who may be authorised to receive payment should accompany the application in Form 9.

Note 1 - The payment to the guardian appointed by the Deputy Commissioner shall be made subject to the production of an indemnity bond by such guardian with suitable sureties to the satisfaction of the sanctioning authority and after the solvency of the guardian and / or sureties is verified by the Deputy Commissioner once a year during the period of the payment.

Note 2 - The term 'surviving parent' used In this Rule does not include surviving step-mother.]

<sup>2</sup>[347-A. The pension sanctioning authority shall ensure that the family pension and D.C.R.G. are settled in favour of the beneficiaries within two months from the date of death of the Government servant.]

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1. Substituted by No. FD 37 SRS 61 dated 18-1-1963.

2. Inserted by No. FD 140 SRS 73 dated 30.8.1974 (wef 19.9.1974).



<sup>1</sup>[347-B. The Audit Officer shall assume sanction to the Family Pension and the Death-cum-Retirement Gratuity, if such sanction is not received by him within two months from the date of death of the Government servant, provided the pension records are otherwise complete in all respects.]

<sup>2</sup>[348. When a Government servant who is entitled to Death-cum-Retirement Gratuity is likely to retire before the amount of the gratuity can be finally assessed and settled in accordance with the procedure mentioned above, the Accountant General in the case of Gazetted officers and the authority competent to sanction pension in the case of Non-Gazetted officers may sanction the disbursement of not more than three-fourths of the net amount of gratuity to which, after the most careful summary investigation that he can make without delay duly taking into account all dues to Government, such as House Building Advance, House Purchase Advance, Motor Cycle Advance he believes the Government servant to be entitled on the basis of his continuous temporary and permanent service. In the event of death of the Government servant, similar payment of gratuity, may also be authorised in the appropriate proportion to the nominee(s) or in case of no nomination to the member(s) of his family in accordance with the relevant orders issued from time to time as the case may be.

Anticipatory family pension may be paid only when the Accountant General in the case of Gazetted officers and the authority competent to sanction pension in the case of non-Gazetted Government servants is satisfied that the qualifying service as verified upto the date of sanction to such pension is not less than twenty years qualifying service and the amount of such pension does not exceed three-fourths of the amount admissible on the basis of the qualifying service verified upto the date of sanction.

For the payment of anticipatory family pension and anticipatory Death-cum-Retirement Gratuity the procedure prescribed in Rule 341 regarding the payment of anticipatory pension may be followed.]

<sup>3</sup>[349.xxx]

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1. Inserted by No. FD 78 SRS 75 dated 16.2.1976 (wef 19.8.1976).

2. Substituted by No. FD 26 SRS 75 dated 8.12.1975.

3. Deleted by No. FD 56 SRS 60 dated 11.1.1961 (wef 1.4.1961).

350. The Accountant General will then communicate to the Officer who is to pay the pension or gratuity, the authority to make the payment; in the case of a pension such authority will be a Pension Payment Order.

351. A gratuity is paid in a single sum and not by instalments, on receipt of the Accountant General's authority.

352. A gratuity may, at the discretion of Government, on the application of the recipient be converted either into a life annuity or into a temporary life annuity or into an annuity payable for a fixed number of years with remainder to the annuitant's heirs in case of his death.

The amount of the life annuity or temporary life annuity will be determined by the table of commuted value of pensions (Rule 380).

353. Government will not permit the conversion of a gratuity into life annuity, or temporary life annuity, unless the expectation of life of the Government servant be reported by competent medical authority to be equal to the average.

**CHAPTER XXII**  
**PAYMENT OF PENSION**

354. Apart from special order, a pension is payable from the date on which the pensioner ceased to be borne on the establishment.

Note - The pension of a Government servant who, under Rule 268, has received gratuity in lieu of notice, is not payable for the period in respect of which the gratuity is paid.

355. The preceding Rule applies to ordinary, and not to special cases. If, under special circumstances, a pension is granted long after a Government servant has retired, retrospective effect should not be given to it without the special orders of Government; in the absence of such special orders, such a pension will take effect only from the date of sanction.

<sup>1</sup>[356. The procedure to be followed at the treasuries for payment of pensions is laid down in Chapter VIII of the Karnataka Treasury Code, Volume-1.]

<sup>1</sup>[357 to 364]

365. All Pensions payable by Government are fixed in rupees and are payable in India. Government do not undertake to pay any pension outside India nor can pensions be transferred from India to outside India <sup>2</sup>[xxx].

<sup>1</sup>[366 to 374]

375. If a Government servant dies before actually retiring or being discharged, his heirs have no claim to anything in respect to the pension of the Government servant except as provided in rules.

Explanation:- A Government servant dying after the production of a medical certificate of incapacity for further service, and after being relieved of the duties shall be deemed to have been discharged for the purpose of this Rule even if he had not been actually retired.

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1. Amended by No. FD 49 SRS 63 dated 18.9.1963.

2. Deleted by No. FD 30 SRS 62 dated 29.3.1963.

**CHAPTER XXIII  
COMMUTATION OF PENSIONS**

376. The rules in this Chapter shall apply to all Civil pensions paid by the Government of Karnataka to persons in respect of whose pensions the Governor of Karnataka is competent to make rules under the proviso to Article 309 of the Constitution of India.

<sup>1</sup>[They shall also apply to the following classes of pensions:-

(1) Civil Pensions drawn by retired Government servants of the Ex-Bombay, Ex-Hyderabad and Ex-Madras States who retired from service prior to 1<sup>st</sup> November, 1956 but were drawing their pensions immediately before that date at one of the treasuries situated in the territories specified in Section 7 of the States Reorganisation Act, 1956. <sup>2</sup>[xxx].

(2) Civil Pensions drawn by retired Government servants who were allotted to this State under Section 115 of the States Reorganisation Act, 1956, but who retired from service under the pension rules applicable to them prior to 1st November, 1956.

(3) Civil Pension drawn by retired Government servants of Ex-Mysore State.

Note - The Commutation rules in the Civil Service Regulation, the Mysore Service Regulations, the Bombay Civil Service Rules, the Hyderabad Civil Services Rules, and the Madras Pension Code which were applicable to the classes of pensions mentioned in 1 to 3 above till 31st December 1960 will not apply to them from 2nd January, 1961 (the date from which these amendments come into effect) except to the extent indicated in Exception 2 below Rule 377(1).]

377. <sup>3</sup>[(1) Subject to the conditions hereafter specified, the authority competent to sanction pension may sanction the commutation for a lump payment of a portion not exceeding one third of any pension which has been or may be granted to any person under the rules provided that-

<sup>4</sup>[xxx]

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1. Inserted by No. FD 207 SRS 60 dated 28.12.1960 (wef 2.1.1961).  
 2. Amended by No. FD 137 SRS 61 dated 17.11. 1961 (wef 28.12.1960).  
 3. Amended by No. FD 108 SRS 75 dated 24.10.1975 (wef 1.11.75).  
 4. Deleted by No. FD 48 SRS 79 dated 14.11.1979 (wef 1.1.77).

(i) a Government servant against whom judicial or departmental proceedings have been instituted or a pensioner against whom any such proceedings have been instituted or continued under Rule 214 shall not be permitted to commute any part of his pension during the pendency of such proceedings; and

(ii) a Government servant to whom a provisional pension has been sanctioned under Rule 214-A or a Government servant to whom an anticipatory pension has been sanctioned under Rule 341, shall not be permitted to commute any part of such provisional or anticipatory pension.

Exceptions:- (a) In the case of persons who have retired under old-pension rules which did not provide for Death-cum-Retirement Gratuity benefits, the portion of pension commutable is limited to one-half of their pension.

(b) In the case of those whose pensions were regulated under rules that were applicable to them prior to 1st November 1956, the residual limits of Pension after commutation, prescribed in the relevant rules as they stood on 31st October 1956 will continue to apply, wherever they are less than Rs.20 per month.

Note - Employees of the palace, a portion of whose pension is debitable to the Consolidated Fund of the State, may commute a portion of their pension paid from the Consolidated Fund, if it is not more than one-third of the entire pension, or to the extent of a third of the entire pension, subject to the other conditions under these rules being fulfilled.]

(2). Notwithstanding anything contained in sub-rule (1) <sup>1</sup>[the authority competent to sanction pension may, in his discretion,] refuse commutation of pension, in the case of a pensioner who has been guilty to grave misconduct which in their opinion would have justified the withholding of his pension under the pension Rules (Rule 213).

<sup>2</sup>[Note -xxx]

<sup>1</sup>[378. In respect of the pensioners residing outside the State who desire to get medically examined at a place outside the State, Government in the Finance Department shall be the authority competent to sanction commutation of pension.]

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1. Amended by No. FD 108 SRS 75 dated 24.10.1975 (wef 1.11.1975).

2. Deleted by No. FD 27 SRS 80 dated 22.5.1980 (wef 4.1.1979).

<sup>1</sup>[Provided that an application for commutation of pension under sub-rule (9) of rule 383 shall be sent to the Accountant General under registered post Acknowledgement Due.]

379.(1) On receipt of an application for commutation, the <sup>2</sup>[sanctioning authority] shall transmit to the applicant a copy of the Accounts Officer's certificate of the lumpsum payable on commutation in the event of his being reported by such medical authority as the sanctioning authority may prescribe to be a fit subject for commutation; and shall at the same time instruct him to appear for examination before the said medical authority within three months from the date of its order, or if he has applied for commutation in advance of the date of his retirement, within three months of that date but in no case earlier than the actual date of retirement. This intimation shall constitute administrative sanction to commutation, but shall lapse if the medical examination does not take place within the period prescribed in the sanctioning order. If the applicant does not appear for examination before the said medical authority within the prescribed period, the sanctioning authority may, at his discretion renew administrative sanction for a further period of three months without obtaining a fresh application for commutation of pension. <sup>2</sup>[The applicant may withdraw his application by written notice despatched to the <sup>3</sup>[sanctioning authority] at any time before medical examination is due to take place, but this option shall expire on his appearance before a medical authority:]

Provided that if the medical authority directs that his age for the purpose of commutation shall be assumed to be greater than his actual age, the applicant may withdraw his application by written notice despatched <sup>2</sup>[to the Accountant General] within two weeks from the date on which he receives intimation of the revised sum payable on commutation, or if this sum is already stated in the sanctioning order, within two weeks from the date on which he receives intimation of the finding of the medical authority;

And if the applicant does not withdraw in writing his application within the said period of two weeks he shall be deemed to have accepted the sum offered.

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1. Inserted by No. FD 68 SRS 77 dated 16.10.1978 (wef 4.2.1978).

2. Amended by No. FD 207 SRS 60 dated 28.12.1960 (wef 2.1.1961).

3. Amended by No. FD 108 SRS 75 dated 24.10.1975 (wef 1.11.1975).

<sup>1</sup>[(2) Subject to the provisions contained in sub-rule (3) and subject to the provisions relating to the withdrawal of an application contained in the proviso to sub-rule (1) of this rule the commutation shall become absolute, that is, the pensioner shall become entitled to receive the commuted value, on the date on which the Medical Board/Authority signs medical certificate. Payment of the commuted value shall be made as expeditiously as possible, but in the case of an impaired life, no payment shall be made until either a written acceptance of the commutation has been received or the period within which the application for the commutation may be drawn has expired. The reduction in the amount of pension on account of commutation shall become operative from the date of receipt of the commuted value of the pension by the pensioner, or three months after the issue, by the Accountant General, of the Authority asking the pensioner to collect the commuted value of the pension, whichever is earlier. This date will be entered in both the halves of the Pension Payment Order by the Treasury Officer under intimation to the Accountant General.]

<sup>2</sup>[Note 1 - The applicant who has clearly indicated his intention to commute the maximum amount of his pension or expresses the amount proposed to be commuted as a fraction or percentage of the full and final pension, within the maximum permissible limit, and <sup>3</sup>[has been] allowed to commute such fraction or percentage of the anticipatory or the provisional pension sanctioned to him on the earlier occasion, shall neither be required to apply afresh nor to produce a fresh certificate of medical examination for commutation of the difference between the fraction or percentage of the final pension and the anticipatory or provisional pension. As the commutation in such cases is payable in two instalments - one out of the anticipatory or provisional pension and the other after final assessment of the pension - the report from the Audit Officer will have to be called for in Part II of Form 12 for commutation of Civil Pension twice. A fresh sanction of the administrative authority for the difference of the commuted value i.e., the maximum value accrued, minus value commuted provisionally shall be necessary, regard, however, being had to the need for further medical examination as in Note 2 below.

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1. Substituted by No. FD 68 SRS 77 dated 16.10.1978 (wef 4.2.1978).

2. Inserted by No. FD 185 SRS 60 dated 14.3.1961 (wef 23.3.1961).

3. Amended by No. FD 108 SRS 75 dated 24.10.1975 (wef 1.11.1975).

Note 2 - A person who is allowed provisionally to commute a portion of his pension not exceeding Rs. 25 and who anticipates that the final amount of pension that he would be entitled to commute might exceed Rs.25 shall indicate, that fact in his application in case he desires to commute a sum exceeding Rs. 25. The sanctioning authority shall in such cases arrange for medical examination as if the amount to be commuted exceeds Rs. 25. In case such fact is not indicated the Government servant shall be permitted, on finalisation of the amount of his pension, to commute the difference between the amount of pension originally commuted and Rs.25 without further medical examination, if the original amount commuted together with the difference referred to does not exceed Rs.25. If the same exceed Rs.25, the commutation of any further sum, if admissible, shall be treated as fresh commutation and allowed subject to examination by a Medical Board.

The date on which the Medical Board sign the medical report shall be the date of effect for the difference of the amount for the portion of pension to be commuted for which the medical examination is conducted.]

<sup>1</sup>[Note 3 - In the case of an impaired life, where the applicant dies after the medical examination but before the expiry of the period prescribed for the withdrawal of the application for commutation, the commutation shall be deemed to have become absolute for the purpose of Rule 382, on the date on which the Medical Authority signed the medical certificate.]

(3) If the applicant makes any statement found to be false within his knowledge or wilfully suppresses any material fact in answer to any question written or oral, put to him in connection with his medical examination, the sanctioning authority may cancel the sanction at any time before payment is actually made; and such a statement or suppression may be treated as grave misconduct for the purpose of Rule 213.

380. The lumpsum payable on commutation shall be calculated in accordance with the table of present values printed below. For the purpose of this rule the age in the case of impaired lives shall be assumed to be such age, not being less than the actual age, as the certifying medical authority may direct. In the event of the table of present values applicable to an applicant having been modified between the date of

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1. Inserted by No. FD 53 SRS 64 dated 27.4.1965 (wef 13.5.1965).



administrative sanction to commutation and the date on which commutation is due to become absolute payment shall be made in accordance with the modified table, but it shall be open to the applicant if the modified table is less favourable to him than that previously in force to withdraw his application by notice in writing despatched within fourteen days of the date on which he receives notice of the modification.

**<sup>1</sup>[COMMUTATION TABLE  
COMMUTATION VALUES FOR A PENSION OF  
RE 1 PER ANNUM**

Age next birthday	Commutation value expressed as number of years' purchase	Age next birthday	Commuted Value expressed as number of years' purchase
	Rs. P.		Rs. P.
17	19.28	52	12.66
18	19.20	53	12.35
19	19.11	54	12.05
20	19.91	55	11.73
21	18.01	56	11.42
22	18.81	57	11.10
29	18.70	58	10.78
24	18.59	59	10.46
25	18.47	60	10.13
26	18.34	61	9.81
27	18.21	62	9.48
28	18.07	63	9.15
29	17.93	64	8.82
30	17.78	65	8.50
31	17.62	66	8.17
32	17.46	67	7.85
33	17.29	68	7.53
34	17.11	69	7.22
35	16.92	70	6.91
36	16.72	71	6.60
37	16.52	72	6.30
38	16.31	73	6.01
39	16.09	74	5.72
40	15.87	75	5.44
41	15.64	76	5.17
42	15.40	77	4.90

1. Substituted by No. FD 34 SRS 71 dated-14.6.1971 (wef 1.9.1971).

Age next birthday	Commutation value expressed as number of years' purchase	Age next birthday	Commuted Value expressed as number of years' purchase
43	15.15	78	4.65
44	14.90	79	4.40
45	14.64	80	4.17
46	14.37	81	3.94
47	14.10	82	3.72
48	13.82	83	3.52
49	13.54	84	3.32
50	13.25	85	3.13]
51	12.95		

381. The lumpsum shall be payable at the Treasury or Bank at which the pension is being or is to be drawn.

382. If the pensioner dies on or after the day on which commutation became absolute but before receiving the commutation value, this value shall be paid to his heirs.

383. The following regulations governing procedure for the commutation of pensions are for observance in all cases in which applications for commutation of pension are made under these rules.

Note.- For the purpose of commutation of pension, if two different Governments are concerned a Government servant shall be deemed to be under the administrative control of the Government (other than the Central Government) to which the payment of commuted value of his pension will be charged and the application for commutation shall be disposed off by that Government according to the procedure rules framed for its own servants. In cases in which the commuted value of a pension divisible between the Central Government is wholly chargeable to the Central Government, the application for commutation should be decided by the State Government, to which the pension is partly chargeable. If however an application for commutation is made before the date on which the pension is sanctioned, the Government under which the applicant was last permanently employed shall be the Government competent to dispose of his application in accordance with the procedure rules prescribed for its own servants. The lumpsum payable on commutation to the Government Servant who have

served under more than one Government when the commutation tables applied by the different Government are not identical shall be calculated according to the commutation table of the Government under whose rule making control they are at the time of retirement. In the case of Government Servants who are temporarily lent by one Government to another, the commutation shall be according to the table of the lending Government and in the case of those who are permanently transferred from one Government to another, it shall be according to the table of the Government to which their services have been permanently transferred.

<sup>1</sup>[(1) Every Government servant shall, while giving particulars of pension in Form 1B declare his intention or otherwise of commutation of pension not exceeding one third thereof from the date from which pension commences.

(2) In cases where application for pension are not accompanied by such a declaration for commutation of pension Accountant General will presume that the retired Government servant has opted the maximum commutation permissible according to rules and act accordingly.

(3) The declaration given shall be final and shall not be allowed to be changed thereafter. A retired Government servant who has declared his intention to commute a portion of pension less than 1/3, also shall not be allowed any further commutation thereafter.

(4) A retired Government servant who has declared his intention to forego commutation shall not be entitled to any further commutation thereafter.

(5) A retired Government servant who in the declaration has opted to commute a portion of pension exceeding one third thereof shall be entitled to commute only one third of his pension and the Accountant General shall act accordingly.

(6) A retired Government servant against whom departmental enquiry or judicial proceeding is pending shall not be allowed the benefit of commutation of pension till such time he is sanctioned final pension after the conclusion of the inquiry or proceeding as the case may be. In such cases the declaration

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1. Substituted by No. FD 34 SRS 71 dated 14.6.1971 (wef 1.9.1971).

or deemed declaration shall be considered after the conclusion of the enquiry or proceeding and commuted value as admissible from the date of commencement of the pension shall be authorised by the Accountant General.

(7) A retired Government servant who is paid anticipatory pension shall not be eligible for commutation of such anticipatory pension. After he is sanctioned final pension, the declaration made or deemed to have been made, shall be considered and the admissible commuted value as admissible on the date of commutation shall be authorised by the Accountant General.

(8) No separate sanction is necessary for the authorisation of commuted value of pension. The Accountant General shall authorise the commuted value of pension along with final pension.

(9) The reduction in monthly pension on account of commutation under this rule shall be operative from the date of receipt of commuted value by the pensioner or three months after the issue of authority by the Accountant General asking pensioner to collect the commuted value of pension, whichever is earlier.

(10) In case of a retired Government servant who has become entitled to the commutation of pension and who dies before receipt of the commuted value, the amount shall be paid to the heirs of the deceased.]

[383-A. (1) The portion of pension commuted by a retired Government servant shall be restored to him, as indicated below:

(a) Where a retired Government servant has commuted a portion of his pension on or before 31st July 1966 and attained the age of 70 years or more as on 31st July 1980, that portion shall be restored to him with effect from 1st August 1980;

(b) Where a retired Government servant has commuted a portion of his pension on or before 31st July 1966 and has not attained the age of 70 years as on 31st July 1980, that portion shall be restored to him from the first day of the month following the month in which he attains the age of 70 years;

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1. Inserted by No. FD 79 SRS 80 dated 19.5.1981 (wef 1.8.1980)  
(These rules shall apply to all persons who are governed by the provisions of the rules contained in Chapter III of the Karnataka Civil Services Rules, in accordance with the provisions of Rule 376 *ibid.*)

(c) Where a retired Government servant has commuted a portion of his pension on or after 1st August 1966, that portion shall be restored to him from the first day of the month following the month-

(i) in which a period of 14 years has elapsed from the date of such commutation; or

(ii) in which he has attained the age of 70 years, whichever is later.

<sup>1</sup>[(d) Where a retired Government servant has commuted a portion of pension before 1st July, 1986 as well as to those retiring on or after 1st July, 1986 the portion of his commuted pension shall be restored to him from the first day of the month following the expiry of a period of fifteen years from the date of commutation.

(e) Where a retired Government servant who had commuted a portion of his pension prior to seventeenth August, 1987 may if it is advantageous to him, get the benefit of restoration of the commuted portion after fourteen years from the date of commutation or on attaining the age of seventy years or from 1st August, 1980 whichever is later.]

(2) The restored portion of pension shall not be permitted to be commuted again.]

PART -V  
CHAPTER XXIV  
EXTRAORDINARY PENSION

<sup>1</sup>[384 to 395 xxx]

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1. Inserted by No. FD 1 SRA 97 dated 23.4.1998 (wef 15.10.1998)

1. Repealed by No. FD 84 SRS 79 dated 21.8.1980.

**PART VI**  
**CHAPTER XXV - MAINTENANCE OF RECORDS OF SERVICE**  
**SECTION I - GAZETTED GOVERNMENT SERVANTS**

396.(1) A record of the service of each gazetted Government servant shall be maintained by the Audit Officer who audits his salary or who accounts for the contribution recovered from the foreign employer in the case of an officer lent to Foreign Service.

(2) When a non-gazetted Government servant is officiating in a gazetted post, his service book should be kept by the Head of the Office to which he permanently belongs, but when he is confirmed in such a post his service book should be forwarded to the Audit Officer who maintains the record of his services.

<sup>1</sup>[Exception:- Where a non-gazetted Government servant is appointed or promoted to officiate in a gazetted post during the last year of his service, the Service Book shall be forwarded to the Accountant General, Karnataka, Bangalore immediately on such appointment or promotion, with all the relevant entries made therein up to the date of such appointment or promotion.]

**SECTION II - NON-GAZETTED GOVERNMENT SERVANTS**

397. A Service Book in Form 18 is supplied to every Government servant on his first appointment. It shall be maintained for a Government servant from the date of his first appointment to Government Service (Whether permanent, temporary or officiating). It must be kept in the custody of the Head of the office in which he is serving, and transferred with him from office to office.

Note :- No uniform rule can be laid down regarding the language in which Service Books should be written. But in an office the Head of which is acquainted with English, that language should, as far as is convenient, be used.

Note 2:- Service Books are supplied by the Government Central Book Depot, their value being paid by the department requiring them, from the contingent grant.

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1. Inserted by No. FD 40 SRS 70 dated 29-4-1971.

<sup>1</sup>[The Government Treasuries have been authorised to obtain from the Director of Printing, Stationery and Publications. copies of Service Books on indents and sell Service Books for cash to Government and other offices requiring service Books, the sale proceeds being credited to 'XLV-Stationery and Printing' in the TreasuryAccounts.]

### **Maintenance of Service Books**

398. 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 in the Service Book, each entry being duly verified with reference to departmental orders, pay bills and leave statements and attested by the Head of the Office. If the Government servant is himself the Head of an Office, the attestation should be made by his immediate superior. If the Head of the office has a gazetted assistant, he may delegate the duty of attesting the entries to such an assistant. There should be no erasure or overwriting and all corrections should be neatly made and properly attested. Any special 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 that test, and the part and date of the Gazette in which the Notification was published. The Head of the office should invariably give necessary particulars of pensionable service with a view to enable the Audit Office to decide later on by reference (merely to such particulars whether the temporary or officiating service will qualify for pension or not ; for example, in the case of officiating service, the nature of the vacancy in which the Government servant officiated and in the case of temporary service, whether the temporary post was subsequently made permanent and the period for which the post has been continued should be stated. As soon as a temporary post has become permanent, action should be taken to determine the Officer/Officers who would count the temporary service rendered in any post for pension under the Pension Rules. Similarly, in the case of temporary service or service in an officiating capacity, it should be verified, as soon as an Officer has become permanent what portion of his temporary and

1. Inserted by No. FD 153 SRS 58 dated 6-8-1958 (w.e.f. 14-8-1958).

officiating service would count for pension under the Pension Rules. In all such cases a note should simultaneously be recorded in the Service Book of the Government Servant concerned over the signature of the Audit Officer indicating the period or periods which would count for pension under the Pension Rules. The Head of the Office should initiate action in this matter and should finalise it in consultation with the Audit Officer.

<sup>1</sup>[Note:- Whenever the certificate mentioned in <sup>2</sup>[Note 1 to clause (b)] of Rule 53 is issued by the competent Administrative Authority, a very concise entry such as "certificate under <sup>2</sup>[Note 1 to Rule 53 (b)] of the Karnataka Civil Services Rules, issued for the period from..... to..... should also be recorded after the entry regarding leave, in the Service Book.]

399. Personal certificates of character should not, unless it is so directed by Government, be entered in the Service Book.

400. When a Government Servant is reduced to a lower post, dismissed or removed from service or suspended from employment or subjected to any other penalty, the reason for the reduction, dismissal, removal or suspension or other penalty, as the case may be, should always be briefly stated thus:-

"Reduced for inefficiency", "Reduced owing to revision of establishment, etc." The Head of the Office should make efficient arrangements for these entries being made with regularity. The duty should not be left to the non-gazetted Government servant concerned.

Copies of all orders regarding reduction, dismissal, removal, suspension or other penalty should be filed with the Service Book.

<sup>3</sup>[Note:- An entry regarding "censure" would not be necessary in the Service Book, but such entry should be recorded in the Confidential Rolls.]

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1. Inserted by No. FD 182 SRS 58 dated 17-10-1958 (w.e.f. 30-10-1958).

2. Amended by No. FD 62 SRS 68 dated 17-5-1968

3. Inserted by No. FD 41 SRS 69 dated 21-5-1969.



401. In cases where Government servants are reinstated in service, after suspension, compulsory retirement, removal or dismissal from service, specific declaration as to whether the previous service rendered by the Government servant counts for pension or not, should be recorded in the Service Book and attested by the Head of the Office (quoting reference to the order of the competent authority).

402. Non-Pensionable service should be distinctly shown as such in column 2 of the Service Book. When an officer is transferred from an aided educational institution to Government Educational Institution, the total service in the Aided Institution and the portion of the service, if any, that will be allowed to count for pension should be ascertained and recorded in the Service Book at the time of appointment to Government service.

403. The entries in the leave accounts should be attested by the Head of the office.

404. The declarations of Government servants exercising their option regarding scales of pay, leave rules, pension rules or other rules regulating the conditions of service should be pasted in the service books themselves with dated signature of the Head of the office.

405. The date of birth should be verified with reference to the documentary evidence and a certificate recorded to that effect stating the nature of document relied on.

406. Finger prints of the Government servant should be recorded in the column "Personal marks of identification" in the service book itself in the case of Government servants who are not literate. The impression should not be taken on separate slips of paper and pasted to the service book.

<sup>1</sup>[407. It shall 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 inspected the service books. A certificate to the effect that he has done so in respect of the preceding financial year should be submitted by him to his next Superior Officer by the end of every September.

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1. Substituted by No. FD 35 SRS 67 dated 18-5-1967.

The Government servants shall inter alia ensure before affixing their signatures, that their services have been duly verified and certified as such. In case of a Government Servant on foreign service his signature shall be obtained in his service book after the Audit Officer has made therein necessary entries connected with his foreign service.]

408. When a non-gazetted Government servant is transferred, whether permanently or temporarily, from one office to another, the necessary entry of the nature and reason of the transfer should be made in his service Book in the office from which the officer is transferred and the book, after being duly verified upto date and attested by the Head of that office, should be transmitted to the Head of the office to which the officer has been transferred, who will henceforward have the book maintained in his office. If the Head of the latter office should find any error or omission in the book on receipt, he should return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the book is taken over by him. The Service book should not be made over to the non-gazetted officer who has been transferred nor should it be given to him when proceeding on leave.

<sup>1</sup>[Note:- In cases where transfer also involves permanent transfer of the Government servant from the audit control of one Audit Officer to that of another, the qualifying service for purposes of pension rendered up to the date of the transfer, should be got verified and a certificate to that effect recorded in the service book by the audit officer concerned before the service book is forwarded to the office where the services of the Government servant are transferred.

The non-gazetted service of a permanent gazetted officer should similarly be verified and certified by the concerned Audit Officer before his service book is forwarded to the Accountant General concerned.]

<sup>2</sup>[In the case of temporary/officiating Government servants who are permanently transferred from the audit control of one audit officer to that of another the temporary/officiating service rendered up to the time of last permanent transfer of audit control, should be got verified and certified by the audit officer(s) concerned, soon after confirmation of the Government servant in a permanent post. Action in this regard should be

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1. Inserted by No. FD 46 SRS 60 dated. 15-6-1960 (w.e.f. 23-6-1960)

2. Inserted by No. FD 184 SRS 60 dated. 7-12-1960 (wef 15-12-1960)

initiated by the head of the office in which the Government servant is working at the time when the confirmation orders are issued.]

<sup>1</sup>[409. When a non-Gazetted Government servant is transferred to Foreign Service the Head of the office or Department should send his Service Book to the Audit Officer who will return it after noting therein, under his signature, the orders sanctioning the transfer to Foreign Service and those of retransfer there from and other particulars connected thereto. On the Officer's proceeding on leave from Foreign Service, the Head of office or Department should make entries under his signature in the Service Book in that regard and get the same attested by the Audit Officer in token of verification of these entries as and when the Service Book is sent to Audit Office for making entries in respect of other matters such as transfer to and retransfer from Foreign Service etc.

Note 1:- No entries except those relating to leave (including surrender of earned leave) made in the Service Book of a Government servant on Foreign service can be attested by any officer, other than the Audit Officer. The entries made in respect of leave (including surrender of earned leave) should be signed by the Head of Office or Department and then got attested by the Audit Officer in token of verification of these entries as and when the Service Book is sent to Audit Office for making entries in respect of other matters.]

Note 2 :- The fact of recovery of leave and pension contribution should be got recorded in the Service Book, by the Audit Office, in the case of Government servants transferred to Foreign Service.

410.(1) The Service Book should not be returned to the Government servant on retirement, resignation or discharge from service.

<sup>2</sup>[Note:- xxx]

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1. Substituted by No. FD 23 SRS 75 dated 27-11-1975 (w.e.f. 11-12-1975)

2. Deleted by No. FD 8 SRS 90 dated 20-3-1990 (w.e.f. 5-4-1990)

(2) When the service of a Government servant is terminated by removal or dismissal, his Service Book should be retained for a period of five years or until the Government servant's death, whichever is earlier, after which it will be destroyed. A similar procedure should be followed in the case of a Government servant whose probation is terminated. The Head of the office in which he was last employed should retain the Service Book in such cases.

(3) When the service of a Government servant is terminated by resignation or discharge without fault and no pension is given to him, his Service Book should be retained for a period of five years from the date of his resignation or discharge. In the event of his death within the period of five years, the Service Book should be retained for a period of six months only from the date of his death.

(4) The Service Book of a Government servant who has been dismissed, removed or compulsorily retired and who is afterwards reinstated should on requisition be returned to the head of the office in which he is re-employed.

(5) A Similar course should be adopted when a Government servant has been discharged without fault or resigns and is subsequently re-employed.

<sup>1</sup>[411. xxx]

### **Verification**

412. Ministerial heads of Sections in each office should maintain the service registers of Government servants serving under them up-to-date; Gazetted Assistants to Heads of Officers or of Departments should check the Service Register once a quarter and furnish a certificate to the Head of Office or Department, as the case may be. <sup>2</sup>[The Service Books should be taken for verification once a year by the Head of the Office who, after satisfying himself that the service of the Government servants concerned and the upto date residential address of the members of his family are correctly recorded in his Service Book in conformity with these rules, should record therein a certificate in the following words over his signature.

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1. Deleted by No. FD 62 SRS 68 dated. 17-5-1968.

2. Substituted by No. FD 117 SRS 74 dated. 31-12-1974 (wef 13-2-1975).

Verified the services from pay bills, acquittance rules and similar records (to be specified by reference to which the verification was made) and also the residential address of the members of the family upto date'.]

Note 1 :- The annual verification is an important item of work and has to be done by the Head of the Office generally. In cases where the number of Service Books to be handled in an office is very large (namely, more than fifty), the verification may be delegated to one or more gazetted assistants, the number of service registers to be examined by the Head of the Office being not less than five percent of the total number of Service Books.

Note 2:- Verification of the Service Registers in the Secretariat shall be done by the Superintendent in charge of the Administration Section. The Under Secretary Administration shall examine personally at least 10 percent of Service Registers and the Deputy Secretary at least 5 percent.

413. The Head of the office in recording the annual verification should in the case of any portion of service that cannot be verified from office records, distinctly state that for the accepted periods (naming them), a statement in writing by the officer as well as a record of the evidence of his contemporary employees is attached to the Book.

414. The Heads of Offices and Departments should attach to their salary bills for <sup>1</sup>[May] each year a certificate to the effect that the Service Registers of officials in their offices have been duly verified in accordance with the prescribed rules and found to be correct.

### **Periodical Inspection**

415. It is the duty of Government servants inspecting subordinate offices to inspect the Service Books maintained there. They should see that they are maintained upto date, that entries are properly made and attested, that verification has been properly carried out and the necessary statement and evidence secured and verification certificates have been properly recorded by the Heads of the Offices.

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1. Substituted by No. FD 281 SRS 59 dated 30-12-1959 (wef. 14-1-1960).

**PART VII**  
**CHAPTER XXVI-FOREIGN SERVICE RULES**

416. These rules shall apply to those Government servants only who are transferred to foreign service after the first day of November, 1957. Subject to the provisions of Rule 418 Government servants transferred before that date will remain subject to the rules in force on the date of transfer.

<sup>1</sup>[Note:- The incidence of pay, leave salary, allowances, pensions etc., of Government servants deputed or transferred to or from the Government of India <sup>2</sup>[or the Union Territories] or the following State Governments shall be regulated by the provisions of Appendix 3 to Account Code, Volume I:-

1. Andhra Pradesh,
2. Assam,
3. Bihar.
4. Gujarat.
- <sup>3</sup>[4-A. Jammu and Kashmir,]
5. Kerala
6. Madhya Pradesh
7. Tamil Nadu,
8. Maharashtra.
- <sup>3</sup>[8-A. Nagaland
- 8-B. Orissa]
9. Punjab,
10. Rajasthan,
- <sup>3</sup>[10-A. Uttar Pradesh and]
11. West Bengal.]

<sup>4</sup>[Note 2:- The provisions of Note-1 shall be applicable to a permanent Government Servant of the Government of India (including Union Territories) or Government of Assam, Bihar, Maharashtra, Punjab and Rajasthan, who is appointed to a post under Government of Karnataka or to a permanent Government

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1. Substituted by No. FD 21 SRS 59 dated 6-3-1962 (wef I- 11-59)
  2. Amended by No. FD 68 SRS 64 dated 19-2-1965.
  3. Amended by No. FD 29 SRS 67 dated 15-12-1969.
  4. Inserted by No. FD 11 SRS 68 dated. 7-7-1969

Servant of Karnataka appointed to any post under any of the Governments specified above, through open competition, provided the Government servants concerned is not required to resign his previous appointment and the Government under whom he was employed prior to his appointment agrees to retain his lien until he is finally absorbed by the other Government.]

<sup>1</sup>[417. xxx]

418. Extension of periods of deputation on foreign service, ending after the date these rules come into force, of Government servants who were transferred to foreign service prior to that date should be treated as fresh transfers and dealt with under these rules.

419.(a) No Government servant may be transferred to foreign service against his will:

<sup>2</sup>[Provided that this sub-rule shall not apply to the transfer of a Government servant to the service of a body, incorporated or not, which is wholly or substantially owned or controlled by the Government:]

<sup>3</sup>[Provided further that this sub- rule shall not also apply to the transfer of a Government servant to the service under Government of India or under a Local Authority or a Co-operative Institutions registered under the Karnataka Co-operative Societies Act.]

(b) Subject to the provision of Rule 425, a transfer to foreign service may be sanctioned by a competent authority.

<sup>4</sup>[The tenure of such transfer should not generally exceed five years except under special orders of Government.]

Note 1:- Whenever a Government servant is transferred to foreign service or when the period of foreign service of a Government servant is extended, the authorities competent to sanction transfers to foreign service should stipulate that contributions for pension and leave salary, or for pension alone, as the case may be, will be recoverable at the rates in force from time to time in accordance with the orders of Government.

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1. Deleted by No. FD 133 SRS 62 dated 20-12-1962 (wef 27-12-1962).

2. Substituted by No. FD 55 SRS 60 dated 25-4-1960 (wef 5-5-1960).

3. Inserted by No. FD 86 SRS 66 dated 12-12-1966.

4. Inserted by No. FD 210 SRS 74 dated 7-7-1975 (wef 7-8-1975).

Note 2:- A copy of the orders sanctioning a Government servant's transfer to foreign service or an extension of the period of foreign service must always be communicated to him and to the Accountant General, Karnataka, by the authority by whom the transfer is sanctioned. The Government servant himself should without delay communicate a copy to the officer, who audits his pay, and take his instructions as to the officer to whom he is to account for the contribution; he should also report to the later officer the time and date of all transfers of charge to which he is a party when proceeding on, while in and on return from foreign service and furnish from time to time particulars regarding his pay in foreign service, the leave taken by him, his postal address and any other information which that officer may require.

Note 3: - Every Government servant transferred to foreign service should be conversant with the rules relating to foreign service. He should ensure that the rules and orders regulating his pay and other conditions of service while in foreign service are observed and that contributions, if any, are paid regularly.

<sup>1</sup>[Note 4: - Wherever the foreign employers have framed travelling allowance rules for their own employees, the Travelling Allowance of Government Servants transferred for service under such foreign employers shall be governed by the rules of the foreign employer concerned in respect of the journeys on transfer to and reversion from foreign service as also for journeys performed during the foreign service in connection with the affairs of the foreign employer. Where there are no Travelling Allowance Rules framed by the foreign employer the Travelling Allowance of Government servants transferred to such foreign service shall be regulated by the rules in the Karnataka Civil Service Rules.]

Note 5 :- In the term of transfer to foreign service, a condition to the effect that the expenditure in respect of any compensatory allowance, (Dearness Allowance, etc.,) for periods of leave taken by Government servants on foreign service while in or at the end of foreign service shall be borne by the foreign employer, should be inserted.

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1. Substituted by No. FD 27 SRS 66 dated 7-12-1966 (wef 7-12-1966).



<sup>1</sup>[In the case of a Government Servant who is transferred to foreign service while on leave or where a Government Servant avails leave immediately prior to joining service under the foreign employer after having been relieved from Government Service, the expenditure in respect of Compensatory Allowance for the period of such leave shall be borne by Government.]

Note 6:- The foreign employer should in the case of Government servants transferred to foreign service in future or on renewal of existing foreign service agreements, accept full liability for leave salary in respect of disability leave granted on account of a disability incurred in and through foreign service, even though such disability manifests itself after the termination of foreign service. The leave salary charges for such leave should be recovered direct from foreign employers, a condition to that effect being inserted in the terms of transfer to foreign service.

<sup>2</sup>[Note 7:- The foreign employer should accept full liability for medical charges incurred by the Government servants while in foreign service, to the extent they are entitled for reimbursement of such charges under the Karnataka Governments Servants (Medical Attendance) Rules, <sup>3</sup> [1963].]

420. (1) A Government servant in foreign service will be entitled to revert six months after he has given notice to Government of his wish to revert, but a competent authority may, allow him to revert sooner. A Government servant in foreign service is liable to recall by a competent authority at any time.

<sup>4</sup>[(2) The provisions of sub-rule (1) would not apply to transfer of a Government servant to the services mentioned in the first and second provisions to Clause (a) of Rule 419.]

421. A transfer to foreign service is not admissible unless,-

(a) the duties to be performed after the transfer are such as should, for public reasons, be rendered by a Government servant, and

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1. Inserted by No. FD 53 SRS 68 dated 3-10-1968.

2. Inserted by No. FD 250 SRS 59 dated 22-12-1959 (wef 31-12-1959).

3. Amended by No. FD 55 SRS 63 dated 12-8-1963.

4. Inserted by No. FD 76 SRS 78 dated 27-12-1978 (wef 11.1.1979)

(b) the Government servant transferred holds, at the time of transfer, a post paid from the Consolidated Fund of the State or holds a lien on a permanent post, or would hold a lien on such a post had his lien not been suspended.

Note :- The transfer of a temporary Government servant to foreign service is permissible under this Rule.

422. If a Government servant is transferred to foreign service while on leave, he ceases, from the date of such transfer, to be on leave and to draw leave salary.

423. A Government servant transferred to foreign service shall remain in the cadre or cadres in which he was included in a substantive or officiating capacity immediately before his transfer and may be given <sup>1</sup>[subject to the conditions prescribed in the second provision to Rule 60,] such substantive or officiating promotion in those cadres as the authority competent to order promotion may decide. <sup>1</sup>[In giving promotion such authority shall also take into account the nature of work performed in foreign service.]

In any individual case, Government may grant a Government servant such other promotion as they consider he would have got had he not been transferred to foreign service.

<sup>2</sup>[424. A Government servant in foreign service will draw pay from the foreign employer from the date he relinquishes charges of his post in Government service. Subject to the provisions of Rule 425, the amount of his pay will be fixed by the authority sanctioning the transfer, in consultation with the foreign employer. The period of joining time and the pay admissible during period shall be regulated in accordance with the provisions of sub-rule (4) of rule 76.]

<sup>3</sup>[Note 1 :- The increments of non-gazetted Government Servants may be drawn by the foreign employer after obtaining an increment certificate from the appropriate authority in the Department from which the Government Servant proceeded on foreign service.]

<sup>4</sup>[Note 2 :- In the case of a Government servant who proceeds on transfer from one foreign employer to another directly on relief from the first foreign employer without reverting

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1. Amended by No. FD 52 SRS 62 dated 5-10-62 (wef. 18-10-1962)

2. Substituted by No. FD 66 SRS 79 dated 15-11-1980 (wef 27-11-1980)

3. Inserted by No. FD 28 SRS 68 dated 27-7-1968.

4. Inserted by No. FD 121 SRS 62 dated 19-2-1963 (wef 28-2-1963).

to Government service, the joining time availed of by him shall be treated as service under the second foreign employer and his joining time pay and allowances <sup>1</sup>[and transfer travelling allowances] shall be borne by the second foreign employer.]

<sup>2</sup>[Note 3 :- See also Note 5 below rule 419]

425. The amount of remuneration to be granted to a Government servant transferred to foreign service in India should be regulated by the following principles:-

(1) When the transfer of a Government servant to foreign service in India is sanctioned the pay which he shall receive in such service must be precisely specified in the order sanctioning the transfer. If it is intended that he shall receive any remuneration or enjoy any concession of pecuniary value in addition to his pay proper, the exact nature of such remuneration or concession must be similarly specified. No Government servant will be permitted to receive any remuneration or enjoy any concession which is not so specified; and, if the order is silent as to any particular remuneration or concession, it must be assumed that the intention is that it shall not be enjoyed.

(2) The following two general principles must be observed by a competent authority in sanctioning the condition of transfer,-

(a) The terms granted to the Government servant must not be such as to impose an unnecessarily heavy burden on foreign employer.

(b) The terms granted must not be so greatly in excess of the remuneration which the Government Servant would receive in Government service, as to render foreign service appreciably more attractive than Government service:

Provided that if his transfer to foreign service involves the assumption of duties and responsibilities of far greater importance than those attached to his post in Government service, his pay in foreign service may be specifically fixed with due regard both to his status and pay in Government service and to the nature of the work for which he is transferred.

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1. Amended by No. FD 135 SRS 67 dated 22-11-1967.

2. Inserted by No. FD 53 SRS 68 dated 3-10-1968.

<sup>1</sup>[Provided further that the Government servant who continues in foreign services for any period extending beyond five years,-

(a) notwithstanding an option exercised by him to draw his pay in the scale of pay applicable to the post under foreign service, shall, for the period beyond five years draw pay, as would have been admissible to him in the parent department; and

(b) if he has not exercised any option and draws pay in the scale of pay of his parent department, no foreign service allowance shall be, admissible for the said period.]

Instruction 1 :- According to the standard terms of deputation prescribed in G.O. No. FD 60 SRS 65, dated the 15th May 1966, as amended in O.M. No. FD 149 SRS 67, dated the 13th December 1967, a Government employee deputed to foreign service shall have option either to get his pay fixed in the deputation post under this operation of the normal rules or to draw the pay of the post admissible to him from time to time in his parent department plus a foreign service allowance admissible as per G.O. No. FD 15 SRP (1) 70, dated 9th February 1970.

2. With a view to ensuring that no employee who opts to draw the pay in the deputation post receives an abnormal increase in pay over what he would otherwise draw in his parent department Government direct that in no case the pay allowed to the employee under the foreign employer should exceed his pay under Government by more than the amounts shown below:-

(a) for employees in receipt of basic pay of above Rs.750 - 25% of basic pay or Rs.225 whichever is more.

(b) for employees in receipt of basic pay of above Rs.300 upto Rs. 750 - 30% of basic pay or Rs.100 whichever is more.

(c) for employees in receipt of basic pay of/and below Rs. 300 - 33 1/3% of basic pay.

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1. Inserted by No.FD 9 SRS 80 dated 2-9-1980 (wef 11-9-1980).

These orders will apply to cases of deputation commencing hereafter. In case of employees already on deputation on the date of issue of this Official Memorandum, these orders will apply from the date of commencement of extension, if any, of the period of deputation.

(O.M. No. FD 223 SRS 71 dated 18th November, 1971).

Instruction 2:- Government are pleased to order that the maximum increase in basic pay that may be allowed to a Government servant who is deputed to foreign service and who has opted or who opts to get his pay fixed in the deputation post be restricted to 15 percent of his basic pay under Government.

The above revision will be effective from 1st June 1978, and will be applicable to all Government servants who are on deputations to foreign service as on 1st June 1978, or who may be deputed to foreign service on or after 1st June 1978.

(G.O.NO. FD 31 SRS 78 dt. 2nd July 1978)

(3) Provided that the two principles laid down in paragraph (2) above are observed, a competent authority may sanction the grant of the following concessions by the foreign employer. Such concessions must not be sanctioned as a matter of course, but in those cases only in which their grant is in accordance with the wishes of the foreign employer and is in the opinion of the competent authority justified by the circumstances. The value of the concessions must be taken into account in determining an appropriate rate of pay for the Government servant in foreign service:-

(a) The payment of contributions towards leave salary and pension under the ordinary rules regulating such contributions.

(b) The grant of travelling allowances under the ordinary travelling allowances rules of Government or under the rules of the foreign employer and of permanent travelling allowance, conveyance allowance and horse allowance.

(c) The use of tents, boats and transport on tour, provided that this is accompanied by a corresponding reduction in the amount of travelling allowance admissible.

(d) The grant of free residential accommodation, which may be furnished, in cases in which the competent authority considers this to be desirable, on such scale as may seem proper to the competent authority.

(e) The use of motors, carriages and animals.

(4) The grant of any concession not specified in paragraph (3) above requires the sanction of Government.

426.(a) While a Government servant is in foreign service, contribution towards the cost of his pension must be paid to the Consolidated Fund of the State, on his behalf.

(b) If the foreign service is in India, contributions must be paid on account of the cost of leave salary also.

(c) Contributions due under sub-rules (a) and (b) above shall be paid by the Government servant himself, unless the foreign employer consents to pay them. They shall not be payable during leave taken while in foreign service.

(d) By special arrangement made under Rule 437 contribution on account of leave salary may be required in the case of foreign service out of India also, the contributions being paid by the foreign employer.

Note:- Pension, throughout this chapter, includes Government contribution, if any, payable to a Government servant's credit in a provident funds.

427.(a) Contributions on account of pension and leave salary should be calculated at the rates noted below:-

	<sup>1</sup> [For leave allowance	for Pension
Gazetted and Non-Gazetted Government Servants.	11 percent of pay drawn under the foreign employer	One-eighth of the Pay drawn under Government from time to time]

<sup>1</sup>[Note 1:-xxx]

<sup>2</sup>[Note 2:- The contribution shall be rounded off to the nearest rupee fractions equal to 50 paise or more being rounded off to the next higher rupee.)

<sup>3</sup>[Note 3 :- For purposes of recovery of pension contribution under this rule the "Dearness Pay" granted under rule 13 of the Karnataka Civil Services (Revised Pay) Rules, 1961, shall be treated as pay.]

1. Amended by No. FD. 147 SRS 69 dated 25-5-1970

2. Inserted by No. FD 103 SRS 69 dated 12-9-1969.

3. Inserted by No. FD 145 SRS 69 dated 1-8-1970 (wef 1-1-1961).

<sup>1</sup>[Note 4 :- The dearness allowance admissible on 1st April, 1973, shall be treated as pay for purpose of recovery of pension contribution under this Rule in cases to deputation of Government servants on or after 1st April 1974 and also in cases where the period of deputation is extended from a date falling on or after 1st April 1974.]

<sup>2</sup>[Note 5:- Leave salary contributions at the rates prescribed in this clause shall be recovered on Foreign Services Allowance also.]

<sup>3</sup>[Exception:- In respect of Government servants on deputation to the Municipalities as Executive officers, pension contribution shall be recovered at 1/8 of the pay drawn by them under the Municipalities.]

(b) In return for the contributions, Government accept the charge for the pension, and, if the foreign service is in India, and the leave salary of the Government servant.

<sup>2</sup>[Note :- Foreign service Allowance shall be paid by Government in respect of leave taken during or at the end of foreign service at the rate at which it was drawn immediately prior to such leave subject to the same conditions as those laid down in sub-rules (1) and (2) of Rule 171 relating to the regulation of House Rent Allowances and City Compensatory Allowance during leave.]

428.(a) The rates of pension contribution prescribed in Rule 427 are designed to secure to the Government servant the pension that he would have earned by service under Government if he had not been transferred to foreign service.

(b) The rates of contribution prescribed in Rule 427 for leave salary or designed to secure to the Government servant leave salary in the scale and under the conditions applicable to him.

<sup>4</sup>[Note:- xxx]

429. Government may remit the contributions due in any specified case or class of cases.

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1. Inserted by No. FD 185 SRS 74 dated 7-7-1975 (wef 1-4-1974).

2. Inserted by No. FD 52 SRS 73 dated 24-12-1973.

3. Inserted by No. FD 53 SRS 72 dated 20-12-1972 (wef 17-8-1965).

4. Deleted by No. FD 147 SRS 69 dated 25-5-1970.

<sup>1</sup>[430.(1) Contribution for leave salary or pension which is due in respect of a Government servant in foreign service may be paid annually within fifteen days from the end of each financial year or from the end of foreign service, if the deputation on foreign service expires before the end of financial year and if the payment is not made within the said period, interest must be paid to Government on the unpaid contribution, unless it is specifically remitted by Government, at the rate of two paise per day per Rs. 100 from the date of expiry of the said period of 15 days upto the date on which the contribution is finally paid. The interest shall be paid by the Government servant or by the foreign employer according as the contribution is paid by the former or the latter. This rule applies to all Government servants in foreign service whether in or out of India.

(2) The leave salary and pension contributions should be paid separately as they are creditable to different Heads of accounts and no dues recoverable from Government, on any account, should be set off against these contributions.]

431. Interest on overdue contribution will only be remitted in exceptional circumstances when, for instance, the payment of the contribution has been delayed through no fault of the Government servant or the foreign employer concerned. Interest will not be remitted in consequence of delay on the part of the Audit Officer to make a claim, if the facts on which the claim is based were within the knowledge of the Government servant or the foreign employer concerned.

432. When the contribution falls into arrears the Accounts Officer should bring the fact to the notice of the Government servant in foreign service and claim interest in accordance with Rule 430. If any amount due including interest is not paid within twelve months of its accrual the Accounts Officer should intimate to the Government servant the amount due up-to-date, and inform him that in consequence of the default he has forfeited his claim to pension, or pension and leave salary, as the case may be. In order to revive his claim the Government servant must at once pay the amount due and represent his case to Government who will finally deal with it.

<sup>2</sup>[Note:- In respect of Government servants transferred temporarily on foreign service terms to Municipalities or Local

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1. Substituted by No. FD 52 SRS 79 dated 4-10-1979 (wef 1- 11-1979).

2. Inserted by No.FD 181 SRS 59 dated. 26-12-1962.



Bodies having account with the treasuries, if the contributions for leave salary and pension due on their behalf are outstanding at the close of the Financial year, the Accountant General shall instruct the treasury Officer of the treasury concerned at which the Local Body or Municipality has its account, to transfer from the balance at the credit of the Local Body or Municipality, the amount outstanding towards contribution for leave salary and pension along with penal interest thereon at the rates prescribed in Rule 430 to Government account duly intimating the Local Body or Municipality concerned. Similarly if any portion of the contribution for leave salary and pension due on behalf of the Government servants retiring during the course of the year is outstanding at the time of authorising payment of pension and D.C.R.G., the Accountant General will issue instructions to the Treasury Officer concerned for adjustment of the outstanding contributions and penal interest thereon simultaneously with the issue of authorisation of payment of pension and death-cum-Retirement Gratuity. The procedure prescribed in Rule 409 should be followed in these cases also.]

433. A Government servant in foreign service may not elect to withhold contributions and to forfeit the right to count as duty in Government service the time spent in foreign employ. The contribution paid on his behalf maintains his claim to pension, or to pension and leave salary, as the case may be, in accordance with the rules, of the service of which he is a member. Neither he nor the foreign employer has any right of property in a contribution paid, and no claim for refund can be entertained.

434. A Government servant transferred to foreign service may not, without the sanction of Government, accept a pension or gratuity from his foreign employer in respect of such service.

<sup>1</sup>[Note :- <sup>2</sup>(a) A Government servant who is on deputation to public Undertakings, which are legally required to pay bonus under the Payment of Bonus Act, 1965, shall be allowed to accept bonus declared by such undertakings;

(b) A Government servant who is on deputation to Public Undertakings, which are not legally required to pay bonus under the Payment of Bonus Act, 1965, but which make

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1. Inserted by No. FD 92 SRS 68 dated. 2-11-1968.

2. Substituted by No.FD 73 SRS 83 dated 18-10-1983 (wef 27-10-1983).

exgratia payment in accordance with the principles of the Act, shall be allowed to accept the ex-gratia payment declared by such undertakings.]

Explanation:- (i) The term 'Pay' in this Note shall have the same meaning as 'salary or wage' as defined in Section 2(21) of the Payment of Bonus Act, 1965, and shall include pay,<sup>1</sup>[Special allowance], Foreign Service/Deputation Allowance and Dearness Allowance, House Rent Allowance, or Compensatory-cum-House Rent Allowance and Overtime Allowance shall not be taken into account for the purpose.

<sup>2</sup>[(ii):- xxx]

<sup>3</sup>[(c) Subject to the provisions contained in Explanation below clause (b), a Government servant on deputation to a Co - operative Society/Institution may accept the ex-gratia award/ bonus declared by such society/Institution provided the Government servant is drawing a fixed pay or pay in the scale of pay prescribed for the post in the Society/Institution and is not in receipt of any deputation allowance.]

435. A Government servant in foreign service in India may not be granted leave otherwise than in accordance with the rules applicable to the service of which he is a member and may not take leave or receive leave salary from Government unless he actually quits duty and goes on leave.

Note 1 :- A Government servant in foreign service is personally responsible for the observance of this Rule. By accepting leave to which he is not entitled under these rules he shall be liable to refund the leave salary irregularly drawn, and in the event of his refusing to refund he shall forfeit his previous service under Government and to cease to have any claim on Government in respect of either pension or leave salary.

Note 2 :- When it comes to the notice of the Accounts Officer that a Government servant in foreign service has accepted leave to which he was not entitled under these rules, he shall require the leave so granted to be commuted into the leave for which the Government is eligible under the rules, and call upon him to refund any leave salary drawn in excess of the amount admissible.

1. Substituted by No. FD 7 SRA 99 dated 29.4.2000 (wef 1.4.1998)

2. Deleted FD No. FD 2 SRS 76 dated 3-8-1976

3. Inserted by No. FD 10 SRS 75 dated 23-3-1976 (wef 12-1-1970).

<sup>1</sup>[436. A Government servant in foreign service shall be granted leave (other than leave preparatory to retirement) and paid leave salary therefor by his employer under intimation to the Audit Officer in case of Gazetted Government servants and to the Head of the office in the case of non-Gazetted Government servant, after determining the leave admissible to him. The leave account of the Government servant concerned for this purpose shall, henceforth, be maintained by the Foreign employer on the extracts of the leave account which shall be supplied to him by the Audit Officer in the case of Gazetted Officer and by the Head of the Office. In the case of non-Gazetted Officer at the time of his transfer to Foreign Service. The amount of leave salary so paid by the Foreign employer shall be reimbursed to him on receipt of half-yearly claims from the Foreign employer who will prefer and send the claims by 31st October and 30th April to the Audit Officer in respect of Gazetted Government servant and to the Head of the Department in respect of non-Gazetted Government servant for the period from 1st April to 30th September and from 1st October to 31st March each year. These claims should be duly supported by details of the Government servants on Foreign service, nature and period of leave sanctioned and the rate and the amount of leave salary paid. The Audit Officer or the Head of the parent Department, as the case may be, will verify the claims and arrange payment through Bank Draft within a month from the date of receipt of such claims.]

437.(a) A Government servant in foreign service out of India may be granted leave by his employer on such conditions as the employer may determine. In any individual case the authority sanctioning the transfer may determine before hand, in consultation with the employer, the conditions on which leave will be granted by the employer. The leave salary in respect of leave granted by the employer will be paid by the employer and the leave will not be debited against the Government servant's leave account.

(b) In special circumstances, the authority sanctioning a transfer to foreign service out of India may make an arrangement with the foreign employer under which leave may be granted to the Government servant in accordance with the rules applicable to him as a Government servant, if the foreign employer pays to <sup>2</sup>[the State Government] leave contribution at the rate prescribed in Rule 427.

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1. Substituted by No. FD 134 SRS 73 dated 4-2-1977 (wef 1-4-1975).

2. Substituted by No. FD 31 SRS 60 dated 7-3- 1960 (wef 24-3-1960).

438. A Government servant in foreign service, if appointed to officiate in a post in Government service, will draw pay calculated on the pay of the post in Government service on which he holds a lien or would hold a lien had his lien not been suspended and that of the post in which he officiates. His pay in foreign service will not be taken into account in fixing his pay.

439. A Government servant reverts from foreign service to Government service, on the date on which he takes charge of his post in Government service. Provided that, if he takes leave preparatory to retirement and the conclusion of foreign service his reversion shall take effect from the date on which he proceeds on leave.

<sup>1</sup>[Provided further that in cases where a Government servant on relief from foreign service proceeds on leave before taking charge of his post in Government service, his reversion shall take effect from the date of his relief from foreign service.]

<sup>2</sup>[Note 1 - A Government servant shall be deemed to have reverted to Government service on the date he reports for duty under Government even though he does not take charge of any specific post.]

<sup>1</sup>[Note 1-A - A Government servant, on relief from foreign service, shall ordinarily join a post in Government service, unless, having been prevented from doing so for reasons beyond his control, such as, illness, he is compelled to proceed on leave immediately on relief from foreign service.]

Note 2 - If a Government servant on foreign service applies for leave preparatory to retirement, the foreign employer is not competent authority to sanction or refuse the leave.

<sup>3</sup>[Note 3 - Where a Government Servant on foreign service under a body corporate, owned or controlled by Government, applies for leave preparatory to retirement, such leave may be granted only if the body corporate is prepared to release him from their employment to enjoy the leave. If he is not so released, the leave should be refused in the interest of public service to the extent admissible under the first proviso to rule 110.]

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1. Inserted by No. FD 82 SRS 77 dated. 23-10-1978 (wef 2-11-1978).

2. Inserted by No. FD 37 SRS 63 dated 19-8- 1963.

3. Inserted by No. FD 177 SRS 68 dated 21-5-1969.

440. When a Government servant reverts from foreign service to Government service, his pay will cease to be paid by the foreign employer, and his contributions will be discontinued with effect from the date of reversion.

<sup>1</sup>[On such reversion, the Government Servant will draw the pay he would have drawn but for his deputation or his pay will be refixed at what would have been in the post which he held immediately prior to his transfer or in the post which he would have held but for his transfer on foreign service.]

441. When an addition is made to a regular establishment on the condition that its cost, or a definite portion of its cost shall be recovered from the persons for whose benefit the additional establishment is created, recoveries shall be made under the following rules.

(a) The amount to be recovered shall be the gross sanctioned cost of the service, or of the portion of the service, as the case may be, and shall not vary with the actual expenditure of any month.

(b) The cost of the service, shall include contributions at the rates prescribed in Rule 427 and the contributions shall be calculated <sup>2</sup>[on the gross sanctioned cost of the service, in respect of the leave salary portion of the contribution and on the average cost of the establishment in respect of the pension portion of the contributions.]

<sup>3</sup>[(bb) The cost of the service shall be paid within fifteen days from the date of raising the recovery under this Rule, on failure of which an interest at the rate of two paise per day per Rs. 100 shall be levied on the amount due from the date of expiry of the prescribed period of fifteen days up to the date on which the amount is finally paid.)

(c) Government may reduce the amount of recoveries or may entirely forego them.

<sup>2</sup>[Note 1 - The term 'gross sanctioned cost of the service' used in this Rule means the average cost of the establishment plus Dearness Allowance <sup>4</sup>[and Dearness-cum-Compensatory-cum-House Rent allowance] appropriate to the average cost, in the absence of specific orders to the contrary.]

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1. Inserted by No. FD 43 SRS 67 dated 18-12-1968.

2. Substituted by No. FD 75 SRS 60 dated 5-9-1960 (wef 15-9-1960).

3. Inserted by No. FD 99 SRS 75 dated. 25-8-1977/17-9-1977 (wef 22-9-1977).

4. Amended by No. FD 66 SRS 62 dt. 4-10-1962.

Note 2 - The recoveries on account of pension contribution should not be effected in the case of temporary establishments entertained under this Rule when the persons have not been transferred from Government service but are outsiders temporarily appointed. Cases in which the temporary service eventually becomes pensionable should be met by recovering contribution in arrears under proper authority.

Note 3 - The words "its cost" where they occur for the first time in this Rule refer to "an addition". The underlying intention of the Rule is to cover the cost of the additional establishment sanctioned. <sup>1</sup>[xxx]

442. A Government servant, who is a subscriber to the contributory provident fund, and who is transferred to foreign service, shall pay monthly subscriptions to the Fund. The foreign employer or the officer himself, according to the arrangements made under Rule 426 shall pay, in addition, for the period of active foreign service at such time as Government may prescribe in each case, the prescribed Government contribution to the fund and also leave salary contribution (twelve and a half percent of the pay under Government).

443. The travelling allowance of a Government servant both when proceeding on transfer to foreign service and when reverting to duty under Government shall be borne by the foreign employer.

#### **MISCELLANEOUS**

444. Foreign Service is of two kinds. viz.,

First.-The service of a Government servant transferred to service under an employer who is not under the orders of Government and is allowed while in such service to maintain his claim to pension or to leave and pension in the same way as if he were still in the service of Government.

Example:- Government servants lent to other Governments, a Municipality, a District Board or other Local Fund.

Second:- The service of a Government servant employed in connection with the management by Government of estates or funds which they have taken under their control or received in trust, and paid from the revenues of such estates or

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1. Substituted by No. FD 75 SRS 60 dated 5-9-1960 (wef 15-9-1960).

from such funds. The service must be strictly connected with the management by Government and appointments existing apart from or continuing after relinquishment of Government control can be made only under the conditions of foreign service of the first kind.

Example:- Government servants lent in connection with the management of private estates under Government management.

445. A Government servant transferred to foreign service remains, subject to the general and disciplinary rules which would have applied to him as a servant of Government, had he not been so transferred.

<sup>1</sup>[Note - No Government Servant transferred foreign service, including those deputed to Companies, Boards, etc., should undertake tour of countries outside India without the specific sanction of Government.]

446. The transfer of a Government servant from qualifying service to Foreign service will be made by Government on public grounds and not merely in the private interest of the officer concerned.

Note 1 - Service under a landholder who retains the management of his own estate, is not "foreign Service" for the purposes of these Rules, unless, in an altogether exceptional case, the importance of the estate or its owner is such as to justify the transfer of the services of a Government servant to occupy an important position such as Manager, etc.

Note 2 Heads of Departments are empowered to sanction the deputation of Non-gazetted Government servants under their control to State-owned industrial concerns.

Note 3 - The Chief Engineer of Karnataka is empowered to lend the services of Non-gazetted staff of the Public Works Department to Local Bodies and on other Foreign service subject to the recovery of leave and pensionary contribution at rates prescribed in the Rules and to withdraw the staff, without specific sanction of Government in each case.

Note 4- The rate of recovery of contribution for pension on behalf of employees of other departments working in the Electrical Department will be one eighth of their pay.

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1. Inserted by No. FD 65 SRS 69 dated 10-9-1969.

<sup>1</sup>[Note 5 - xxx]

Note 6 - In respect of I.A.S. and I.P.S. officers under the administrative control of the State Government and who are on foreign service, the recovery of contribution towards leave and pension will be governed by the rules applicable to officers of the Central services, Class 1.

<sup>2</sup> [Note 7 - xxx]

<sup>3</sup>[Note 8 - The Director of Public Instruction in Karnataka Bangalore, is empowered to depute for a period not exceeding five years, the non-gazetted Government Servants of his Department to other Departments, or private agencies, subject to recovery of pensionary and leave contribution etc., in accordance with these Rules.]

<sup>4</sup>[Note 8-A(1) - The Divisional Commissioners are empowered to depute Non-gazetted staff working under them to Local Bodies and Co-operative Societies. They are also empowered to depute Tahsildars to Local Bodies.

(2) The Chief Engineers are empowered to depute Assistant Engineers to the Local Bodies.

(3) The Director of Health Services is empowered to depute officers of the rank of Health Officer-cum-Assistant Surgeon, Class II, and below to Local Bodies.

(4) The Registrar of Co-operative Societies is authorised to depute Non-gazetted staff of his Department to Co-operative Societies within the State.]

<sup>5</sup>[(5) The Commissioner for Survey Settlement and Land Records is empowered to depute Class II Officers and Non-Gazetted staff of his Department to Local Bodies, Board, Factories. etc.]

<sup>6</sup>[(6) The Controller of Weights and Measures in Karnataka, Bangalore, is empowered to depute non-gazetted staff of his Department to the office of the Post-Master General, Bangalore and to the offices of the General Manager, Southern Railway, Headquarters office, Madras and the General Manager,

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1. Deleted by No. FD 7 SRS 64 dated 19-3-1964.

2. Deleted by No. FD 69 SRS 62 dated 6-3-1968 (wef 12-6-1958).

3. Inserted by No. FD 98 SRS 58 dated 4-6-1958.

4. Inserted by No. FD 78 SRS 67 dated 12-12-1967.

5. Inserted by No. FD 75 SRS 68 dated 31-5-1968.

6. Inserted by No. FD 151 SRS 68 dated 12-9-1968



South Central Railways, Secunderabad (Andhra Pradesh) in connection with the verification and stamping of Weights and Measures used in the Post and Telegraphs Department and the Railways.]

<sup>1</sup>[(7) The Registrar of Co-operative Societies is authorised to depute Class-II Officers of his Department on foreign service terms and conditions to the Co-operative Institutions in the State.]

<sup>2</sup>[(8) The Director of Agriculture in Karnataka, Bangalore, is empowered to depute the non-gazetted staff working under him to Institutions registered under Societies Registration Act, 1960 such as Small Farmers Development Agencies, Marginal Farmers and Agricultural Labour and Similar other Institutions on foreign service terms and conditions.]

<sup>3</sup>[The period of deputation should not exceed three years in any case and the order sanctioning the deputation should contain clear instructions as to the regulation of pay and allowances, maintenance of Service Books, amount of leave and pensionary contribution, etc., as provided for in these rules. The extra allowances like Special Pay should be regulated as per specific Government Orders issued from time to time.]

<sup>4</sup>[Note 9 - xxx]

447. Whenever a Government servant is, under these Rules, transferred from qualifying service to Foreign service it must be arranged that he does not forfeit a lien upon, or a right to return to, a substantive office under Government. His locum tenes can hold the appointment only in subordination to such lien by the absentee, but subject to this condition, the locum tenes may be appointed provisionally if the transfer is to duty of a permanent kind.

448. A Government servant so transferred when he returned to Government service is entitled to resume the same position as that in which he left it; if he holds a progressive appointment his foreign service counts towards increments, but he cannot return to acting service under Government without reverting also to his substantive office.

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1. Inserted by No. FD 21 SRS 70 dated 10-6-1970.  
 2. Inserted by No. FD 13 SRS 71 dated 16-3-1971.  
 3. Inserted by No. FD 78 SRS 67 dated 12-12-1967.  
 4. Deleted by No. FD 67 SRS 64 dated. 6-7-1967

Note - The object of this rule is to secure to a Government servant the right to resume on his return to Government service the position he held when he left it.

**PART VIII - TRAVELLING ALLOWANCE**  
**CHAPTER XXVII - GENERAL RULES**

449. This Part shall apply in respect of all claims in respect of journeys and halts made on and after the first day of September 1957 as if they are claims under this Part.

450. Travelling Allowance means an allowance granted to a Government servant to cover the expenses which he incurs in travelling in the interests of the public service.

<sup>1</sup>[451<sup>2</sup>](1) For the purpose of Travelling Allowance, Government servants shall be classified into the following categories based on pay:-

Category	Pay Range (per month)
I	(a) Rs.10620 and above (b) Rs.9060 and above but below Rs.10620
II	Rs.5850 to Rs.9059
III	Rs.4150 to Rs.5849
IV	Below Rs.4150

(2) They shall be entitled to daily allowance for halts within the State and halts outside the State admissible for the category to which they belong:-

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1. Amended by No.FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)  
2. Amended by No.FD 4 SRA 99 dated 2-6-2000 (wef 1-1-1999)

Category to which Govt. servant belongs	Halts within the State		Halts Outside the State		
	Bangalore	Other Cities with Municipal Corporation	Other places within the State	Ahamadabad, Mumbai, Calcutta, Delhi, Ghaziabad, Kanpur, Hyderabad, Lucknow, Chennai, Mussorie, Nagpur, Pune, Simla, Srinagar, Goa, Diu and Daman	Other Places
(1)	(2)	(3)	(4)	(5)	(6)
I	Rs.150	Rs.125	Rs.100	Rs.180	Rs.150
II	Rs.100	Rs.85	Rs.75	Rs.150	Rs.110
III	Rs.85	Rs.75	Rs.60	Rs.125	Rs.85
IV	Rs.60	Rs.55	Rs.50	Rs.85	Rs.60

(3) Special rates of daily allowance for halts in respect of journeys on tour outside the State, in a hotel or other registered establishment providing Boarding and Lodging at Scheduled Tariff shall be as follows,-

Category to which Government servant belongs	Halt at Ahamadabad, Mumbai, Calcutta, Delhi, Ghaziabad, Kanpur, Hyderabad, Lucknow, Chennai, Mussorie, Nagpur, Pune, Simla, Srinagar, Goa, Diu and Daman	Halt at Other Places
(1)	(2)	(3)
I	340	275
II	275	200
III	200	710
IV	150	105]

## (4) Air/Railway/Sea/Road Mileage etc., admissible

Category	By Air in Economy class through Indian Airlines, Vayu doot only	Railway accommodation	Accommodation for journey by Sea or River Steamer	By full Taxi or Own car	By Motor Cycle/ Scooter/ Tanga/ Cycle Rikshaw/ Man driven Rikshaw	Auto Rikshaw	Bicycle / Foot
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
				Rs.	Rs.	Rs.	Rs.
I(a)	Within Indian only	Air conditioned or First Class	Highest Class	3.00 per KM	1.00 per KM	2.00 per KM subject to a Minimum of Rs. 4.60	0.30 per KM
I(b)	Within the State only	First Class or Air Conditioned Two tier sleeper	Higher Class	Rs. 3.00 per KM	Rs. 1.00 per KM	Rs. 2.00 per KM subject to a Minimum of Rs. 4.60	Rs. 0.30 per KM

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
II	-	First Class or AC Two tier	If there be two classes on the steamer Higher Class and if there be more than two classes Middle or Second Class	Rs. 3.00 per KM	Rs. 1.00 per KM	Rs. 2.00 per KM subject to a Minimum of Rs. 4.60	Rs. 0.30 per KM
III	-	First Class or AC chair	If there be two classes Lower Class If there be three classes or Middle or Second Class. If there be four classes Third Class	Rs. 3.00 per KM	Rs. 1.00 per KM	Rs. 2.00 per KM subject to a Minimum of Rs. 4.60	Rs. 0.30 per KM

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
IV	-	II Class Sleeper	Lowest Class	Not admiss ible	Rs 1.00 per KM	Rs 2.00 per KM subject to a minimum of Rs 4.60	Rs 0.30 per KM

(5) In cases where a consolidated pay has been allowed to Government servants inclusive of Dearness Allowance and other allowances, the net pay after deducting the above allowances, has to be taken as pay for regulating travelling allowance under these rules.

(6) Mileage allowance for journeys not involving a change of camp or from Headquarters and back to headquarters on the same day shall be limited to Rs.50 by motor car and Rs.25 by motor cycle/scooter.

(7) Government servants who travel in goods train as escorts for motor cars, other vehicles, tractors and machinery conveyed by that train may be allowed second class railway fare eligible.

(8) Government servants performing journeys in their motor cycles may be allowed mileage as admissible under this rule provided such journey is in public interest.]

452. Government may, for reasons, which should be recorded, order that any Government servant or class of Government servants shall be included in a grade higher or lower than that Prescribed in Rule 451.

453. A Government servant in transit from one post to another ranks in the class to which the lower of the two posts would entitle him.

454. A Government servant on special duty belongs, in the absence of a special order of Government to the contrary, to the class to which he belonged immediately before he was placed on such duty.

455. A Government servant, whose whole time is not retained for the public service or who is remunerated wholly or partly by fees, ranks in such grade as the authority competent to

fill up the appointment, may with due regard to the Government servant specifically declare.

<sup>1</sup>[456.xxx]

457. Whenever any person is employed temporarily by competent authority as an extra servant on any establishment he is entitled to travelling allowances under the rules applicable to the Government servants of corresponding rank, permanently employed on that establishment.

458. When a Government servant holds either substantively or in an officiating capacity two or more posts to each of which permanent travelling allowance is attached, he may be granted such permanent travelling allowance, not exceeding the total of all the allowances, as Government may consider to be necessary in order to cover the travelling expenses which he has to incur.

459. A Government servant placed in charge of the current duties of an office is not entitled to the travelling allowance attached to the office except under the special orders of Government.

460. For purposes of regulating the grant of travelling Allowances to re-employed pensioners, the following rules are laid down.

(i) Where the pension is held in abeyance during the period of re-employment the grade of the re-employed pensioner shall be determined in accordance with the pay actually received from time to time.

(ii) Where the pension is allowed to be drawn in addition to pay, the re-employed pensioner should, for purposes of this Rule, be deemed to be in receipt of actual pay equal to his pay on re-employment plus the pension subject to the condition that, if the sum of such pay plus pension exceeds the pay attached to the post, if it is a fixed rate of pay or the maximum pay of the post, if it is on a timescale such excess shall be ignored.

(iii) For the purposes of these rules, the amount of pension to be taken into account will be the amount originally sanctioned, ie., before commutation. if any and will also include the pensionary equivalent of death-cum-retirement gratuity, if any.

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1. Omitted by No.FD 8 SRA 99 dated 2.6.2000



(iv) The term pay used in clauses (i) and (ii) shall be deemed to include also honorarium on fixed monthly rates in respect of officers appointed on a contract basis.

461. <sup>1</sup>[No revision of claims of Travelling Allowance is permissible in cases where a Government servant is promoted or reverted or is granted an increased rate of pay with retrospective effect, in respect of the period intervening between the date of promotion or reversion or grant of increased rate of pay and the date on which it is notified unless it is clear that there has been an actual change of duties.]

Note - The provision of this Rule shall apply for the regulation of payment of conveyance allowances also.]

462.(a) For the purpose of calculating travelling allowance, a journey between two stations shall be held to be performed by the shortest of two or more practicable routes, or by the cheapest of such routes as may be equally short; provided that, when they are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance should be calculated on the route actually used.

(b) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In cases of doubt, Government will declare which shall be regarded as the shortest of two or more routes.

(c) Government may, for special reasons which should be recorded, permit mileage allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route.

Note 1 - Heads of Departments are authorised to declare the shortest route in respect of journeys within the State performed by their subordinates.

Note 2 - Officers performing journeys to Delhi and back on Government work by train may perform such journeys either via Madras or via Guntakal and Bombay.

<sup>2</sup>[Note 3-xxx]

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1. Substituted by No.FD 104 SRS 60 dated 14-11-1960 (wef 24-1-1960)

2. Deleted by No.FD 17 SRS 87 dated 1-8-1987 (wef 27-8-1987).

<sup>1</sup>[Note-4. Government servants proceeding on duty from Bangalore to <sup>2</sup>[any place in Bidar District and vice versa] are authorised to travel via Hyderabad. For such journeys, Government servants drawing a pay of <sup>3</sup>[Rs. 9060] and above are authorised to travel by air between Bangalore and Hyderabad without special sanction of Government.]

<sup>4</sup>[Note 5 - Government servants proceeding on duty from Raichur District to Bidar District and vice-versa are permitted to travel via Hyderabad or via Gulburga.]

<sup>5</sup>[Note 6 - Journeys on duty between Alnawar and Dandeli may be performed by road and mileage or bus fare claimed as per rules for road journeys between places not connected by rail.]

<sup>6</sup>[Note 7 - Government servants proceeding on duty from Bellary to Bidar and vice versa are permitted to travel via Hyderabad.]

<sup>7</sup>[Note 8 - Government servants performing journeys on duty between Bijapur and Bangalore are permitted to travel by rail via Hubli.]

<sup>8</sup>[Note 9-xxx]

<sup>9</sup>[Note 10 - Government servants drawing a pay of <sup>3</sup>[Rs.9060] and above performing journey on duty between Bangalore and Gulburga may travel via Hyderabad by Air.]

<sup>10</sup>[Note 11 - Government servants performing journeys on duty from,

(a) Honnavar to Bangalore and vice-versa are permitted to travel via Kumta-Sirsi-Siddapur-Talaguppa by road and from Talaguppa to Bangalore by rail.

(b) Kumta to Bangalore and vice versa are permitted to travel via Sirsi-Siddapur-Talaguppa by road and from Talaguppa to Bangalore by rail.]

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1. Inserted by No.FD 206 SRS 58 dated 22-9-1958 (wef 2-10-1958).

2. Amended by No.FD 39 SRS 67 dated 7-7-1967.

3. Substituted by No. FD 4 SRA 99 dated 2.6.2000 (wef 1-1-1999).

4. Inserted by No.FD 258 SRS 58 dated 3-11-1958 (wef 13-11-1958).

5. Inserted by No. FD 270 SRS 59 dated 4-1-1960 (wef 14-1-1960).

6. Inserted by No.FD 273 SRS 59 dated 5-1-1960 (wef 14-1-1960).

7. Amended by No. FD 14 SRS 64 dated 22-2-1964.

8. Deleted by No. FD 17 SRS 87 dated 1-8- 1987 (wef 27-8-1987).

9. Inserted by No. FD 3 SRS 66 dated 1-6-1966.

10. Inserted by No.FD 121 SRS 67 dated 7-10-1967

<sup>1</sup>[Note 12 Government servants proceeding on duty from Karwar to Bangalore and vice-versa are permitted to travel via Hubli-Haveri.]

<sup>2</sup>[Note 13 - Journeys between Bangalore and Bombay or vice-versa may be performed either via Guntakal or Miraj, T.A. will be regulated on the basis of the route actually used.]

<sup>3</sup>[Note 14 - Government servants who are entitled to travel by air performing journey on duty between Bangalore and Karwar may travel by air, via 'Dabolim' airport, Goa.]

<sup>4</sup>[Note 15 - Government servants proceeding on tour or transfer or leave travel concession between Bangalore and Mangalore may be allowed to travel by the newly introduced rail service via Hassan.]

(d) If a Government servant travels by a route which is not the shortest, but which is cheaper than the shortest, his travelling allowance is calculated by the route by which he makes the journey.

(e) Where it is possible to travel by railway, it should be used as the cheaper route and charged for accordingly, except when it is deemed to be in the interests of the public service to make a road journey for purposes of inspection enroute.

(f) For a road journey between places connected by a rail, an officer would be entitled to claim Railway fare on the basis of a first class railway fare alone even though he may be entitled to travel in Air-conditioned class.

<sup>5</sup>[(g) Heads of Departments may perform road journeys between the places connected by rail and claim road mileage both ways, provided the Travelling Allowance bill is accompanied by a statement specifying clearly in the public interest served by the road journey, such as inspection enroute or saving of public time which would not have been served had the journey been made by railway.

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1. Inserted by No.FD 81 SRS 68 dated 2-11-1968

2. Inserted by No.FD 22 SRS 72 dated 27-7-1972 (wef 31-8-1972)

3. Inserted by No.FD 84 SRS 77 Dated 1-3-1978 (wef 23-3-1978)

4. Inserted by No.FD 33 SRS 84 dated 25-7-1985 (wef 8-8-1985)

5. Substituted by No.FD 10 SRS 71 dated 15-7-1971(wef 1-4-1971)

(h) The Heads of Departments may also permit their subordinates to perform road journeys between places connected by railway when such journeys are required to be performed in the interest of public service. Road mileage for both forward and return journeys, may be admitted provided prior approval of the Head of the Department is obtained for undertaking such journeys.

Note - The Transport Commissioner and the Executive Staff of the Motor Vehicles Department and such other officers of other Departments as ordered by Government from time to time are permitted to perform journey by road, both forward and return, for inspection enroute between places connected by railway and claim road mileage both ways.]

Explanatory Note:- The power delegated should be exercised only in exceptional cases. In granting this concession, the officers should consider whether any public interest, such as, the saving of public time, inspection work enroute was served by the journey being performed by a route other than the cheapest (railway route), which would not have been served had the officer travelled by the ordinary route, a copy of the order sanctioning the concession, which shall specify the special reasons justifying the same, should accompany the travelling allowance bill.

<sup>1</sup>[(i) xxx]

<sup>2</sup>[(j) Notwithstanding anything contained in clauses (g) and (h), the Transport Commissioner and the Executive Staff of the Motor Vehicles Department and such other officers of other Departments as ordered by Government from time to time are permitted to perform journey by road, both forward and return, for inspection enroute between places connected by railway and claim road mileage both ways.]

463. A journey on transfer begins and ends at the actual residence of Government servant concerned. The point in any station from which a journey other than a journey on transfer is to be held to commence, or at which it is to be held to end, shall be the Chief public office or such other point as may be fixed for the purpose by Government.

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1. Deleted by No.FD 10 SRS 71 dated 15-7-1971 (wef 1-4-1971).

2. Inserted by No.FD 26 SRS 65 dated 17-8-1965.

In Bangalore and Mysore Cities, the Public Offices and in other places, the Traveller's Bungalow or Inspection Lodge from which distances are reckoned in the road map issued by the Karnataka Public Works Department will be regarded as the <sup>1</sup>[duty point] fixed by Government for the Purpose of this Rule.

Note 1 - A journey which does not extend beyond the Municipal or other administrative limits of a station is not a journey for the purpose of these Rules.

<sup>2</sup>[Exception 1:- The provision of the above note shall not apply to journeys on tour <sup>3</sup>[or transfer] between Hubli and Dharwar.]

<sup>1</sup>[Exception 2:- Mileage may be allowed between Railway Station/Bus Stand and the duty point or vice-versa.]

<sup>4</sup>[Note 2 - The Talakavadi Post Office shall be treated as starting and terminal points, for the staff of the Vaccine Institute Belgaum.]

<sup>5</sup>[Note 3 - Government servants visiting Delhi on duty may be allowed actual taxi charges at the local prevailing rates from the Railway Station to the Karnataka Bhavan and back subject to a maximum of Rs.3 each way for a particular journey to Delhi. When officers travel together, they should make use of one taxi and one of the officers may claim the fare indicating the names of the officers who made use of the taxi along with him.]

<sup>6</sup>[Note-4:- "Duty Point" at head-quarters means the place or office where a Government servant remains on duty, i.e., the place or office of employment at the head quarters. The Duty point for out stations shall be taken to be the place or office visited by the Government Servant on duty. Where there are two or more such points at the out stations, the following shall be taken as the duty point,-

(a) If the Government servant reaches the duty point by rail, steamer or air, the point which is farthest from the railway station, harbour or jetty or the airport, as the case may be; and

(b) If he reaches that Station by road, the point which is farthest from the point where the journey to that station commenced].

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1. Inserted by No.FD 174 SRS 72 dated 16-2-1973.

2. Inserted by No.FD 21 SRS 65 dated 6-7-1965.

3. Amended by No.FD 93 SRS 68 dated 23-10-1968.

4. Inserted by No.FD 1 SRS 59 dated 6-1-1959 (wef 15-1-1959).

5. Inserted by No. FD 239 SRS 71 dated 23-2-1972

6. Inserted by No. FD 8 SRA 99 dated 2.6.2000

**JOURNEYS OUTSIDE THE STATE**

<sup>1</sup>[464 xxx]

**JOURNEYS TO OOTACAMOND**

465.(a) Non-Gazetted Government servants <sup>2</sup>[proceeding on duty] to Ootacamond and back shall be entitled to one and a half times the usual rates of daily allowance if they are provided with Government lodging and double the usual rates, if they are required to find their own lodging.

Note - The special allowance referred to above will also be allowed to Gazetted Government servants who proceed to Ootacamond on any public duty under orders.

(b) When a Government servant is permitted for his own convenience to conduct his duties at a hill station, neither he nor any of the establishment which accompanies him is entitled to travelling allowance for the journey to or from the station.

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1. Omitted by No.FD 1 SRA 97 dated 23-4-1998 (wef 15-10-98)

2. Substituted by No. FD 2 SRS 60 dated 28-1-1960 (wef 4-2-1960).

### CHAPTER XXVIII - MILEAGE ALLOWANCES

466. A mileage allowance is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey.

<sup>1</sup>[467. Government may, for special reasons which should be recorded, permit mileage allowance to be calculated on a route other than the shortest or cheapest provided that the journey is actually performed by such route.]

468. The Rules in this chapter prescribe the method of calculating travelling allowance in those cases in which they are regulated by the distance travelled. The succeeding chapter must be referred to for a definition of the circumstances under which the title to the allowances accrues.

#### TRAVELLING BY RAILWAY

<sup>2</sup>[469. The scale of railway accommodation admissible for the several classes of Government servants is detailed in Rule 451.

Exception 1:- Government servants borne on the Minister's, Speaker's, Chairman's, <sup>3</sup>[Ministers' of State] or Deputy Minister's establishment (other than the Attenders, Jamedars and those falling under last class) will be entitled to travel in first class and claim one single first class railway fare for the journey <sup>4</sup>[xxx] whenever they accompany the Ministers, Speaker <sup>3</sup>[Chairman, Ministers of State or Deputy Ministers] on duty to places outside the State.

Exception 2:- Government servants borne on the Minister's, Speaker's, Chairman's, <sup>3</sup>[Ministers' of State] and Deputy Ministers' Establishment and doing duties as Private Secretaries or Personal Assistants, who are not entitled to travel in first class by virtue of their salary, are permitted to travel in first class whenever they accompany the Ministers, Speaker <sup>3</sup>[Chairman, Ministers of State or Deputy Ministers] on duty within the State, and to claim a single first class fare <sup>4</sup>[xxx].

<sup>5</sup>[Exception 3 :- xxx]

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1. Substituted by No. FD 195 SRS 58 dated 17-9-1958 (wef 1-4-58).
  2. Substituted by No. FD 4 SRS 60 dated 2-2-1960 (wef 11-2-60).
  3. Inserted by No. FD 175 SRS 68 dated 27-11-1968 (wef 11-10-68).
  4. Omitted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)
  5. Deleted by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-71).

Exception 4:- The Medical Officer in charge of the Palace Dispensary, Mysore is permitted to travel by Air-conditioned class whenever he accompanies the Governor of Karnataka when travelling outside the State by rail, but he will be paid the actual fare paid by him to the Railway Department <sup>1</sup>[xxx].

<sup>2</sup>[Exception 5:- The concessions referred to in Exceptions <sup>3</sup>[1 and 2] above shall be applicable also to the staff borne or the establishment (other than the Attenders, Jamedars and those falling under the last class) of the Government of Karnataka.]

<sup>4</sup>[Note 1 - Whenever Government servants borne on the Minister's, Speaker's <sup>4</sup>(Chairman's, Minister's of State or Deputy Minister's) establishment <sup>5</sup>[and the Security Officers attached to the Chief Minister and the Home Minister] are required to proceed in advance by rail to the place of camp of the minister, Speaker, <sup>5</sup>[Chairman, Minister of State or Deputy Ministers] outside the State they shall be treated as having accompanied the Ministers, Speaker, <sup>5</sup>[Chairman, Ministers of State or Deputy Ministers] for purpose of regulation of travelling allowance under Exception 1 <sup>7</sup>[xxx] of this Rule.

<sup>6</sup>[Note 2 - The provisions of Exceptions <sup>3</sup>[1 and 2] above are applicable also to the Security Officers attached to the Chief Minister and the Home Minister.]

<sup>8</sup>[Note 3 - Where there are only - two classes of accommodation in a Railway, Government servants drawing a pay of Rupees three hundred and above and Gazetted Government Servants drawing a pay of Rupees two hundred and above are entitled to travel by the higher class of railway accommodation.]

470. Government may, for special reasons which should be recorded, declare any particular Government servant or class of Government servants to be entitled to accommodation of higher class than that prescribed for his class in Rule 451.

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1. Omitted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)
  2. Inserted by No. FD 13 SRS 66 dated 1-6-1966 (wef 3-3-65).
  3. Substituted by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-71).
  4. Amended by No. FD 7 SRS 61 dated 24-2-1961 (wef 2-3-61).
  5. Amended by No. FD 175 SRS 68 dated 27-11-1968 (wef 11-10-68)
  6. Amended by No. FD 134 SRS 61 dated 18-11-1961 (wef 19-5-60).
  7. Deleted by No. FD 7 SRS 62 dated 20-2-1962.
  8. Inserted by No. FD 37 SRS 64 dated 21-7-1964.



<sup>1</sup>[471. xxx]

472. The concessional rates allowed by railway should be availed of by Government servants and the claims of the railway fare should be reduced accordingly.

473. A Government servant who is entitled to travel higher than in the <sup>2</sup>[second] class will record in his T.A bill a certificate of having travelled in the class for which Railway fare is claimed thereon.

<sup>3</sup>[Note - No such certificate shall be insisted upon in respect of Travelling Allowance bill for a journey on transfer.]

474. When a Government servant is entitled to, or is allowed free transit by rail, whether under a free pass or otherwise, his travelling allowance must be reduced by the amount of the fare which but for such free transit, he would have paid.

Note - The deduction made from travelling allowance under this Rule shall ordinarily be for the full number of fares covered by the pass. If the deduction made on any bill is less, the Government servant drawing the bill must attach a certificate that he did not use the pass in respect of the fare or fares for which deduction is not made.

475. When a Government is entitled to travel in a higher class at a lower fare, his travelling allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid.

476. If a Government servant entitled to travel in a higher class by rail travels in <sup>4</sup>(second class) and pays the extra charges for sleeping accommodation provided by the Railways for second class passengers during night journeys, he may be allowed the fare of the accommodation actually used inclusive of the charges for the sleeping accommodation, provided it does not exceed the fare of the class in which he is entitled to travel.

<sup>5</sup>[xxx]

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1. Omitted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

2. Inserted by No. FD 20 SRS 74 dated 25-9-1974 (wef 1-4-74).

3. Inserted by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-71).

4. Substituted by No. FD 20 SRS 74 dated 25-9-1974 (wef 1-4-1974)

5. Deleted by No. FD 274 SRS 71 dated 11-1-1973 (wef 8-2-1973)

**JOURNEY BY SEA OR BY RIVER STEAMER**

477. <sup>1</sup>[(1). The entitlement of accommodation for journeys within the limits of 'Indian Waters' shall be as specified in Rule 451.]

Note:- The rules in this sub-section are intended to govern only journeys within the limits of 'Indian Waters'.

(2) The mileage allowance admissible to a Government servant is  $1\frac{3}{5}$  of the fare of the class in which he is entitled to accommodation. In cases where the Steamer company has two rates of fare, one inclusive and one exclusive of diet, the word 'fare' in this Rule shall be deemed to mean fare exclusive of diet.

Note - The fare charged by the Steamer company, minus the rebate allowed to the Indian passengers who do not partake of the food supplied by the company, represents the fare without diet.

(3) In cases of doubt, or in which owing to the arrangement of classes on a steamer, the provisions of clause (1) of this Rule, if strictly construed, involve hardship, Government may decide, for journeys generally or for particular journeys, to what class of accommodation, a Government servant is entitled; and whether, if a concession is sanctioned, he should be granted the full allowance admissible for the higher class in which he is permitted to travel.

(4) The above rules apply to Government servants who cross a river or arm of the Sea by steamer in the course of a journey, unless such crossing accrues during a Railway journey and the charge for it is included in the Railway fare. In the later case, the crossing is treated as part of the Railway journey.

(5) If suitable accommodation on a Government vessel is offered to a Government servant, he is entitled to only Daily Allowance under Rule 527 and not to mileage allowance. It is not open to him to refuse to accept such accommodation and to draw mileage allowance.

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1. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998).

### **JOURNEYS BY ROAD**

478. Travelling by road includes travelling by river otherwise than in a steamer, and travelling by canal.

479. For rates of mileage allowance admissible for road journeys to several classes of officers, see Rule 451.

480. Government may, for special reasons to be recorded, allow to a particular Government servant or class of Government servants mileage allowance at a higher rate than is prescribed in Rule 451.

<sup>1</sup>[481. In respect of road marches exceeding 100 kilometres a day, mileage allowance shall be admissible at a uniform rate of Rs. 3.00 per K.M. in respect of journey performed by Motor Car and Rs. 1.00 per K.M. in respect of journey performed by Motor Cycle/Scooter.]

482. Whenever Carts are engaged for the conveyance of office records or tents, the Government servants of the last class accompanying the officer on tour should be provided with accommodation in such carts as a matter of course and no mileage should be charged unless it is not possible to provide such accommodation for them. A certificate should be recorded in the Travelling Allowance bill in the under-mentioned form whenever claims on account of mileage are preferred on their behalf :-

“The Government servants of the last class for whom road mileage is claimed were not given seats in carts paid for by Government as it was not possible to do so for the following reason” (Reason to be clearly specified in each case here).

483. When two or more Government servants travel on duty by the same conveyance, they shall not all be entitled to draw full mileage for the journey, but only one of them may exchange daily allowance for full mileage, the rest drawing only daily allowance under Rule 527. But mileage will be allowed if in any case a Government servant has the necessity to and does take his conveyance also, though he is provided with a seat in another's conveyance or Government conveyance and gives the Certificate in that behalf in the Travelling Allowance bill.

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1. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998).

In respect of road journeys between places connected by railway, only the officer providing the conveyance is allowed to exchange his daily allowance for the railway fare, the others accompanying him being entitled only to the daily allowance.

Explanatory Notes:- (1) When a Government servant travels partly in another officer's car and partly in his own car in a single day, he will be allowed mileage for the entire journey (if admissible under Rule 522), when there is absolute necessity for taking his own car, though he is given a seat in another officer's car. Otherwise only Daily allowance for the road journey is admissible.

(2) When a Government servant makes in a single day two journeys from his headquarters or from the camping place, one entirely in another officer's conveyance and another in his own, he will be allowed either mileage (if admissible under Rule 522) for the part of the journey made in his conveyance or Daily allowance for the entire road journey.

(3) When a Government servant makes a road journey in continuation of journey by rail and when he is provided with a seat in another officer's conveyance or in a Government conveyance, he will be allowed for the road portion of the journey half the mileage limited to half Daily Allowance in addition to the usual railway fare for the railway portion of the journey.

(4) When a Government servant makes in continuation of a railway journey, a road journey, partly in another officer's car and partly by other means of conveyance at his own cost, he will be allowed, in addition to railway fare, mileage admissible for the portion of the road journey travelled by other means of conveyance at his own cost or full Daily allowance for the entire journey.

(5)(a) When a Government servant performs a single road journey or a road journey in continuation of a railway journey between places not connected by railway, in a motor conveyance plying regularly for hire and hired by him solely for his use, vouchers for hire charges should invariably be produced for claiming mileage allowance for the journey performed by him in such a conveyance.

(b) In a case where a Government servant travels in the motor car of his relative or friend, only the actual charges incurred by him on petrol and oil for the journeys as evidenced by the vouchers may be drawn subject to the limitation that

these charges do not exceed, the mileage allowance admissible for the journey.

<sup>1</sup>[(bb) In a case where a Government servant travels by Taxi or in a vehicle by paying propulsion charges between places connected by Railway the claim may be limited to the actual expenses incurred as evidenced by vouchers or to the railway fare of the class of accommodation to which he is entitled, whichever is less.]

(c) In both the cases mentioned in clauses (a) and (b) above, the Government servant shall furnish the following certificates-

"I certify that the cost of running expenses for travelling in a Car was actually incurred by me and that the claim is limited to the actual expenses or mileage, whichever is less.

I, also certify that I did not perform the road journeys by taking a single seat in a Taxi, motor Omni Bus, or Motor Lorry Plying for hire."

(d) If, however, the places are unconnected by public buses, road mileage may be drawn.

(e) In the cases of Government servants who travel between places not connected by public buses in hired conveyances, the following certificate should invariably be furnished by them while claiming mileage:-

"I certify that the places..... for journeys between which road mileage is claimed at the rates prescribed in Rules 451 and 481 are not connected by public buses. I also certify that the road journeys were not performed by taking a single seat in any public conveyance which plies regularly for hire between fixed points and charges fixed rates and also that the journeys were not performed in any other vehicle without payment of its hire charges or incurring its running expenses."

<sup>2</sup>[(f) A Government servant performing journey on tour between places not connected by Public Buses, on foot, can claim road mileage at the rates prescribed in Rule 451, provided it is otherwise admissible under Rule 522.]

This Rule shall also apply in cases where the road journey by Government conveyance precedes or is in continuation of the journey by Rail or Private conveyance for which Railway fare is claimed.

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1. Inserted by No. FD 88 SRS 75 dated 24-3-1977 (wef 20-7-1978)

2. Inserted by No. FD 275 SRS 59 dated 23.2.1960 (wef 3.3.60)

484. In calculating Travelling Allowance at mileage rates, fractions of a <sup>1</sup>[kilometre] shall be omitted; but only in the total of a bill for any one journey and not in the various items which make up the bill.

<sup>2</sup>[485. (a) All Gazetted Government Servants not owning cars and all non-gazetted Government servants are expected to travel by public buses between places unconnected by railway. They may draw 1 1/2 bus fare each way and daily allowance for halt as admissible under Rule 514.

Note:- Government servants who travel by "Luxury" buses may be allowed the fares of the Luxury buses provided a certificate is recorded in the bill that they have actually travelled by such buses.]

<sup>3</sup>[(b) xxx]

<sup>4</sup>[(c) Government servants travelling by buses between places connected by Rail will be entitled to the allowance under this Rule or the T.A. admissible had the journey been made by Railway whichever is cheaper.]

<sup>4</sup>[Note 1:- xxx]

<sup>5</sup>[Note 2:- Journeys between places connected by narrow gauge railway may be performed by road and mileage or bus fare claimed, as per rules for road journeys between places not connected by railway.]

<sup>6</sup>[Exception:- The Officers of the Police Department may perform journeys by bus between places connected by railway and draw travelling allowance as for a journey by bus provided a certificate is recorded by the Head of the office that the travel by bus was necessary in the interest of public services.]

(d) Wherever bus warrants are issued, the value of the warrants should be deducted from the Travelling Allowance admissible.

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1. Substituted by No. FD 10 SRS 71 dated 15.7.1971 (wef 1.4.71)  
 2. Substituted by No. FD 122 SRS 71 dated 16.11.1971 (wef 2.12.71)  
 3. Deleted by No. FD 174 SRS 72 dated 16.2.1973.  
 4. Substituted by No.. FD 68 SRS 66 dated 10.10.1966 (wef 3.11.66)  
 5. Substituted by No. FD 194 SRS 68 dated 15.1.1969.  
 6. Inserted by No. FD 92 SRS 67 dated 29.8.1967.

Exception:- Police Officers performing journeys by motor-bicycles in an emergency are entitled to draw mileage <sup>1</sup>[xxx] under Rules 451 and 481, subject to the furnishing of a certificate in the following form:-

“I certify that I travelled by my own motor-bicycle due to emergency and that neither a public conveyance nor a departmental van or jeep was available for the purpose.....”

The above provisions are also applicable to the cases of Health Officers of the Public Health Department when they travel by their own motor cycles during emergency periods such as outbreak of cholera, etc.

<sup>2</sup>[(e) In respect, however, of journeys on transfer, it is not obligatory for Government servants to travel by public buses only, between places unconnected by railway.]

486. When a non-gazetted Government servant is required by superior authority to travel by special means of conveyance, the cost of which exceeds the Daily Allowance, when daily allowance only is admissible or the mileage admissible the actual cost of transit may be drawn in lieu of Daily Allowance or mileage. The bill for the actual cost of transit must be supported by a certificate by the superior authority and counter-signed by the Controlling Authority, if any stating that the use of the special means of conveyance was absolutely necessary, and specifying the circumstances which rendered it necessary.

<sup>3</sup>[487.(1)(a) All Government servants drawing a pay of <sup>4</sup>[Rs.10,620] or above shall be entitled to travel by air for journey on duty within and outside the State.

Exception 1:- Government servants drawing a pay of <sup>4</sup>[Rs.9060] or above proceeding on duty from Bangalore to any place in Bidar District and vice-versa are authorised to travel by air via Hyderabad.

Exception 2:- Government servants drawing a pay of <sup>4</sup>[Rs.9060] or above proceeding on duty from Bangalore to Mangalore and vice-versa are authorised to travel by Air.

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1. Deleted by No. FD 10 SRS 71 dated 15.7.1971 (wef 1.4.71)

2. Inserted by No. FD 312 SRS 58 dated 21.2.1959 (wef 5.3.59).

3. Substituted by No. FD 51 SRS 80 dated 19.8.1980 (wef 1.9.80).

4. Substituted by No. FD 4 SRA 99 dated 2.6.2000 (wef 1.1.1999)

<sup>1</sup>[Exception 3:- Government servants drawing a pay of <sup>2</sup>[Rs.9060] and above proceeding on duty from Bangalore to Belgaum and vice-versa are authorised to travel by Air].

<sup>1</sup>[Exception 4]:- Government servants borne on the establishments of the Ministers, Speaker, Chairman and Ministers of State (other than the Attenders, Jamedars and those falling under the last class) may travel by air outside the State under the express orders of the Minister, Speaker, Chairman and Minister of State, as the case may be, issued with prior approval of the Chief Minister obtained through the Chief Secretary to Government. They may, however, travel by air within the State without such approval but under the express orders of the Minister, Speaker, Chairman and Minister of State, as the case may be.

<sup>1</sup>[Exception 5:- Government servants (other than the Attenders, Jamedars and those falling under the last class) borne on the establishment of the Governor of Karnataka may, under the specific orders of the Secretary to the Governor, travel by air both within and outside the State.]

<sup>3</sup>[Exception 6:- Government Servants (other than Attenders, Jamedars and those falling under the last class) borne on the establishment of the Chief Minister may, under the specific orders of the Chief Minister obtained through Principal Secretary or Secretary to the Chief Minister, travel by Air both within and outside the State.]

Note 1:- Government servants authorised to travel by air at Government expenses, shall travel by air by Economy (Tourist) Class where two classes of accommodation i.e., First Class and Economy (Tourist) Class accommodation, are available on the Airlines.

(b) Notwithstanding the provisions of clause (a) above, Government may, in the interest of public service, authorise any Government servant to travel by air for journeys on duty within or outside the State. But no Government servant, not entitled or authorised to travel by air in accordance with the provisions of the said clause, shall travel by air, except with the prior permission of Government.]

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1. Substituted by No. FD 44 SRS 81 dated 4.12.1981 (wef 1-11-1981)

2. Substituted by No. FD 4 SRA 99 dated 2.6.2000 (wef 1.1.1999)

3. Inserted by No. FD 8 SRA 97 dated 10-9-1998 (wef 15-10-1998)



(2) Travel by air means journey performed in the machines of public Air Transport Companies regularly plying for hire. It does not include journeys performed by private Aeroplanes or Air Taxies.

<sup>1</sup>[Provided that a journey by a private airlines is permitted where the station to which a Government servant has to visit on official duty is not connected with Indian Airlines / Vayudoot].

<sup>2</sup>[(3) A Government servant authorised to travel by air is entitled to a mileage allowance equal to one and one-fifth of the standard air fare for the journey, <sup>3</sup>[xxx].

<sup>4</sup>[Note:- In cases where the journey between the starting and destination stations is performed by more than one air service or where the return journey is performed on the same day without involving over-night stoppage at the destination station, the entire journey will be treated as a single journey for the purpose of the ceiling of Rs.30 laid down in this sub-rule.

In cases where return journey commences on the same day on which forward journey was undertaken but it is completed on the next day, the return journey shall be deemed to have been performed on the same day.]

(4) If available, return tickets at reduced rates should always be purchased when a Government servant accepts to perform the return journey by air within the period during which a return ticket is available. The mileage allowance for the forward and return journeys when such return tickets are available will however, be the actual cost of return ticket plus two-fifths of the standard air fare for a single journey between the two places <sup>4</sup>[xxx].

<sup>5</sup>[Note 1:- If the journey is broken at a place on the way and the officer halts to attend to Government work according to the approved programme, the journeys from the place of starting to the place of halt and from the place of halt to the place of destination may be treated as separate journeys for the purpose of incidental fare, even if return tickets are purchased.]

<sup>6</sup>[(5) Travel by air of a Government servant is to be covered by the Group Aviation Personal Accident insurance Policy issued by the Life Insurance Corporation in favour of Government in accordance with the provisions of Rule 32 of the Manual of Contingent Expenditure.]

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1. Inserted by No. FD 6 SRA 99 dated 7.4.2000

2. Substituted by No. FD 122 SRS 59 dated 26.5.1959 (wef 11.6.59)

3. Omitted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

4. Inserted by No. FD 53 SRS 65 dated 15.7.1966 (wef 28.7.66)

5. Inserted by No. FD 39 SRS 66 dated 22.12.1966.

6. Inserted by No. FD 28 SRS 77 dated 4.1.1980 (wef 1.3.1970)

Note I:- Government servant authorised to travel by air is allowed road mileage from the point from which a journey is held to commence as defined in Rule 463, to the Booking Office of the Air Transport Companies . <sup>1</sup>[Wherever and whenever the Indian Airlines do not provide transport facilities from their Booking Office to the Airport the Government servant shall be allowed the actual expenditure incurred by him or road mileage, whichever is less from the point at which a journey is held to commence as defined in Rule 463, to the Airport, subject to the production of a Certificate that the Indian Airlines did not provide transport facilities from their Booking Office to the Airport which should invariably be furnished in the Travelling Allowance bill.]

<sup>2</sup>[Note 2:- xxx]

488. A Government servant who is not authorised to travel by air, but performs a journey by air can draw-

(i) Travelling Allowance admissible under Rule 487,

or

(ii) Travelling allowance for journey by Railway or Road, whichever is less, (i) or (ii).

<sup>3</sup>[Exception:- xxx]

<sup>4</sup>[489. When a Government servant is required to cancel his journey to be performed by any mode whatsoever, he may be reimbursed by Government an amount equal to the difference between the fare actually paid by the Government servant, including reservation charges, if any and the amount refunded by transport authorities on such cancellation. The reimbursement may be permitted under special sanction subject to satisfying the following conditions namely :-

(i) that the journey was cancelled in the exigencies of public service;

(ii) that the reimbursement is in respect of the amount actually paid by the Government servant to the transport authorities concerned and do not include any money charged by an agent in that behalf, but may include reservation charges;

(iii) that the claim for refund is restricted to the amount had the Government servant booked and cancelled the journey by the shortest route or the authorised route.

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1. Inserted by No. FD 102 SRS 74 dated 31.12.1974 (wef 13.2.75)

2. Deleted by No. FD 28 SRS 77 dated 4.1.1980 (wef 1.3.70)

3. Deleted by No. FD 89 SRS 72 dated 21.8.1972 (wef 24.8.72)

4. Substituted by No. FD 113 SRS 76 dated 2.8.1978 (wef 10.8.78)

Note:- Claims for reimbursement of cancellation charges shall be submitted to Government in the Administrative Department concerned for orders in consultation with the Finance Department.]

489-A.(1) If an Airport is situated at a distance of more than <sup>1</sup>[8(eight) Kilometres] from a Government servant's Headquarters and if the Government servant is directed to proceed to the Airport to meet the visiting/departing Minister, high officials or non-officials or distinguished foreign dignitary, or where a senior officer himself proceeds to meet him at the airport in order to discuss matters, connected with his official work, the journeys to and from the Airport can be treated as on official duty justifying the grant of travelling allowance admissible under the rules. Claims for travelling allowance in respect of such journeys should be supported by a certificate from the respective controlling officers that the journeys were undertaken for official purposes and that the staff Car was not available for the use of the Government servant. Officers who are their own controlling officers will themselves record a similar certificate if they propose to claim T.A. for such journeys.

Note 1:- Any such journey performed by a Government servant on his own initiative, essentially as an act of courtesy, cannot be regarded as a journey on duty, and the question of drawal of T.A. for such a journey does not arise.

Note 2:- The above principles are applicable also to journeys undertaken by Government servants to railway stations to meet a Minister or high official.

<sup>1</sup>[(2) Government servants visiting Delhi on duty may be allowed actual taxi charges at the local prevailing rates from the airport to the Karnataka Bhavan and back <sup>2</sup>[subject to a maximum of <sup>3</sup>[one hundred twenty rupees] for a particular journey to Delhi. When officers travel together, they should make use of one taxi and one of the officers may claim the fare indicating the names of the officers who made use of the taxi along with him.]

<sup>4</sup>[489-B. Government servants may claim reimbursement of reservation charges except agency charges paid to a Travel agency, if any paid by them as part of air, bus, railway, sea, river, steamer fare.]

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1. Amended by FD 10 SRS 71 dated 15.7.1971 (wef 1.4.71).

2. Amended by No. FD 175 SRS 74 dated 10.7.1974 (wef 1.7.74).

3. Substituted by No. FD 4 SRA 98 dated 23-2-1999 (wef 11-3-1999)

4. Inserted by No. FD 8 SRA 99 dated 2.6.2000

**CHAPTER XXIX  
TRAVELLING ALLOWANCE FOR JOURNEYS ON TOUR  
GENERAL**

490. The following are the different kinds of travelling allowances which may be drawn in different or special circumstances by Government servants.

- (a) Permanent Travelling allowance,
- (b) Conveyance allowance,
- (c) The actual cost of travelling,
- (d) Daily allowance.
- (e) Mileage allowance.

<sup>1</sup>[Note 1:— xxx]

Note 2:— xxx]

491. A permanent monthly travelling allowance may be granted by Government to any Government servant whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of Travelling Allowance for journeys within the Government servant's sphere of duty, and is drawn all the year round, whether the Government servant is absent from his headquarters or not.

Note 1:- Officers in receipt of permanent monthly travelling allowance should deduct from the amount drawn each month, the value of the fares for any railway journeys for which they have used a free pass during the month.

<sup>2</sup>[Note 2:- xxx]

<sup>3</sup>[Note 3:- Officers in receipt of permanent monthly Travelling Allowance shall furnish a certificate in their monthly pay bill, indicating: (i) the number of days on which they are required to be on tour and make night halts, (ii) the number of days on which they toured, and (iii) the number of days of deficiency, and also deduct proportionate permanent travelling Allowance every quarter in respect of the deficiency in touring or night halts. They shall also furnish with their pay bills for January and July a certificate from their Controlling Officers that the conditions for the drawal of permanent Travelling Allowance have been fulfilled and proportionate cut in permanent

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1. Deleted by No. FD 237 SRS 58 dated 9.10.1958 (wef 1.4.1958).

2. Deleted by No. FD 24 SRS 67 dated 17.7.1967.

3. Inserted by No. FD 124 SRS 68 dated 3.10.1968.

Travelling Allowance has been effected wherever necessary.]

492. For the days of the journey performed in Government conveyances, recipients of permanent travelling allowance should deduct half of the permanent travelling allowance for these days, if such days go to make up the period of minimum touring. If however, all or any such days do not go to make up the period of minimum touring, no reduction in the allowance need be made in respect of those days.

Note:- An officer in receipt of Permanent Travelling Allowance should certify in monthly pay bill that no journeys were performed by departmental vehicles during the period for which Permanent Travelling Allowance is claimed or if he has so travelled, he should specify in the bill—

- (a) the number of days on which he has toured;
- (b) the prescribed minimum number of days on which he has to be on tour; and
- (c) the number of days on which he has used a vehicle provided by Government.

493. Government may, by general or special order, permit a Government servant whose sphere of duty extends beyond the limits of a single district, to draw, in addition to permanent travelling allowance, whenever his actual travelling expenses for a duly authorised journey on public duty by public conveyance exceed double the amount of his permanent allowance for the period occupied in such journey, the difference between such double permanent allowance and the allowances calculated for the journey.

494. A Government servant in receipt of a permanent monthly travelling allowance may, when proceeding under proper authority beyond his jurisdiction, exchange for the entire journey including such part of it as is within his jurisdiction his permanent allowance for the allowances admissible under Rule 522, or for Daily Allowance under Rule 500. <sup>1</sup>[This exchange is permissible only for days of journeys and not of halts. In respect, however, of halts at places outside the State, for which no mileage allowance is drawn, daily allowance may be drawn at the rates admissible under Rule 464, subject to other rules governing the grant of daily allowance. The day's allowance to be exchanged for other allowances is 1/30th of the permanent monthly allowance.]

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1. Substituted by No. FD 44 SRS 60 dated 15.6.1960 (wef 23.6.60).

<sup>1</sup>[Exception:- The Inspecting Officers of the Department of Public Instruction in respect of Fixed Travelling Allowance are eligible, when travelling beyond their jurisdiction under proper authority, to draw travelling allowance under Rules 500 and 522. Provided their touring for the quarter does not fall short of the required number of days. If it falls short, Fixed Travelling Allowance is refundable for the number of days for which they draw travelling allowance under Rules 500 and 522 for travelling beyond their jurisdiction, whichever is less. In order to enable audit to watch the fulfilment of these conditions the Inspecting Officers claiming T.A. under this Exception are required to specify in the bill :-

(i) The number of days on which they are required to tour,  
and

(ii) The number of days on which they actually travelled.]

<sup>2</sup>[Note:- A Government servant in receipt of permanent travelling allowance is ineligible to draw both Fixed Travelling Allowance and daily allowance if he halts on duty at a station beyond his sphere of duty. But if that outstation is an expensive locality for which a higher rate of daily allowance is prescribed, he may be allowed to draw the difference between the ordinary and the higher rates of daily allowance.]

<sup>3</sup>[494A. Where a Government servant who is in receipt of Fixed Travelling Allowance is required to travel in public interest outside the limits of his jurisdiction, he shall be entitled to draw travelling allowance at normal rate in lieu of fixed travelling allowance.]

495. A permanent travelling allowance may not be drawn during leave, or joining time or unless in any case it be otherwise expressly provided in these rules, during any period for which travelling allowance of any other kind is drawn. But save as provided in this Rule, a permanent allowance may, at the option of the officer receiving it, be drawn in lieu of any other travelling allowances admissible under these rules.

Note:- The Inspecting Officers of the Education Department may be allowed Fixed Travelling Allowance for periods of short leave not exceeding 15 days, provided it is not drawn by a substitute and the touring for the quarter does not fall short of the required number of days.

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1. Inserted by No. FD 77 SRS 63 dated 1.6.1964.

2. Inserted by No. FD 132 SRS 71 dated 9.2.1973.

3. Inserted by No. FD 8 SRA 99 dated 2.6.2000

### CONVEYANCE ALLOWANCE

496. When a Government servant has a large amount of travelling at or within a short distance from headquarters, for which travelling allowance is inadmissible under the Rules for 'Journey on Tour' a monthly conveyance allowance may, under special sanction of Government be granted to him.

"The word conveyance" in this Rule includes a bicycle also.

Note 1:- Assistant Surgeons, Grade-II, on occasions of outbreaks of all epidemics requiring them to be constantly on the move, are entitled to a special conveyance allowance at a rate not exceeding rupees two per day payable on declaration being recorded that such conveyance was maintained. Assistant Surgeons, Grade-I are entitled to an allowance not exceeding rupees three per day for similar work.

Note 2:- Midwives while attending labour cases are not entitled to daily allowances. They will be allowed a conveyance hire of twelve naya paise a mile when they travel within a radius of five miles from their headquarters or beyond that limit to attend labour cases. A bill for conveyance hire under this rule should be supported by a certificate, countersigned by the Assistant Surgeon of a Dispensary to which the Midwife is attached, to the effect that she was not provided with a conveyance at the expenses of the party requiring her services for the journey for which hire is claimed.

497. <sup>1</sup>[(a) Save as provided in clause (c) of this rule, conveyance allowance is drawn all the year round, and is not forfeited during absence from headquarters and may be drawn in addition to any other travelling allowance admissible under these rules, provided the journey in respect of which travelling allowance is claimed extends beyond <sup>2</sup>[sixteen kilometres] from the usual place of work at headquarters.]

<sup>1</sup>[Note 1:-xxx]

<sup>3</sup>[Note 2:- (i) A Government servant in receipt of conveyance allowance for the maintenance of a motor car will have to deduct half the proportionate conveyance allowance for each day on which he makes use of Government vehicle either within or outside his headquarters.]

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1. Amended by No.FD 47 SRS 66 dated 22.8.1967.

2. Amended by No.FD 10 SRS 71 dated 15.7.1971 (wef 1.4.1971)

3. Substituted by No. FD 3 SRS 60 dated. 25.4.1960 (wef 31.12.1959).

(ii) A Government servant in receipt of conveyance allowance for the maintenance of vehicles other than a motor car (i.e., a motor bicycle or a bicycle) should deduct the full conveyance allowance only for the day on which Government vehicle is used and road mileage drawn under Rule 527 and 527-B. Conveyance allowance need not be deducted on the day or days on which a Government servant makes use of Government Vehicle and draws only daily allowance in lieu of mileage.

(iii) The Drawing Officer/Gazetted Officer should furnish in the bill containing claims for conveyance allowance, a certificate to the effect that wherever the Government conveyance was used, proportionate conveyance allowance has been deducted/will be deducted from the Travelling Allowance claims or, in the case of journeys within the headquarters, from the salary bill of the month.

The day's allowance will be calculated at 1/30th of the monthly allowance.]

<sup>1</sup>[Note 3:- The officers who are granted conveyance allowance under these rules shall not be entitled to any other-travelling allowance i.e., daily or mileage allowance for journeys up to a distance of <sup>2</sup>[16 kilometres] from the usual place of work at headquarters. The travelling allowance for journeys beyond <sup>2</sup>[sixteen kilometres] shall be as under:-

(a) if the journey is performed otherwise than in his own conveyance daily allowance and/or mileage allowance admissible under these rules. may be drawn in full;

(b) if the journey is performed by road in his own conveyance either in combination with rail/steamer/air journey or otherwise, the officer may at his option exchange his conveyance allowance at the rate of 1/30th for each day for any travelling allowance i.e., daily allowance and/or mileage allowance admissible to him under these rules.

Note 4:- Travelling allowance i.e., daily and mileage allowance to a Government servant in receipt of bicycle allowance will be regulated as under:-

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1. Amended by No.FD 47 SRS 66 dated 22.8.1967.

2. Amended by No.FD 10 SRS 71 dated 15.7.1971 (wef 1.4.1971)



- (i) For journey within a radius of <sup>1</sup>[8 kilometres] from usual place of work at headquarters. No Travelling Allowance
- (ii) For journeys beyond a radius of <sup>1</sup>[8 kilometres] but not exceeding <sup>1</sup>[16 kilometres] from usual place of work at headquarters.-
- (a) If the point falls within the local jurisdiction No Travelling Allowance
- (b) If the point falls outside the local jurisdiction Travelling Allowance admissible under these rules provided the journey is performed otherwise than on a bicycle.
- (iii) For journeys beyond a radius of <sup>1</sup>[16 kilometres] from the usual place of work at headquarters Travelling Allowance admissible under these rules.]

(b) Conveyance allowance is inadmissible during joining time. Its drawal during leave or deputation is governed by provisions of clause (e) infra.

(c) The monthly allowance drawn by the Sub-Engineers, Supervisors, Overseers and Sub-Overseers, on pay exceeding Rs.75 in the Public Works Department as a conveyance allowance, but it is forfeited whenever road mileage <sup>2</sup>[xxx] is drawn.

(d) As an exception to clause (b) and (c), the allowance granted to Sub-Engineers, Supervisors, Overseers and Sub-overseers of the Public Works Department and to the undermentioned Government servants of the Electrical Department is continued during joining time, subject to the production of a certificate, that the conveyance was maintained during the period:-

1. Amended by No. FD 10 SRS 71 dated 15.7.1971 (wef 1.4.1971).

2. Deleted by No. FD 136 SRS 58 dated. 7.8.1958 (wef 14.8.58)

1. Transmission Line Inspectors and Sub-line Inspectors.
2. Senior Operators-in-charge of Sub-sections.
3. Line Inspectors, Sub-line Inspectors, Night-Troublemens, Operators in Sub-sections, joining duties, Sub-Line Inspectors, Inspectors and Assistant Inspectors of Government Buildings, Metre Inspectors.
4. Telephone Inspectors.
5. Laboratory Assistants (Senior and Junior).
6. Special Electric Inspectors.
7. Overseers.
8. Store-keepers.
9. Sanitary Inspectors.
10. Work Establishment Staff.
11. Inspectors of Revenue and Cash
12. The Assistant Superintendent of Lines of the Electrical Department.

(e)(i) Conveyance allowance is not admissible during leave, either earned leave or half pay leave, taken preparatory to retirement or when a Government servant is asked to take leave pending enquiries against him.

(ii) <sup>1</sup>[A portion of the allowance not exceeding Rs. 45 in case of a motor car and Rs.10 in case of a motor cycle, granted on the condition that a motor car or motor cycle, as the case may be, maintained may be drawn during earned leave or deputation if,-

(1) the substantive pay of the Government servant during the period of the claim does not exceed <sup>2</sup>[Rs.10,100]

(2) the authority sanctioning the leave certifies that the Government is likely, on the expiry of the leave or deputation, to return to the post from which he proceeds on leave or deputation;

(3) the authority sanctioning the leave or deputation certifies that no extra expense is caused to State, and

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1. Substituted by No.FD 73 SRS 78 dated 20.3.1979.(wef 1.1.1977)

2. Substituted by No.FD 4 SRA 99 dated 2.6.2000 (wef 1-1-1999)

(4) the Government servant certifies that he continued to maintain the vehicle and incurred the expenditure claimed and that the vehicle was not during that period in use by anybody.

Note 1:- The maximum allowance for a motor cycle is limited to Rs.10.

<sup>1</sup>[Note 2:- Subject to a ceiling of Rs. 45 in the case of motor car allowance and Rs.10 in the case of motor cycle allowance, the authority sanctioning the leave or deputation may sanction the full amount claimed under clause (iv) of this Rule or may require the Government servant to satisfy it that he was unable or could not reasonably be expected to avoid or reduce the expenditure and may, if it is not so satisfied, direct that no part of the allowances shall be drawn or that a part only of the amount claimed shall be drawn.]

<sup>2</sup>[497-A. A Certificate from the Controlling Officer in the following form should be attached to the salary/Establishment bills for the month of January and July which include conveyance allowance:-

“Certified that the conveyance allowance claimed in the pay bill for the month of January/July on account of Shri/Smt/ Shriyuths..... is in order and that the conditions attached to its drawal have been fulfilled.”

#### **DAILY ALLOWANCE**

498.(a) A daily allowance is an uniform allowance for each day of absence from headquarters and intended to cover the ordinary daily charges of a Government servant on tour; it is drawn only during absence from headquarters on duty, including the period of halts on duty, or on an authorised holiday, during such absence.

<sup>3</sup>[Note:- A Government servant who takes casual leave for half a day while on tour, may draw only half the daily allowance admissible under the rules for the day.]

(b) Save as otherwise expressly provided, daily allowance is inadmissible for journeys or halts in the course of journeys, under any other Chapter of these Rules.

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1. Inserted by No. FD 24 SRS 60 dated 1.4.1960 (wef 14.4.1960)

2. Inserted by No. FD 295 SRS 58 dated 11.9.1959 (wef 23.7.59)

3. Inserted by No. FD 67 SRS 70 dated 23.10.1970.

<sup>1</sup>[(c) For the time spent in journey whether outside or inside the State, Daily Allowance is admissible only at the rates admissible for other places within the State under rule 451.]

499. Official members attending meetings of Councils, Committees or other Bodies constituted under orders of Government will be entitled to draw travelling allowance as for journeys on tour whether the allowances are paid from the State or other funds.

500. For rates of Daily Allowance admissible to several classes of officers see Rule 451.

501. Government may, for reasons which shall be recorded and on such conditions as it may think fit to impose, sanction for any Government servant or class of Government servants, a daily allowance higher or lower than that prescribed in Rule 451, if it considers the allowance so prescribed is inadequate or excessive.

502. Government may, by a special or general order enhance the minimum rates of daily allowance to Government servants when they are deputed for special duties including those connected with Dasara Festivals and Dasara Exhibitions at Mysore.

503. Government may, by general or special order, direct that the ordinary rates of daily allowance or mileage allowance or both shall be increased either in a definite ratio or in any other suitable manner for any or all Government servants travelling in any specified locality in which travelling is unusually expensive.

504. Unless, in any case, it be otherwise expressly provided in these rules, no Government servant is entitled to be provided with means of conveyance by or at the expenses of Government, or to draw as travelling allowance the actual cost or part of the actual cost of travelling.

505. Unless in any case it be otherwise expressly provided in these rules, a Government servant making a journey for any purpose is not entitled to recover from Government the cost of transporting his family or his personal luggage, conveyances, tents and camp equipage.

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1. Inserted by No. FD 8 SRA 98 dated 21-11-1999.

### **JOURNEYS ON TOUR**

506. The headquarters of a Government servant shall be in such places as a competent authority may prescribe.

507. A competent authority may define the limits of the sphere of duty of any Government servant.

<sup>1</sup>[Note:- The Heads of Departments are authorised to define the limits of the sphere of duty in respect of non-Gazetted Government servants.]

508. A Government servant is on tour when absent on duty from his headquarters either within or, with proper sanction beyond his sphere of duty. For the purpose of this Section, a journey to a hill station is not treated as a journey on tour.

<sup>2</sup>[Note:- A Medical Officer leaving his station to attend upon the family of a public officer, which he is not bound to attend free of charge as part of his regular duties, is not travelling on duty within the meaning of this Rule.]

509. In case of doubt, a competent authority may decide whether a particular absence is absence on duty for the purpose of Rule 490.

510. A competent authority may impose such restrictions as it may think fit upon the frequency and duration of journeys to be made on tour by any Government servant or class of Government servants.

511. If a competent authority declares that the pay of a particular Government servant or class of Government servants has been so fixed as to compensate for the cost of all journeys other than journeys by rail, within the Government servant's sphere of duty, such a Government servant may draw no travelling allowance for such journeys though he may draw mileage allowance for journeys by rail. When travelling on duty, with proper sanction, beyond his sphere of duty, he may draw travelling allowance calculated under the ordinary rules for the entire journey, including such part of it as is within his sphere of duty.

512. The period of absence from headquarters begins on the day on which the Government servant actually leaves headquarters, and ends on the day on which he returns to them. It is not reckoned by the departure or return of his camp equipage.

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1. Inserted by No. FD 37 SRS 59 dated 6.10.1959 (wef 15.10.59).

2. Inserted by No. FD 237 SRS 58 dated 9.10.1958 (wef 1.4.58).

513. No travelling allowance, other than a permanent monthly allowance, is admissible for any day on which a Government servant does not reach a distance exceeding <sup>1</sup>[eight kilometres] from headquarters or return thereto from a distance exceeding <sup>1</sup>[eight kilometres]. But a Government servant travelling on duty within <sup>1</sup>[eight Kilometres] of headquarters is entitled to draw the actual amount spent by him in payment of ferry and other tolls, bus fare or railway fare.

Note:- In cases where a village is less in a straight line, than <sup>1</sup>[eight Kilometres] from headquarters, but more than <sup>1</sup>[eight kilometres] by the only practicable route to it, travelling allowance may be admitted by the route, but the allowance cannot be granted simply on the ground that a journey exceeding <sup>1</sup>[eight kilometres] was performed in visiting several villages, none of which was more than <sup>1</sup>[eight kilometres] from head- quarters by the ordinary direct route.

#### **HALTS ON TOUR**

514. <sup>1</sup>[(1) Daily allowance for halt on tour at an outstation will be calculated on the basis of the period of halt which will begin from the time the forward journey ends at the outstation and will end at the time the return or further journey commences. The rate of daily allowance will be calculated as follows:-

Halt upto six hours - Nil.

Halt exceeding six hours but not exceeding twelve hours - half Daily allowance.

Halt exceeding twelve hours but not exceeding twenty four hours - Full daily allowance.

Halt exceeding twenty four hours - one daily allowance for every 24 hours. For fraction of 24 hours at the end of halt, daily allowance will be calculated as indicated above.

Note 1:- No daily allowance is admissible to a Government servant for stopping at a place for any reason other than performance of Government duty. For example, if the Government servant has to simply stop at a place for rest or for catching the next available train on the following day or for resuming his journey by road towards his destination in continuation of the previous day's journey, no daily allowance is admissible. However, in cases of air journey involving an

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1. Substituted by No. FD 10 SRS 71 dated 15.7.1971 (wef 1.4.1971)

overnight halt (either due to non-availability of a connecting service or due to cancellation of the connecting service) at an intermediate station for which the Indian Airlines Corporation does not provide at its cost, any facility for boarding or lodging to the touring Government servants, half daily allowance at the rate applicable to the intermediate station shall be allowed in respect of each such overnight halt, <sup>1</sup>[xxx] provided the touring Government servants concerned certify that the overnight halt was due to non-availability/cancellation of the connecting service and no facility was provided for boarding and lodging by the Indian Airlines Corporation.

Note 2:- In cases of enforced halts occurring on route on tour journeys necessitated by break-down of communications due to blockade of roads on account of floods, rains, heavy snow-fall, land slide, etc., Government may treat the period of such enforced halts as duty under Rule 8(15). The Government servant concerned may be granted daily allowance at three-fourths of the rate applicable to him at the station in which the enforced halt takes place, for the period of enforced halt excluding the first day of such halt, for which no daily allowance should be allowed.]

<sup>2</sup>[Note 3:- A Government servant who returns from tour to his headquarters on the same day (i.e., within 24 hours) may draw one daily allowance or exchange it for mileage allowance subject to the provision of Rule 522 but in addition to this allowance, he shall not be allowed to draw daily allowance under this rule even if the halt at an outstation exceeds six hours.

Explanation:- If a Government servant halts at more than one station on the same day the halt at each place may be reckoned separately provided that the sum total of daily allowance admissible for a stay of 24 hours, shall not exceed one daily allowance. The proviso applies only if the halts at more than one station begin and terminate within the duration of 24 hours. In that case only, it is necessary, to ensure that the total daily allowance for halt period for all the stations does not exceed one daily allowance. If the duration of halt at the second station extends beyond 24 hours from the commencement of halt at the first station, the daily allowance admissible for halt at the second station is to be reckoned separately.

1. Omitted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998).

2. Inserted by No. FD 274 SRS 71 dated 11. 1. 1973 (wef 8.2.73).

The period of 24 hours should be calculated from the time of commencement of the forward journey from headquarters to the time of commencement of the return journey from the outstation. The time of commencement should be taken to mean the actual time of departure from the Airport/Railway Station/Bus Stand, etc., as the case may be.]

<sup>1</sup>[Note 4:- In the case of a Government servant travelling from Bangalore to Gulbarga or Bidar and vice-versa, via Hyderabad by Air, who halts at Hyderabad for resuming his journey next day, either to Gulbarga/Bidar by road, or to Bangalore by Air may be allowed daily allowance for the halt at Hyderabad at the rates specified in sub-rule (1) provided the Government servant certifies that the halt at Hyderabad was necessitated for avoiding night or early morning (before dawn) road journey.]

(2) A Daily Allowance may not be drawn for more than ten days of a halt at one place except in special cases in which it is established to the satisfaction of Government that the prolonged halt was necessary in the interest of the public service and the Government servant was put to extra expense by his halt after the expiration of the first ten days.

Explanation:- A Government servant who halts for more than ten days at a place may, after he ceases to draw the Daily Allowance, draw travelling allowance under the ordinary rules applicable to him for any journey made on one day from and to the halting place, if he reaches a point more than <sup>2</sup>[Eight Kilometres] distant from it. A halt is not interrupted for the purpose of this Rule by an absence on duty from the place of halting for less than three nights.

<sup>3</sup>[Note - A tour is held to be completed when a Government servant returns to Headquarters even though the return be for less than three nights.]

<sup>4</sup>[515. Government servants of the last class will however be entitled to Daily Allowance at the full rate, for the first 90 days (vide Rule 518).]

516. Government have delegated to the Heads of Departments the powers of sanctioning Daily Allowance

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1. Inserted by No. FD 220 SRS 72 dated 11. 1.1973 (wef 8.2.73).

2. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998).

3. Inserted by No. FD 27 SRS 61 dated 20-3-1961 (w.e.f. 30.3.1961).

4. Substituted by No. FD 242 SRS 59 dated 13-11-1959 (w.e.f. 1-1-1959).



<sup>1</sup>[for halts exceeding ten but not exceeding thirty days to Non-gazetted Government Servants and for halts not exceeding 15 days to Gazetted Government Servants] of their departments.

Note 1- The following is the list of Government servants who are exempted from the operation of this Rule and Daily Allowance at the rates mentioned in Rule 518 may be passed to them for halts of over ten days at one place without the special sanction of Government.

(i) All officers who are required to be on duty (and not as guests) in connection with the Dasara and other similar functions and Meetings of the Legislature.

(ii) The personal staff of Ministers and the Civil or Assistant Surgeon attached to the headquarters establishment and Secretariat Officers and Officials.

(iii) Sessions Judges and their establishment halting at other stations for the trial of Session cases.

(iv) Local Audit Staff of State Accounts Department and Inspecting Staff of the Electrical Accounts Office.

<sup>2</sup>[(v) The Surgeon and the Staff of the Mobile Ophthalmic Unit, Mangalore.]

Note 2 - The Chief Conservator of Forests is authorised to countersign T.A. bills of Forest Officers and their establishment in case of continuous halts, of more than ten but not exceeding thirty days at one place.

Note 3 - The Chief Engineer (Electricity) is authorised to sanction Daily Allowance for halts exceeding ten days to Gazetted Government servants of his Department provided that cases of halts exceeding thirty days shall be reported to Government for sanction.

Note 4 - The Director of Mines and Geology is authorised to sanction Daily Allowance for halts of more than ten but not exceeding thirty days at one place in the case of the Gazetted subordinates of his Department. <sup>3</sup>[He is also authorised to sanction Daily Allowance for halts exceeding 30 days but not exceeding 90 days at a place in respect of Non-gazetted Government servants, the daily allowance being regulated in accordance with Rule 518.]

1. Substituted by No. FD 74 SRS 69 dated 19-1-1970 (w.e.f. 5-2-1970).

2. Inserted by No. FD 31 SRS 62 dated 18-5-1962.

3. Inserted by No. FD 135 SRS 60 dated 23-9-1960 (wef 6-10-1960)

Note 5 - The Director of Agriculture is authorised to sanction halts exceeding thirty days made by the Tractor Drivers and Helpers of the Agricultural Engineering Section in connection with the ploughing of lands with the departmental tractors.

Note 6 - The Inspector-General of Police is authorised to sanction Daily Allowance for halts exceeding thirty days in respect of Non-gazetted Government servants.

Note 7 - The Advisor to the Government of Karnataka Tuberculosis Sanatorium, Bangalore, is authorised to sanction Daily Allowance for halts outside headquarters exceeding thirty days in respect of the staff of the B.C.G. Vaccination Scheme.

Note 8 - The Deputy Inspectors-General of Police are empowered to sanction Daily Allowance for halts exceeding ten days but not exceeding thirty days, made by Non-gazetted Government servants.

<sup>1</sup>[Note 9 - The Chairman, Karnataka Sales Tax Appellate Tribunal, Bangalore, is authorised to sanction Daily Allowance for halts for more than ten days at a place but not exceeding thirty days, in respect of the Gazetted Officers of the Tribunal. The Chairman is also authorised to draw Daily Allowance for halts for more than ten days at a place but not exceeding thirty days, without the special sanction of Government.]

<sup>2</sup>[Note 10 - The Divisional Officers of the status of Assistant Commissioners and above in the Land Records Department are authorised to sanction Daily Allowance for halts for more than ten days at a place but not exceeding thirty days, in respect of Non-gazetted Government servants.]

<sup>3</sup>[Note 11- The Conservator of Forests, Working Plans and Development Circle, Bangalore, is authorised to sanction halts exceeding ten days but not exceeding thirty days in respect of Non-gazetted Government servants.]

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1. Inserted by No. FD 64 SRS 59 dated 6-6-1959 (wef 18-6-1959)

2. Inserted by No. FD 169 SRS 59 dated 11-7-1959 (wef 30-6-1959)

3. Inserted by No. FD 247 SRS 59 dated 13-11-1959 (wef 31-1-1963)

<sup>1</sup>[Note 12 - <sup>2</sup>[The Director of Treasuries is] authorised to sanction Daily Allowance for halts for more than 30 days at a place in respect of the leave reservists of the Treasury Department working in the District Treasuries when they are posted to Taluk Treasuries for work. (Daily Allowance being regulated in accordance with Rule 518.)]

<sup>3</sup>[Note 12-A- The District Treasury Officers are authorised to depute leave reservists in the District Treasuries to any Sub-Treasuries in the District or any officials from one Sub-Treasury to another Sub-Treasury in the District or to District Sub-Treasury to work in the leave vacancies or against other vacancies for a period upto thirty days and to sanction full Daily Allowance for such a period.]

<sup>4</sup>[Note 13 - The District and Sessions Judges and the District Magistrates in-charge of the Criminal Courts in the District (independent charge) may sanction halts in excess of ten days but not exceeding thirty days at a place within their jurisdiction in the case of all Gazetted and Non-gazetted Staff in connection with the trial of Criminal cases or Sessions cases as the case may be.]

<sup>5</sup>[Note 14 - The powers delegated under this Rule to certain Heads of Department to sanction Daily Allowance for halts exceeding 30 days shall remain in abeyance for the duration of the

<sup>6</sup>[Note 15 - The Director of Collegiate Education is authorised to sanction Daily Allowance for halts exceeding 10 days but not exceeding 30 days at Mysore in the case of the Gazetted Officers of his Department engaged on tabulation work of the Mysore University.]

<sup>7</sup>[Note 16 - The Director of Public Instruction is authorised to sanction Daily Allowance for halts exceeding 10 days but not exceeding 30 days at a place in the case of Gazetted Officers of his Department engaged on duties connected with Public Examinations.]

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1. Inserted by No. FD 240 SRS 59 dated 20-11-1959 (wef 1-4-1958)

2. Amended by No. FD 17 SRS 65 dated 14-5-1965

3. Inserted by No. FD 79 SRS 75 dated 15-3-1977 (wef 16-6-1975)

4. Inserted by No. FD 15 SRS 62 dated 1-3-1962 (wef 15-3-1962)

5. Inserted by No. FD 7 SRS 63 dated 21-1-1963 (wef 19-11-1959)

6. Inserted by No. FD 35 SRS 63 dated 10-4-1963 (wef 17-11-1962)

7. Inserted by No. FD 26 SRS 64 dated 4-4-1964

<sup>1</sup>[Note 17- The Chairman, Karnataka Revenue Appellate Tribunal may sanction Daily Allowance for halts of more than 10 days at a time at Belgaum but not exceeding 30 days in the case of Members, all Gazetted and Non-gazetted Staff in connection with the sitting of a Bench of Karnataka Revenue Appellate Tribunal at Belgaum.]

<sup>2</sup>[Note 18- The Commissioner for Transport is authorised to sanction halts exceeding 30 days but not exceeding 90 days at a place in respect of the Internal Audit Staff of the Motor Vehicles Department, the Daily Allowance being regulated in accordance with Rule 518.]

<sup>3</sup>[Note 19 - The Commissioner of Commercial Taxes, is authorised to sanction halts exceeding 10 days but not exceeding 30 days at a place in respect of the Internal Audit Staff (both Gazetted and Non-gazetted) of the Commercial Taxes Department.]

<sup>4</sup>[Note 20 - The Director of Technical Education is authorised to sanction Daily Allowance for halts exceeding 10 days but not exceeding 30 days at a place in the case of the Gazetted Officers of his Department engaged on duties connected with examination work including tabulation work assigned by the Board of Technical Examinations.]

<sup>5</sup>[Note 21 - The Secretary, Kamataka Public Service Commission is authorised to sanction Daily Allowance for halts exceeding ten days but not exceeding thirty days, at a place in the case of Gazetted Officer of the Commission engaged in connection with the work of competitive examinations prescribed for recruitment of Gazetted Probationers etc.]

<sup>6</sup>[Note 22 - The Controller of Weights and Measures, is authorised to sanction Daily Allowance for halts exceeding thirty days but not exceeding sixty days at a place in respect of Field Officers/Officials of his Department.]

<sup>7</sup>[Note 23 -The Drugs Controller is authorised to sanction Daily Allowance for halts exceeding ten days but not exceeding

1. Inserted by No. FD 105 SRS 68 dated 27-7-1968 (wef 15-8-1968)

2. Inserted by No. FD 98 SRS 70 dated 19-2-1971 (wef 1-4-1971)

3. Inserted by No. FD 251 SRS 71 dated 28-12-1971 (wef 14-10-1971)

4. Inserted by No. FD 164 SRS 72 dated 23-9-1972 (wef 30-5-1972)

5. Inserted by No. FD 73 SRS 75 dated 31-1-1976/2-2-1976 (wef 1-5-1975)

6. Inserted by No. FD 44 SRS 76 dated 20-11-1976 (wef 20-7-1978)

7. Inserted by No. FD 69 SRS 77 dated 16-11-1977 (wef 1-12-1977)

thirty days, at a place, in the case of Gazetted Officers of his Department engaged in connection with the work of Pharmacy Examination and other Examinations as well as tabulation work assigned to them by the Board of Examining Authority of that Department.]

<sup>1</sup>[Note 24 -The Director of Archives, Bangalore, is authorised to sanction Daily Allowance for halts exceeding ten days but not exceeding thirty days at one place to the Gazetted Government servants of his Department.]

<sup>2</sup>[Note 25 - The Chief Auditor of Co-operative Societies in Kamataka, Bangalore, is authorised to sanction Daily Allowance for halts exceeding ten days but not exceeding thirty days at one place in the case of Gazetted Auditors of the Department of Co-operative Audit. He is also authorised to sanction Daily Allowance for halts exceeding thirty days but not exceeding ninety days at a place in respect of Non-gazetted Auditors of the Department of Co-operative Audit.]

517. District Treasury Officers and Tahsildars are authorised to sanction halts outside the headquarters exceeding ten days but not exceeding thirty days, of Shroffs when they accompany remittances outside their headquarters.

<sup>3</sup>[518. In all cases of halts exceeding thirty days covered by any of the foregoing Rules (both within and outside the State) full Daily Allowance at ordinary rates will be allowed for the first thirty days only and one half of the ordinary rates for the next sixty days <sup>4</sup>[subject to a minimum of Rs.4.]. Thereafter, no Daily Allowance is admissible. Government may, in special cases permit Government servants to draw full Daily Allowance in respect of halts after thirty days.]

Note - As a partial exception to the above Rule, full Daily Allowances may be allowed both to the Non-Gazetted and Gazetted Government servants for the days of halt on duty outside the State, even when the period of halt exceeds thirty days.

519.(a) Ordinarily no allowance is admissible to a Government servant during a halt at headquarters, but Government may, by general or special order, permit any officer

1. Inserted by No. FD 103 SRS 76 dated 18-10-1978 (wef 28-5-1976)

2. Inserted by No. FD 54 SRS 79 dated 25-10-1979 (wef 13-8-1979)

3. Substituted by No. FD 316 SRS 58 dated 5-1-1959 (wef 1-1-1959)

4. Substituted by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-1971)

or class of officers, to draw, during a halt at headquarters, the actual expense (not exceeding the Daily Allowance) of keeping up camp equipage (when it is necessary to do so) during such halt, provided such actual expense is not drawn for more than ten days.

Explanation - A halt is not interrupted for the purposes of this rule by an absence on duty from the place of halting for less than three nights.

(b) A Government servant drawing an allowance under this rule for a halt at headquarters must certify that it was necessary to keep up his camp equipage, and that he had during such period kept up the whole or part of his camp equipage as the case may be, and that the expense so incurred is not less than the halting allowance drawn. In the case of a non-gazetted officer the head of the office must also certify that it was necessary for such officer to keep up the whole or a part of his camp equipage, as the case may be.

(c) A halt within <sup>1</sup>[eight kilometres] of headquarters in the course of a tour is, for the purpose of this rule, treated as a halt at headquarters.

Note - In cases of doubt Government may determine what are the headquarters of an officer.

520. A Government servant compelled, on a sudden emergency to leave his camp standing and proceed rapidly on the duty to a place more than <sup>1</sup>[thirty-two Kilometres] distant may, under the special order of Government, draw the actual expenses of maintaining such camp not exceeding the Daily Allowance in addition to the allowances admissible under Chapter XXVIII whether the camp be moved or not.

521. A Government servant entitled to Daily Allowance, whose jurisdiction extends over the State, may when making a journey of over <sup>1</sup>[160 Kilometers] to the first and from the last camp of a tour, recover the whole necessary expenditure incurred thereupon, including the conveyance of tents, servants and private baggage in lieu of the Daily Allowance admissible for the days occupied by such journey. The number of servants and the quantity of private baggage to be thus charged for will be fixed by Government.

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1. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

**WHEN DAILY ALLOWANCE IS EXCHANGEABLE**

522. A Government servant may for any day draw in lieu of his Daily Allowance.

(i) if he travels by railway, the allowances admissible under Rule 469 to 472.

(ii) if he travels <sup>1</sup>[thirty two kilometers] or more by road, the allowance admissible under Rules 478 to 481.

(iii) if he travels partly by road and partly by rail-

(1) in respect of the road journey, the allowance admissible under Rules 478 to 481, limited, unless the conditions of clause (ii) of this rule are fulfilled, to the amount of the Daily Allowance;

Exception- The limitation referred to will not apply in the case of Government servants travelling by public buses though the distance travelled is less than <sup>1</sup>[32 kilometres] and the allowance will be regulated according to Rule 485.

Note 1 - When a Government servant proceeds by rail to a station other than his headquarters and on the same day and in continuation of the railway journey travels on duty by road, he is entitled to travelling allowance for the journey by road calculated in accordance with the clause for the whole distance travelled, taking the Railway Station as the starting point.

Note 2 - In the case of sub-overseers, the limit of road mileage will be the amount of conveyance allowance for the day.

Note 3 - The claims for road mileage under (ii) and (iii) should be supported by a certificate by the Government servant that he travelled <sup>2</sup>[in his own car or in a hired conveyance.] Otherwise he will be allowed only the allowances admissible for journeys by public buses (vide Rules 483 and 485).

(2) In respect of the journey by rail, the allowances admissible under Rules 469 to 472.

<sup>3</sup>[523.xxx]

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1. Substituted by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-1971)  
 2. Substituted by No. FD 36 SRS 68 dated 29-6-1968 (wef 11-7-1968)  
 3. Amended by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-1971)

524. As a special rule, Government servants who have been transferred from one place to another, as well as Assistant Surgeons Grade-II and Medical graduates, staff for controlling outbreak and spread of plague (Cyanogas duty) Fieldmen, attached to the Scientific Section of the Agricultural Department, Veterinary Inspectors incharge of Elephant of the Forest Department, travelling on duty, may draw mileage even for the marches of less than <sup>1</sup>[thirty-two Kilometres] a day.

Non-gazetted Government servants who accompany or travel under the orders of Officers, whose duties ordinarily require them to travel throughout the State are also entitled to this privilege.

525. In the case of Government servants whose actual pay does not exceed <sup>2</sup>[Rs.3550] a month, Government may, by general or special order, and subject to such conditions as it thinks fit to impose, permit any officer or class of officers to draw allowance admissible under Chapter XXVIII for the whole period of absence from headquarters, on condition that no Daily Allowance is drawn for such period if it considers that their duty is such that the Daily Allowance is not sufficient to cover travelling expenses.

#### **DESPATCH OF CONVEYANCES BY RAIL**

526. Subject to the general or special sanction of his official superior a Government servant having to travel by railway over a distance of not less than <sup>3</sup>[48 kilometres] in a single journey and sending by railway the conveyance required for his bonafide use at the end of such journey shall be entitled in addition, to his ordinary allowance under Rules 469 to 472 to the actual expenses of sending such conveyance.

Heads of departments will be permitted to take their conveyance by rail at Government cost both for the outward and the return journeys provided that sanction of Government is applied for in each case with a copy of the tour programme and the programme is approved by Government.

Explanation - Conveyance in this Rule means a motor car, motor bicycle and bicycle. The privilege of taking a motor car is permissible only in the case of Heads of Departments.

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1. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (15-10-1998)  
 2. Amended by No. FD 4 SRA 99 dated 2.6.2000 (wef 1.1.1999)  
 3. Amended by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-1971)



Note 1 - A Government servant in receipt of a permanent monthly travelling allowance is not entitled to the privilege of this rule.

Note 2 - The sanction of the official superior under this rule shall be given only in the interest of the public service.

Note 3 - A Government servant having to send conveyance by rail must avail himself of the concessions, if any, granted by the Railway Department whenever return journey is contemplated within the period of time provided by the Railway Rules under which it is conveyed from one station to another and back on payment of concessional fare, if any.

Note 4 - When a Government servant is entitled to take his conveyance by rail but prefers to take it by road, he will be entitled either for (1) road mileage or (2) for railway fare for himself and freight for his conveyance, whichever is less.

Note 5 - The circumstances in which the concession referred to in this rule may be appropriately sanctioned are indicated below:

(1) The scale of travelling allowance of a Government servant is so fixed as to cover all items of expenditure, incidental to journeys on tour. For ordinary journeys on tour, therefore, an officer is not entitled to charge Railway Freight for his conveyances in addition to full travelling allowance under the rules especially in cases where a sufficiently large amount of road mileage is drawn for journeys performed by such conveyance.

(2) Accordingly, for journeys for which an officer earns by road mileage an amount equal to atleast twice the outward railway freight for the conveyance which it is necessary for him to take by rail in the interest of the public service, the freight charges will not be borne by Government. Ordinarily, an officer should so arrange his tour that sufficient road journeys are performed at the end of the Railway journey so as to make this rule applicable.

(3) In exceptional case where the road mileage earned is less than twice the railway freight for the conveyance and the interests of the public service require the conveyance at one place immediately after its being similarly used in another place, the concession contemplated in this rule may be sanctioned for the outward journey only. It may be sanctioned for the return journey, if that journey, also satisfied the condition of urgency stated in the following paragraph.

(4) The concession should not be allowed, unless it is clearly shown that public interests would suffer in the conveyance was sent by road in the usual manner and that inspite of reasonable forethoughts in the arrangement of the tour programme the necessity for its being required at two places almost simultaneously could not be prevented.

(5) The Daily Allowance under the rules drawn by an officer when halting at a station is held to cover all the ordinary daily charges of the officer including the cost of locomotion within the station. Charges for transporting conveyance will not therefor be allowed merely to give an officer facilities of locomotion within stations at which he may halt but only for urgent journeys from one station to another.

(6) Claims for actual charges, incurred for transporting a conveyance when allowed should be supported by the receipt granted by the Railway Authorities.

Exception 1 - Such of the officers in the service of the State (including lent officers) as are required to attend the Sessions of the Legislature may take the conveyances to which they are entitled, by rail at Government expenses, even though in receipt of a permanent monthly travelling allowance.

Exception 2- District and Sessions Judges may take conveyances to which they are entitled by rail at Government cost when they go out to hold session and also bring them back to headquarters. <sup>1</sup>[The privilege is also extended to the Registrar, High Court of Karnataka proceeding on tour under the direction of the Chief Justice of the High Court for inspection of Courts within the State.]

Exception 3 - The Chief Engineer may take his conveyance by rail at Government cost while proceeding on inspection work for one of the journeys, whether outward or inward - each time he proceeds on tour and claim for such journey road mileage or railway fare for himself and haulage for the motor car, whichever is less.

This privilege is also extended to the Superintending Engineers proceeding on tour.

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1. Inserted by No. FD 144 SRS 67 dated 2-5-1968 (wef 23-5-1968).

### WHEN MEANS OF LOCOMOTION ARE SUPPLIED

527.(1) A Government servant who is provided with and avails himself of means of locomotion at the expense of Government or Local or other Funds and does not pay the expenses of its use or propulsion, may draw travelling allowance as follows:-

(a) If he returns to his headquarters on the same day, daily allowance, if admissible, will be calculated as follows:-

If the absence from headquarters  
does not exceed six hours - NIL

If the absence from headquarters  
exceeds six hours, but does not  
exceed twelve hours - Half Daily Allowance

If the absence from headquarters  
exceeds twelve hours - Full Daily Allowance.

Note : The cumulative absence from headquarters will be taken into consideration in regulating the Daily Allowance.

<sup>1</sup>[(aa) If he does not return to his headquarters on the same day, he may draw an allowance <sup>2</sup>[xxx] based on the distance covered by road by the direct route and restricted to one Daily Allowance for every twenty-four hours of journey or part thereof. In addition, he may draw daily allowance for halt at the rate admissible under Rule 514.]

(b) If he has not to provide separate conveyance at his own expense for his servants or luggage, he may draw the Daily Allowance ordinarily admissible to him and is not entitled to exchange the daily rate for mileage under Rule 522. But if part of the journey is performed by other means of locomotion, he may, at his option, draw in lieu of Daily Allowance, the travelling allowance admissible for that part <sup>3</sup>[Provided the distance travelled exceed twenty miles.]

(c) If he has to provide separate conveyance at his own expense for his servants or luggage, he may, under Rule 522 exchange his daily allowance for half the mileage ordinarily admissible to him and may draw in addition, the travelling allowance admissible for any part of the journey performed by other means of locomotion.

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1. Inserted by No. FD 281 SRS 71 dated 3-10-1972 (wef 26-10-72).

2. Omitted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

3. Inserted by No. FD 114 SRS 59 dated 2-6-1959 (wef 11-6-1959).

Instruction- As regards a Government servant who is provided with and avails himself of a means of locomotion at the expense of Government or Local or other Funds or who travels in an officer's car such as Drivers, etc., rules 514 and 513 of the Karnataka Civil Services Rules are inapplicable and they would be continued to be governed by the provisions of the existing rule viz., Rule 527 (1) of the Karnataka Civil Services Rules and their Daily Allowance would be regulated with reference to the period of absence from headquarters. (Extract from O. M. No. FD 28 SRS 71 dt. 20-5-1971).

(2) A Government servant provided with the means of locomotion as in clause (1) who pays all expenses of its use or propulsion is entitled to travelling allowance under the ordinary rules, subject to the deduction therefrom of hire charges equal to half the road mileage of <sup>1</sup>[ten paise per Kilometre] whichever is less.

Note 1- <sup>2</sup>[This sub-rule] does not apply to Government servants of the last class.

<sup>3</sup>[Note 2-xxx]

<sup>4</sup>[527-A - Every Government servant provided with a Government vehicle should make use of it for journeys on Government work and when road mileage is drawn by him for journeys in his own Car or otherwise, he should specifically note in the Travelling Allowance bills, the reason as to why he could not make use of the Government vehicle.]

<sup>5</sup>[Note - The Controlling Officers should record a certificate in their T.A. claims as well as those countersigned by them, claiming road mileage, to the effect that the claimant was not provided with the Government vehicle and if so provided, the reasons for the same (road mileage claims) have been recorded in the bill.]

<sup>6</sup>[527 - B - When a Government servant is provided with free conveyance for part of the journey or for one way journey only, (i.e., either for going from or for return to headquarters), and he returns to his headquarters on the same day, the daily allowance, if admissible under the rules, may be calculated as follows:-

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1. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)
  2. Substituted by No. FD 55 SRS 61 dated 7-6-1961.
  3. Deleted by No. FD 43 SRS 73 dated 18-3-1975 (wef 30-10-1974).
  4. Inserted by No. FD 170 SRS 58 dated 6-1-1959 (wef 15-1-1959).
  5. Inserted by No. FD 67 SRS 59 dated 19-3-1959 (wef 26-3-1959).
  6. Inserted by No. FD 114 SRS 59 dated 2-6-1959 (wef 11-6-59).

If the absence from headquarters does not exceed twelve hours.	Half Daily Allowance
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If the absence from headquarters exceeds twelve hours.	Full Daily Allowance
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He may, at his option, draw, in lieu of the aforesaid Daily Allowance, the mileage allowance admissible for the part of the journey for which the conveyance is not provided free of charge, provided the distance travelled exceed <sup>1</sup>[thirty-two Kilometres]

<sup>2</sup>[527 - C. xxx]

528. For a journey in a Government conveyance from a place within the State to a place outside the State or vice-versa, Daily Allowance to be paid in lieu of mileage in such cases will be at the rate admissible in similar circumstances for journeys within the State when Government conveyance is used.

#### MISCELLANEOUS

529. A Government servant in service who is treated as a State Guest, i.e., when he is provided with free board and lodging at the expense of the Government of the State visited, while on tour, will be allowed only one-fourth of the Daily Allowance, admissible to him at the station concerned.

<sup>3</sup>[A Government servant in service who, while on tour, is allowed free board and lodging at the expense of the Central Government or a State Government or Autonomous Industrial or Commercial Undertaking or Corporation or a Statutory Body or a Local authority, in which Government funds have been invested or in which Government have any other interest, may draw only one-fourth of the Daily Allowance admissible to him at the station concerned.

If only board or lodging is allowed free to such a Government servant, he may draw Daily Allowance at one-half of the admissible rate.]

Exception 1 - Government servants while accompanying their Superior Officers or Ministers on tour and allowed to lodge in the free quarters provided for the Superior Officers or Ministers, may draw full Daily Allowance.

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1. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

2. Deleted by No. FD 24 SRS 67 dated 17-7-1967.

3. Substituted by No. FD 183 SRS 58 dated 24-10-1958 (wef 30-10-1958).

<sup>1</sup>[Exception 2 -Government servants occupying Ridge House, Officers Quarters, Chamundi House, Secretariat Staff Quarters Mysore, Mysore House, Mysore, House Cottage, Sudharsana and Sudharsana Cottage, Ooty, and Sudharsana Guest House, and Infantry Road Guest House, Bangalore and Sudharsana Guest House, Mercara, will be charged half the lodging rates fixed for them.]

The Special duty staff and the Chief Secretary's staff occupying the Secretariat Staff Quarters during Dasara festivit-ies, will be provided with free boarding at Mysore.]

<sup>2</sup>[Exception 3- The staff borne on the personal establishment of Ministers/Ministers of State who are provided with free accommodation in the Government Guest Houses at Bangalore and Mysore/State Government Circuit Houses/Inspection Bungalows/Travellers Bungalows under the control of the Public Works Department, while accompanying the Ministers / Ministers of State may draw full Daily Allowance admissible to them as though they have paid lodging charges.]

<sup>3</sup>[Note - The provisions of this rule shall be applicable only to the daily allowance admissible for the days of halt and shall not apply to the daily allowance <sup>4</sup>[xxx] admissible for days of journey.]

<sup>5</sup>[530. The Government servant, provided with the board and/or free lodging, should indicate the fact in his T.A. bill for the information of the Countersigning Authority and the Audit Officer.]<sup>1</sup>

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1. Inserted by NO.FD 126 SRS 59 dated 20-5-1959 (wef 28-5-1959).

2. Inserted by No. FD 181 SRS 72 dated 5-7-1976 (wef 20-7-1978).

3. Inserted by No. FD 31 SRS 68 dated 2-2-1968 (wef 21-3-1968).

4. Omitted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

5. Substituted by No. FD 183 SRS 58 dated 24-10-1958 (wef 30-10-1958)

[Note - xxx]

**TRAVELLING ALLOWANCE TO OFFICERS AND MEN OF  
THE RAILWAY POLICE**

531. Police Officers (both Gazetted and non-Gazetted) whose duties require them to travel constantly by railway, are not entitled to allowances under rules 469 to 476 except in cases of transfer from one place to another, but are granted Daily Allowance in addition to a free pass for any day on which they are absent from their station for more than eight consecutive hours or if they are not allowed a free pass, the fares for themselves and for the servants and baggage accompanying them which a free pass would cover.

**CHAPTER XXX****TRAVELLING ALLOWANCE FOR JOURNEYS ON TRANSFER**

532.(1) Travelling allowance may not be drawn under this section by a Government servant on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs. Government servants of the last class should not be transferred save in exceptional cases in which there may be special reasons for a transfer.

Note - When a Government servant is transferred otherwise than for the public convenience, a copy of the order of transfer should be sent to the Audit Officer with an endorsement stating the reasons for the transfer. In the absence of such an endorsement, it may be assumed in audit that the Government servant has been transferred for the public convenience.

In the case of Non-Gazetted Government servants a certificate from the head of the office will be sent in lieu of the copy of the order of transfer.

<sup>1</sup>[(1A) A Government servant who is transferred from one place to another place for the public convenience and whose family does not accompany him to the new station during the first journey shall be allowed to claim Travelling Allowance for himself either for the first journey undertaken by him to join the post at his new headquarters or for the subsequent journey which he may undertake along with the family members from the old to the new station. The category to which the Government servant belongs and his entitlement to the class of railway accommodation etc., shall, however, continue to be determined with reference to the facts as on the date of his transfer. There shall be no change in the existing procedure for grant of joining time and joining time pay on transfer. The controlling officers shall be competent to pass the Travelling Allowance claims of the Government servant who prefers the transfer Travelling Allowance claims for the second journey performed by him along with the members of his family during

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1. Inserted by No. FD 71 SRS 77 dated 18-10-1978 (wef 9-11-77)



leave holidays in relaxation of rule 548 of Karnataka Civil Service Rules.]

(2) A Government servant may draw mileage allowance for a journey on transfer.

(3) (A) Unless in any case it be otherwise especially provided in these Rules, a Government servant is entitled for a journey, on transfer to the following concessions:-

#### I. FOR JOURNEYS BY RAIL

<sup>1</sup>[(1) He may draw single fare of the class of accomodaton to which he is entitled.]

(2) He may draw one extra fare for each adult member of his family who accompanies him and for whom full fare is paid and one half fare for each child for whom such fare is actually paid.

Note - Children of Government servants, who are studying in Educational Institutions and who are not actually residing with their parents at the time of transfer, but later come to spend the vacation with them may be considered as members of the Government servant's family under the definition of family for purposes of travelling allowance. On transfer of the Government servants from one station to another, the usual travelling allowance for the journey of the children may be allowed provided all other conditions for the grant of travelling allowance are fulfilled.

<sup>2</sup>[(2A) If a Government servant undertakes journey, by any means of conveyance other than railway or by the class of accommodation lower than that to which he is entitled, the amount of travelling allowance payable to him shall be equal to what is admissible in accordance with sub-clause (2).]

<sup>1</sup>[3(a) He may draw the actual cost of carriage by goods train of personal effects up to the following maximum.

Category of the Government servant	Kilograms
I	5000
II	3000
III	1500
IV	1000

1. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

2. Inserted by No. FD 8 SRA 99 dated 2.6.2000

<sup>1</sup>[(b) Notwithstanding the maximum maundage prescribed above, Government servants whose actual pay is <sup>2</sup>[Rs.9060] or more a month, whether possessing Family or not, are allowed, at their option, to engage a whole Railway Wagon, or to avail themselves of the facility of the Container service provided by, Railways and to draw ,-

(a) If railway wagon is engaged and the charges therefor exceed the charges for the maximum maundage prescribed for them, the minimum railway charges for a wagon and the road mileage, as admissible under sub-clause (iii) of Clause (A) II of sub-rule (3) of this Rule, for transportation of personal effects between the places of residence and railway station concerned, or

(b) If the facility of the container service is utilised, the minimum railway charges for such service or the amount admissible under (a) above, whichever is less ]

Note 1:- If a Government servant carries his personal effects by passenger instead of by Goods Train, he may draw the actual cost of carriage upto a limit of the amount which would have been admissible had he taken the maximum number of maunds by goods train.

Note 2:- A Government servant who carries his personal effects by a road between stations connected by rail may draw actual expenses upto the limit of the amount which would have been admissible had he taken the same quantity by goods train. In cases where the actual expenses claimed exceed the limit mentioned above, Government may, for valid reasons, allow such claims subject to the limit of the amount which would have been admissible if the maximum number of maunds had been transferred by goods train.

Note 3:- Subject to the prescribed maximum number of maunds a Government servant may draw the actual cost of transporting personal effects to his new station from a place in the State other than his old station, (e.g., from a place where they are purchased enroute or have been left on the occasion of a previous transfer) or from his old station to a place in the State

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1. Substituted by No. FD 38 SRS 79 dated 29-4-1980 (wef 17-7-79).

2. Substituted by No. FD 4 SRA 97 dated 2-6-2000 (wef 1-1-1999)

other than his new station provided that the total amount drawn including cost of transporting these personal effects, shall not exceed that admissible had the maximum admissible number of maunds been transported by goods train from the old to the new station direct.

<sup>1</sup>Note 4:- The cost of transportation of personal effects on transfer may be allowed, subject to the maximum maundage prescribed under this rule at the "Quick Transit Service" rates, if personal effects are actually transported by such service. The certificate to the effect that the personal effects were transported by the "Quick Transit Service" and that they reached the destination within the specified period should be recorded by the claimant on the T.A. bill.]

<sup>2</sup>[(4) Provided that,-

(1) The distance travelled exceeds 120 Kilometres.

(2) The Government servant is travelling to join a post in which the possession of a conveyance is advantageous from the point of view of his efficiency; and

<sup>3</sup>[(3) Conveyance are actually carried by rail or other craft, he may draw the actual cost of transporting at owners risk conveyances on the following scales:-

Pay range	Vehicles allowed
(i) Rs.10,100 or above	A motor car or a motor cycle
(ii) Rs.4,450 or above but below Rs.10,100.	A motor cycle/scooter/moped or cycle
(iii) Below Rs.4,450/-	A cycle]

Note 1:- In the case of a motor car, the cost of transporting a Chauffeur or cleaner, may be drawn if it is actually paid and the rules of the railway on which journey is undertaken do not allow his travelling free of charge.

Note 2:- On occasions when a Government servant is authorised to convey his Motor Car/Motor Cycle by rail at the public expense, he may do so by passenger train or goods train at his option. In the former case, the actual freight charged by

1. Inserted by No. FD 81 SRS 60 dated 27-6-1960 (wef 7-7-1960)

2. Substituted by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-1971)

3. Amended by No.FD 4 SRA 99 dated 2-6-2000 (wef 1-1-1999)

the Railway may be drawn by the Government servant. In the latter case, i.e. if the car or cycle is despatched by goods train the Government servants may draw, in addition to the freight charged by the railway company the cost of packing and transporting the packed car or cycle to and from goods shed at the stations of departure and arrival, provided that the total amount so drawn shall not exceed the freight charged for transporting the car or cycle by passenger train.

Note 3:- The concession under Note (2) applies mutatis mutandis to a Government servant who carries an ordinary cycle.

Note 4:- When a Government servant transports his Motor car or Motor cycle by road under its own power between stations connected by rail, he may draw an allowance of <sup>1</sup>[10 paise kilometre] in respect of the Motor car and <sup>1</sup>[5 paise kilometre] in respect of the Motor cycle, the distance to be reckoned for the purpose of this concession being limited to the distance between the stations by rail. If the Government servant himself travels by the car or cycle he <sup>2</sup>[may draw the fare and incidental expenses] admissible under clause (A) I (1). For any member of his family who travels by the car or cycle, the Government servant may draw the extra fare or half fare which would have been admissible under clause (A)I(2) if the member had travelled by rail.

<sup>3</sup>[The transportation allowance of 10 paise a kilometre in respect of the motor car and 5 paise in respect of the motor cycle as the case may be, is admissible in addition to the Railway fare/s admissible to the Government servant and /or his family under clause (A) I (1) and (2).]

Note 5 - When a Government servant who is transferred from a post in which the possession of a conveyance is advantageous from the point of view of his efficiency to another post in which it is not advantageous, is again transferred within a period not exceeding four months to a post in which the possession of the conveyance is advantageous from the point of view of his efficiency, he may draw the cost of its transport from the first to the last station provided that the conditions in sub-clause (4) are fulfilled and it is certified that the conveyance was possessed by him at the first station.

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1. Substituted by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-1971)

2. Substituted by No. FD 44 SRS 70 dated 17-2-1971 (wef 1-4-1971)

3. Inserted by No. FD 292 SRS 58 dated 29-4-1959 (wef 7-5-1959)

Note 6 - If a Government servant possessed a conveyance at the station from which he is transferred he may draw the actual cost of transporting a conveyance from a place in the State other than his former station, provided that the amount so drawn shall not exceed the amount admissible had it been from the old to the new station direct, and provided further that the conveyance is actually transported to the new station within a reasonable time before or after the officer is transferred. <sup>1</sup>[In the case of a Government servant who has not possessed a conveyance in the station from which he is transferred, but purchases one and takes to the new station from some other place within six months from the date of his transfer, the above expenses may be allowed with the sanction of Government.]

<sup>2</sup>[Note 7:- When a Government servant authorised to convey his cycle at public expense, transports it by road between stations connected by rail (the distance between the two stations by rail being in excess of 80 miles) he may in addition to the maximum quantity of personal effects admissible under the rules, be allowed the actual cost of transportation of the cycle limited to the Freight charges by Passenger train. In cases where the places are not connected by rail, cycles may be transported by treating them as personal effects.]

**<sup>3</sup>[I-A. FOR JOURNEY BY AIR**

(i) A Government servant authorised to travel by air under Rule 487, and travelling by air on transfer between places connected by rail and/or steamer, is entitled to draw:-

(a) the air fares actually paid for himself and the members of his family;

(b) the incidental fares/expenses which would have been admissible to him had he performed the journey by rail and/or steamer.

(ii) A Government servant authorised to travel by air under Rule 487 and travelling by air on transfer between places connected by road only, is entitled to draw:-

(a) the air fares actually paid for himself and the members of his family;

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1. Substituted by No. FD 19 SRS 67 dated 8-4-1968 (wef 25-4-1968)

2. Inserted by No. FD 14 SRS 63 dated 12-3-1963 (wef 21-3-1963)

3. Inserted by No. FD 46 SRS 70 dated 26-6-1970 (wef 16-7-1970)

(b) A lumpsum allowance for incidental expenses equal to half month's pay subject to a maximum of Rs.150]

## II. FOR A JOURNEY BY ROAD

<sup>1</sup>[(i) A Government servant authorised to travel by air under Rule 451, and travelling by air on transfer between places connected by rail and/or steamer is entitled to draw the air fares actually paid for himself and the members of the family.

(ii) A Government servant authorised to travel by air under Rule 451 and travelling by air on transfer between places connected by road only, is entitled to draw the air fares actually paid for himself and the members of the family.]

Note 1:- Mileage should be allowed for the distance between the Government servant's actual residence and the nearest railway station (vide Rule 463).

Note 2:- When Journeys are performed in a Motor vehicle plying regularly for conveyance of passengers he may draw three fares for himself and in addition one fare for every adult member of his family and one half fare for each child for whom such fare is payable if they accompany him.

<sup>2</sup>[Note 3 :- A Government servant may be allowed to draw mileage by road as prescribed above at the rates laid down in Rule 451 and Rule 481 provided the claim is accompanied by a certificate in the form prescribed below:-

"I certify that the road journeys for which mileage has been claimed as laid down in Rules 451 and 481 were not performed by taking single seats in any public conveyance which plies regularly for hire between fixed points and charges at fixed rates, and also that the journeys were not performed in any other vehicle without payment of its hire charges or incurring its running expenses".]

<sup>3</sup>[Note 4 :- A Government servant need not necessarily travel by public buses between places unconnected by railway.]

<sup>4</sup>[(iii) A Government servant on transfer shall be entitled to draw road mileage for transportation of his personal effects of the maximum permissible quantity, at the following rates between places not connected by railway:-

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1. Substituted by No.FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

2. Substituted by No. FD 129 SRS 59 dated 1-6-1959 (wef 11-6-1959)

3. Inserted by No. FD 312 SRS 58 dated 21/24-2-1959 (wef 5-3-1959)

4. Substituted by No. FD 8 SRA 99 dated 2-6-2000.

Category of the Government Servent	Rater per Kilometer
I	Rs. 10
II	Rs. 6
III	Rs. 3
IV	Rs. 2

(iv) Where door to door facility is not available for transportation of his personal effects, a Government servant on transfer, shall be entitled to, road mileage, at the following rates, from the place of residence to the railway station or place of delivery of goods and vice versa-

Category of the Government servant	Rate per Kilometer
I TO IV	Rs. 30 in Municipal Corporation area and Rs. 15 in other areas

(v) If a Government servant on transfer, transports his personal effects by any route other than road, the amount reimbursable to him by Government shall be equal to the minimum of what is indicated in sub-clause (iii) and (iv).]

(B) The following explanations are given of terms employed in clause (A) of this Rule,-

(i) The term 'Personal effect' is not subject to definition, but the Controlling Officer must satisfy himself that a claim to reimbursement on account of transportation is reasonable;

(ii) The term 'Motor Cycle' includes a side car;

(iii) A member of a Government servant's family who follows him within six months from the date of his transfer or precedes him by not more than one month may be treated as accompanying him. These two limits may be extended by Government in individual cases attendant with special circumstances. If such member travels to the new station from a place other than the Government servant's old station, the Government servant may draw the actual fare for the journey made by such member by rail plus the road mileage. If any, at the rate and subject to the conditions prescribed in clause (A) II (ii), for the actual distance of the road journey performed by such member; provided that their sum shall not exceed the total mileage allowance that would have been admissible had such member proceeded from the old to the new station. For the purposes of this Rule, the grade of a Government servant should be determined with reference to the facts on the date of his transfer while the number of fares admissible should be determined with reference to the facts on the date of the journey in respect of which the travelling allowance is claimed.

<sup>1</sup>[Provided further that in the case of transfer of a Government servant from station A to Station B and again to Station C, the interval between the first and subsequent transfer being within six months, he may draw the actual fare for the journey from station A to station C made by any member of the family subject to the conditions that the total amount claimed from station A to station B from station B to station C and from station A to station C shall not exceed the amount admissible from station A to station B plus that admissible from station B to station C.]

(iv) Tents supplied by Government are transported at the expenses of Government. Tents purchased and maintained by a Government servant himself may be transported at the expense of Government provided they do not exceed the scale prescribed below; if they exceed this scale, the excess may be treated as a part of personal effects.

<sup>2</sup> [Pay Range	Maximum weight of tents to be Carried free of charge (in kilograms).
(i) Rs. 10,100 or above	1,500
(ii) Rs. 4,450 or above but below Rs. 10,100	1,000
(iii) Below Rs.4,450	500]

(v) A Government servant who claims higher travelling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the numbers and relationship of such members.

(vi) A Government servant claiming the cost of transporting personal effects must support his claim by a certificate that the actual expense incurred was not less than the sum claimed. He should state in the certificate the weight of personal effects actually paid for their transport separately by rail, or road.

<sup>3</sup>[xxx]

1. Inserted by No. FD 20 SRS 62 dated 14-8-1962 (wef 23-8-62)

2. Substituted by No. FD 4 SRA 99 dated 2-6-2000 (wef 1-1-1999)

3. Deleted by No. FD 83 SRS 79 dated 3-8-1976 (wef 20-7-78).



<sup>1</sup>[(vii) A Government servant shall be entitled to draw travelling allowances on transfer in accordance with his eligibility calculated on permissible basis, without production of vouchers and certificates.]

Note 1 - Charges of the transport of personal effects of a Government servant on transfer may be admitted in audit if they do not for good and sufficient reasons accompany him but are carried within a <sup>2</sup>[period of six months] before or after the date of his journey on transfer.

Note 2 - The principle of Rule 462 (d) should be applied in cases of transport of Motor Car by a Government servant on transfer even if the Government servant and his car take different routes.

Note 3:- When the family of a Government servant on transfer precedes or follows him and proceeds to a station other than the Government servant's new head-quarters, the period of one month or six months as laid down in this Rule should be reckoned from the date of the Government servant's handing over charge at his old station. If however, the family precedes to his new headquarters, the above limits should be calculated with reference to the date of his taking over charge at the new station.

Note 4:- The authority competent to allow Government servants the concession laid down in Rule 532 (3) (A) 1 (4) (2) will be the Heads of Departments. The Government do not consider it necessary to prepare lists of appointments, the holders of which may be admitted to the concession. Any case, in which it is found that the privilege has been abused, should be brought to the notice of the Government.

<sup>3</sup>[In the case of Heads of Departments and other Government servants specified in Appendix-V, the certificate that the possession of conveyance at the new station is advantageous to them from the point of view of efficiency may be recorded by them on their own Travelling Allowance bills and the same may be accepted in Audit.]

Note 5.- A reference to family has been omitted deliberately from this rule in view of the provision relating to

1. Substituted by No. FD 8 SRA 99 dated 2-6-2000

2. Substituted by No. FD 206 SRS 68 dated 28-2-1969.

3. Inserted by No. FD 93 SRS 67 dated 22-1-1968 (wef 8-2-1968)

actual payments in the rule. The intention is that if the family travels in a lower class of accommodation the words 'actually paid' in the rule should be taken to cover only fares of the class of accommodation actually used.

Note 6:- Claims preferred under this Rule for the carriage of personal effects should be admitted in all cases at the lowest available rates for 'smalls'.

'Smalls' are defined as goods which of themselves do not constitute a working load for the unit of railway transport, the wagon. The minimum load constituting a wagon load is specified by each of the Railways who quote refused rates for wagon loads, in their tariffs.

Note 7:- In cases where a Government servant is transferred from Station 'A' to 'B' and again transferred within a reasonable short time to Station 'C', he may be allowed under clause 3 (A) I (3) of this rule to recover the cost of carriage of personal effects from Station 'A' to Station 'C', subject to the conditions.-

(1) that the total weight carried from Station 'B' to Station 'C' and from Station 'B' to Station 'C' does not exceed the maximum limits prescribed in the rule and

(2) that the total cost of transporting the effects from station 'A' to Station 'B' from Station 'B' to Station 'C' and from station 'A' to Station 'C' does not exceed the amount admissible from Station 'A' to Station 'B' plus that admissible from Station 'B' to Station 'C'.

Note 8:- When a Government servant transports more than the maximum maundage admissible under clause 3 (A) I (3) by a cheaper route, he can draw actual charge not exceeding the amount admissible for the maximum maundage by the normal recognised route.

Note 9:- There is no objection to a Motor car being deemed a part of personal effects (vide clause 3 (A) I (3) of the rule) in cases where an officer is not entitled to its free transport in addition to personal effects.

Note 10:- The limit upto which the actual cost of transporting his personal effects by goods or passenger train or by both from and to the various qualifying stations may be drawn by a Government servant under clause 3(A) I (3) of this rule is the maximum amount admissible under the main rule read with Note 1 thereto.

<sup>1</sup>[Note 11 :- xxx]

<sup>2</sup>[532-A. A Government servant transferred from one post to another who under the orders of competent authority is permitted to hand over charge of his old post or to take over charge of the new post at a place other than the headquarters is entitled to-

(i) Travelling allowance as on tour from the place of handing over charge to the place of taking over;

(ii) The difference between travelling allowance admissible for a journey on transfer and travelling allowance admissible for a journey on tour from his old to his new headquarters;

(iii) All the further concession admissible under rule 532 (3)(A) I and II in respect of a transfer from the old to the new headquarters, excluding those in clause I (i) and clause II (i) thereof.

For the journeys from his old headquarters to the place of handing over charge or from the place of taking charge to his new headquarters without returning to his old, is entitled for journeys on tour.

532-B. A Government servant whose headquarters are changed while he is on tour <sup>3</sup>[or training] and who proceeds to his new headquarters without returning to his old, is entitled to-

(i) Travelling allowance as on tour for his journey up to new headquarters.

(ii) The difference between travelling allowance admissible for a journey on transfer and travelling allowance admissible for a journey on tour from his old to his new Headquarters.

(iii) All the further concessions admissible under Rule 532(3)(A) I and II in respect of a transfer from the old to the new headquarters, excluding those in clause I (i) and clause II (i) thereof.]

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1. Deleted by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-1971)

2. Inserted by No. FD 116 SRS 59 dated 9- 11-1959.

3. Amended by No. FD 39 SRS 60 dated 8-7-1960 (wef 14-7-1960)

<sup>1</sup>[532-C. In cases where both husband and wife are in the employment of Government and are transferred at the same time or within six months of his/her transfer from one and the same old station to one and the same new station, transfer travelling allowance will not be admissible to both of them as independent Government servants. Either of them may claim transfer travelling allowance, the other being treated as member of his/her family not in the employment of Government.]

<sup>2</sup>[Note:- Each claim for transfer travelling allowance under the above Rule should be supported by the following certificate:-

'Certified that my wife/husband who is employed under Government and who has been transferred from..... to..... within six months of my transfer has not already claimed any Transfer Travelling Allowance in consequence of her/his transfer.'

533. If the family of a Government servant, in consequence of his transfer, travels to a station other than the new headquarters, travelling allowance for the journey of the family may be drawn subject to the condition that it does not exceed the travelling allowance that would have been admissible if the family had proceeded to the new headquarters station.

534. A Government servant appointed to a new post while in transit from one post to another is entitled to draw travelling allowance under this section for so much of the journey on transfer as he has accomplished when he receives the fresh orders and for the journey from the place at which he receives such orders to his new station.

535. A Government servant who goes on leave, not exceeding <sup>3</sup>[six months] after he has given over charge of his old post and before he was taken charge of his new post is entitled, whether the order of transfer is received before or after the commencement of his leave to travelling allowance under this section, as for a journey from his old to his new post.

Note:- The provisions of Note 3 to Clause 3(A)1(3) and of Note 6 of Clauses 3 (A) 1 (4) of rule 532 apply here also.

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1. Inserted by No. FD 256 SRS 59 dated 22-12-1959 (wef 7-1-1960)

2. Inserted by No. FD 77 SRS 60 dated 24-5-1960 (wef 2-6-1960)

3. Substituted by No. FD 13 SRS 63 dated 5-3-1963 (wef 21-3-1963)

536. A Government servant who takes leaves exceeding <sup>1</sup>[six months] while in transit from one post to another may draw travelling allowance under this rule for so much of the journey to join the new post as he has accomplished before the order granting his leave is received, in addition to any allowance admissible under rule 537.

<sup>2</sup>[537. When on return from leave exceeding <sup>1</sup>[six months], a Government servant is posted to a headquarters, other than that at which he was stationed when he went on leave, the Controlling Officer may permit him to recover the travelling allowance under Rule 532 (3) (A) I (3) and (4) and II (ii) (i.e., actual cost of carriage of personal effects and of transporting conveyance by rail and road) as for a journey from his old to his new station. The travelling allowance for the journeys of the Government servant and the members of his family is not admissible.]

<sup>3</sup>[Exception:- Government servants deputed abroad on Study Leave Concessions contemplated in Appendix II shall on return from study leave, be entitled to transfer travelling allowance under the normal rules when they are posted to headquarters other than those at which they were stationed at the time of proceeding abroad.]

538. When a Government servant under the administrative control of the Government of Karnataka is transferred to the control of another Government, which has made rules prescribing the amounts and conditions of travelling allowance, his travelling allowance for the journey to join his post under that Government and for the return journey will be governed by the rules of that Government regulating travelling allowance on transfer.

Note:- The Controlling Officer for the purposes of travelling allowance for the journey of a Government servant to join his post under a borrowing Government as well as for the return journey will be the Controlling Officer in regard to his post under that Government.

539. The travelling allowance of a Government servant both when proceeding on transfer to foreign service and when

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1. Substituted by No. FD 13 SRS 63 dated 5-3-1963 (wef 21-3-1963).

2. Substituted by No. FD 6 SRS 59 dated 18-2-1959 (wef 26-2-1959)

3. Amended by No. FD 29 SRS 65 dated 19-8-1965.

reverting to duty under Government shall be borne by the foreign employer.

Note:- The rule above applies even in cases in which a Government servant in foreign service takes leave immediately before returning to duty under Government.

<sup>1</sup>[539-A(1). A Government servant on transfer in public interest involving change of headquarters from one station to another station, shall be allowed to draw a lumpsum as transfer grant as follows :-

Category to which Government servant belongs	Transfer Grant from 1.9.1994	
	Within District	Outside District
I	1200	2000
II	900	1500
III	600	1000
IV	300	500

(2) No transfer grant shall be granted when the transfer is on the request of the Government servant.

(3) The transfer grant is part and parcel of the transfer TA claims of the Government servant. The transfer grant can be drawn on the TA bill as advance TA. The entries with regard to the TA advance and transfer grant drawn in the old office may be made not in the Service Register, but in the Last Pay Certificate issued on the basis of which the new office can verify the claims in the final TA Bill produced in the new office.

(4) The main purpose of allowing transfer grant is to equip the Government servant for bearing the expenses which arise immediately before the commencement of the journey and hence it has to be paid in the old station itself.

(5) No transfer grant is available to a Government servant who is transferred in public interest from one office to another office in the same station.”]

1. Inserted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

**CONVEYANCE AT GOVERNMENT EXPENSE OF FAMILIES  
AND PERSONAL EFFECTS OF GOVERNMENT SERVANTS  
WHO DIE WHILE IN SERVICE.**

540.(1) The following concessions will be admissible to members of the families of Government servants who die while in service provided the journey is completed within six months after the death of the Government servant.

<sup>1</sup>[(2) Travel expenses will be admissible by the shortest route from the last headquarters of the Government servant to the place where his family decides to draw Family Pension through Treasury/Bank.]

(3) The amount of travel expenses payable to the members of the family will be-

(a) For Journey by rail: -

(i) Actual fare (without the incidentals) of the class of accommodation to which the deceased Government servant was himself entitled, for each member of family;

(ii) Actual cost of transportation of personal effects on the scale as admissible under Rule 532.

(b) For Journey by road:-

<sup>2</sup>[(i) Single mileage at the rate applicable for a journey on tour under rule 451, irrespective of the number of members of the family;]

(ii) Actual cost of transportation of personal effects on the scale as admissible under Rule 532.

<sup>2</sup>[Note:- The amount of travelling allowance admissible under this sub-rule shall be paid in the order of precedence given below:

(i) The surviving widow or the eldest among them if there be more than one surviving widow (not being a minor) if the deceased Government Servant was a male officer, or the husband, if the deceased was a female officer.

(ii) The eldest surviving (dependent) child of the deceased Government Servant provided that he/she has attained the age of majority:

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1. Substituted by No.FD 55 SRS 88 dated 29-3-1989 (wef 25- 5-89).

2. Inserted by No. FD 23 SRS 63 dated 30-3-1963 (wef 11-4-63).

(iii) Any person who, in the opinion of the Head of Office, is fit to receive payment on behalf of the minor(s) subject to the execution by such person of a bond, duly signed by two sureties, agreeing to indemnify Government against any subsequent claim, provided that such a bond may be dispensed with when payment is made to a legal guardian.

The amount may be drawn on Travelling allowance Bill (Non-Gazetted establishment) in Form K.F.C. 29 by the Head of the Office under whom the deceased Government servant last served.

The certificates usually obtained from Government Servants in support of transfer T.A. claims regarding class or accommodation used, use of express/mail trains, dependency and relationship of the family members, actual expenses on the transfer of personal effects etc., may be obtained from the claimant in support of the claim.]

<sup>1</sup>[(4) xxx]

(5) The provisions of this Rule shall not apply to-

(a) Government servants engaged on a contract and those who are not in the whole time employment of Government;

(b) Government servants paid out of contingencies;

(c) Government servants who die while on leave preparatory to retirement;

(d) Retired Government servants who have been re-employed;

(e) Temporary Government Servants who have not rendered three years continuous service.

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1. Substituted by No.FD 55 SRS 88 dated 29-3-1989 (wef 25- 5-89).



**CHAPTER XXXI - OTHER JOURNEYS****SECTION I - JOINING FIRST APPOINTMENT****Allowance when Admissible**

541. Travelling Allowance is not ordinarily granted to any person for the journey to join a first appointment in the Government service; but when a person is entitled to travelling allowance for joining a first appointment, he is treated as if he had already joined such appointment.

542. In the following cases, travelling allowances are admissible:-

Any person appointed to the Public Works Department, Medical or any other department in any capacity requiring technical skill or knowledge, for which he has been specially trained may be allowed, with the sanction of Government, travelling allowance for joining his first appointment in such department.

Note:- Under this clause, travelling allowance may be granted with the sanction of Government to a student at a Normal School or Technical Institution for the journey to and from such School or Institution at the rate allowed for Non-Gazetted Government servants.

543. The grant of travelling allowances, under the two preceding rules, for joining first appointments and the rates at which such allowances are to be passed are purely matters within the discretion of Government and ordinarily a single fare for Railway journey and mileage at half the usual rates are alone admissible.

**Journey by Sea**

544. Government may grant a free passage, for so much of the journey to join an appointment as is performed by sea, to any persons appointed to an office which he cannot join except by sea.

**Pensioner Re-employed**

545. A pensioner or a Government servant thrown out of employment by reduction of establishment or abolition of appointment, may be allowed, with the sanction of Government, travelling allowance for the journey to take up a new appointment.

## **SECTION II - JOURNEYS TO ATTEND EXAMINATIONS**

### **Departmental Examinations**

<sup>1</sup>[546. (1) A Government servant who is required to pass the Kannada Language Examination or any service examination prescribed under the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974 for earning increments/confirmation in the post held by him or for getting promotion to a higher post, shall be eligible for travelling allowance for the first two attempts for each such examination for the journey from his headquarters to the nearest Examination Centre and back, irrespective whether the Government servant appears for the whole examination or a particular part or parts comprised therein:

Provided that in the case of a Government servant who is required to pass the Subordinate Accounts Service Examination or Treasury Head Account's Examination, the travelling allowance for the journey from his headquarters to the nearest examination centre and back shall be admissible for the first three attempts.

(2) No incidental charges or daily allowance shall be admissible to a Government servant for the journey period or halts during the above examinations.]

547. If a candidate appears to have culpably neglected the duty of preparing himself for an obligatory Departmental Examination during the period available for the purpose, the Head of the department may disallow the travelling allowance to which he would otherwise have been entitled under the preceding rule.

## **SECTION III - JOURNEYS OCCASIONED BY LEAVE OR RETIREMENT**

### **Generally Inadmissible**

548. Save as provided in this Section, a Government servant is not entitled to travelling allowance for a journey-

- (i) on proceeding on leave;
- (ii) on re-joining from leave;
- (iii) during leave of any kind;

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1. Substituted by No. FD 89 SRS 83 dated 7-2-1984 (w e f 8-3-1984)

(iv) on <sup>1</sup>[xxx] dismissal from the public service.

Note 1: - A Government servant who takes any kind of leave under proper authority in the course of a tour is not thereby debarred from drawing the travelling allowance admissible to him for the return journey to headquarters from the place where he availed himself of the leave. The orders of Government regarding the above travelling allowance will be passed at the time when sanction to transfer of charge is accorded.

<sup>2</sup>[Note 2:- The Travelling allowance of a Government servant who during the period of his refused leave running concurrently with re-employment under Government is required to travel on Government duty, should be regulated by the pay and grade of the post which he held immediately before proceeding on refused leave even though his pay in the re-employed post together with leave salary in respect of refused leave may be less than the pay of the post held by him prior to the commencement of the refused leave.)

Exception:- A Government servant on leave for a period not exceeding four months is entitled to travelling allowance for a journey undertaken for the purpose of passing an obligatory Departmental Examination provided he is otherwise eligible, calculated either from the place where he was last on duty or from the place where he is residing, whichever would give him less travelling allowance. If the place where the Government servant was last on duty is also one of the centres where the examination is held no travelling allowance will be admissible under this Rule.

<sup>1</sup>[548-A.(1) The Government servant and members of his family shall on his retirement be entitled to the travelling allowance in respect of journey by the shortest route from the last station of his duty <sup>3</sup>[to the place where Government servant on retirement decides to draw pension through Treasury or Bank) and of the transportation of his personal effects between the same places at the following rates,-

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1. Amended by No. FD 65 SRS 70 dated 6-10-1977 (wef 17-11-77).  
 2. Inserted by No. FD 309 SRS 58 dated 16/17-2-1959 (wef 26-2-59)  
 3. Substituted by No. FD 55 SRS 88 dated 29-3-1989 (wef 25-5-89)

(a) For journeys by rail and/or Steamer:-

(i) Actual fares, including the tax on fares, of the class of accommodation to which the Government servant was entitled on the date when he was last on duty, in respect of himself and members of his family as defined in sub-rule (16) of rule 8 for purposes of transfer travelling allowance. No allowance for incidental expenses are admissible.

(ii) Actual cost of transportation of personal effects on the scale admissible under rule 532 (3) (A) I (3).

(b) For journeys by road:-

<sup>1</sup>[(i) Single mileage at the rate admissible for a journey on tour under Rule 541, irrespective of the number of members of the family.]

(ii) Actual cost of transportation of personal effects on the scale admissible under Rule 532 (3) (A) 1 (3).

(c) For journeys partly by one mode of travel and partly by another:- As admissible under clauses (a) and (b) in so far as they are respectively admissible.

Note 1:- The actual cost of transporting a Motor Car or other conveyance maintained by the Government servant before his retirement is not reimbursable under these Rules, but the motor car or the conveyance may be treated as part of the personal effects for the purpose of application of the scale referred to in clauses (a) to (c).

Note 2:- No mileage allowance will be admissible for journey between residence and the railway station or bus terminals, as the case may be, at either end.

(d) For journeys performed in the officer's own Car or in a private Car between stations connected by Rail/Steamers :- As admissible under clause (b), limited to Railway/Steamer are admissible under clause (a).

<sup>2</sup>[xxx]

<sup>2</sup>(2) xxx]

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1. Amended by No. FD 65 SRS 70 dated 6-10-1977 (wef 17-11-77).  
2. Deleted by No. FD 55 SRS 88 dated 29-3-1989 (wef 25-5-1989)

(3) The travelling allowance under this rule is admissible to :-

(i) All Government servants who retire on superannuation pension, retiring pension, invalid pension or compensation pension and it is not admissible to those who resign or who are dismissed or removed from service.

(ii) The Government servants who are retrenched from service without being offered an alternate employment provided they have put in a qualifying service of not less than ten years.

(iii) the Government servant who is re-employed in the State Government service while on leave preparatory to retirement or within six months of the date of retirement.

(4) In the case of Government servant who availed of a leave travel concession during a period of one year before the date of availing travelling allowance under this rule, the amount of travelling allowance as admissible under sub-rule (1) shall be reduced by the amount reimbursed to him on account of leave travel concession. The amount to be so deducted shall be the amount paid to him in respect of only the forward journey or journeys to the home town performed by himself and/or the members of his family during the period mentioned above. The controlling officer at his discretion may however "waive" such deduction in respect of leave travel concession availed of by the Government servant himself during the period of one year mentioned above. If owing to the exigencies of public service, he was not able to avail of the concession on the last occasion preceding the same period. No deduction in this behalf shall be made in cases of invalidation from service.

(5)(i) The travelling allowance admissible under this rule shall be claimed by the Government servant who is eligible for the same, at any time during his leave preparatory to retirement or refused leave or within six months of the date of his retirement, as the case may be.

(ii) A member of the Government servant's family who does not actually travel with him, but who precedes him by not more than one month or follows him within six months, from the date the Government servant commenced his journey, shall be treated as accompanying him for the purpose of this rule. These time limits may on merits be extended by the Administrative Department of the Secretariat upto one year in individual cases having regard to special circumstances of each case.

No member of the family of the Government servant will be entitled to Travelling allowance unless the Head of the family, (the Government servant) moves to <sup>1</sup>[the place where he decided to draw pension through Treasury/Bank.]

(iii) The time limits and extension of the same as admissible under clause (ii) of this sub-rule may also be allowed in respect of transportation of personal effects.

(6) The claims for travelling allowance admissible under this Rule shall be preferred on travelling allowance bill forms like leave travel concession claims and countersigned by the controlling officer who was countersigning Travelling Allowance bill of the concerned Government servant before his retirement. The claims of officers who were their own controlling officers before retirement may be countersigned by the next superior administrative authority. The certificates required to be furnished in respect of leave travel concession claims may be furnished in respect of claims for travelling allowance under this rule with suitable adjustments. The Government servants claiming travelling allowance under this rule should also produce vouchers or ticket numbers in support of the journeys actually performed and transportation or personal effects.

(7) The provisions of this Rule are not applicable to the persons who -

(i) are not in whole time employ of the State Government or engaged on contract;

(ii) are born on workcharged establishment;

(iii) are paid from contingencies;

(iv) are eligible for an other form of travel concession on retirement, and

(v) are compulsorily retired as a measure of punishment or removed or dismissed from service or have quit the service by resignation.]

#### **Travel Concession to Government Servants during Regular leave**

549. Assistance to the extent laid down below may be granted to Government servants during regular leave-

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1. Substituted by No. FD 55 SRS 88 dated 29-3-1989 (wef 25-5-1989)

(1) <sup>1</sup>[xxx] The concession will be admissible to Government servants of all grades serving in connection with the affairs of the Government of Karnataka, once in a period of two calendar years for visiting their homes. It will cover all Government servants and their families as defined in clause (5) below. The families need not necessarily accompany the Government servants but may precede or follow them <sup>2</sup>[during the same block period of two years]. For purposes of deciding the number of occasions the qualifying journeys made by a Government servant and his family will be viewed as one.

<sup>3</sup>[Note 1: - The term "once in a period of two calendar years" means once in each block of two calendar years commencing from the year 1958. Thus the blocks will be 1958- 59; 1960-61; 1962-63 and so on]

<sup>4</sup>[Note 2:- The concession is admissible to the member of the family of a Government servant with reference to the facts existing at the time of forward and return journeys independently. The following types of cases are by way of illustration;

1. Entitled to reimbursement In respect of the outward journey only:- (i) A dependent son/daughter getting employment after going to home town or remaining there for prosecution of studies.

(ii) The family having performed the journey to home town have no intention of completing the return journey from home town provided the Government servant forgoes in writing the concession in respect of the return journey if performed by the family members at a subsequent date.

II. Entitled to reimbursement in respect of return journey only:- (i) A newly married wife coming from home town to headquarters station or a wife who has been living at 'home town' and did not avail herself of the leave travel concession in respect of the outward journey.

(ii) A dependent son/daughter returning with parents or coming alone from home town where he/she has been prosecuting studies or living with grand parents. etc.,

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1. Amended by No. FD 112 SRS 70 dated 4-2-1971 (wef 25-2-1971)

2. Substituted by No. FD 73 SRS 74 dated 4-11-1974 (wef 12-12-1974)

3. Inserted by No. FD 118 SRS 66 dated 22-4-1967 (wef 4-5-1967)

4. Inserted by No. FD 54 SRS 67 dated 18-9-1967.

(iii) A child who was previously below three/twelve years of age but has completed three/twelve years of age only at the time of return journey.

(iv) A child legally adopted by a Government servant while staying in the "home town".

<sup>1</sup>[Note 3: - The term 'once in a period of two calendar years' in relation to the liberalised rules means once in each block of two calendar years commencing from the year 1970. Thus the block will be 1970-71; 1972-73; 1974-75 and so on.]

<sup>1</sup>[(2) xxx]

(3) <sup>1</sup>[Government shall meet the cost of actual fares as specified in sub-rule (11) for each of the outward and return journeys from the headquarters of a Government servant to his Home Town by the shortest route.] In every case the journey should be to the 'Home' and back, but it need not necessarily commence from or end at the headquarters of the Government servant either in his own case or in the case of the family. But the assistance admissible will be the amount admissible for the actual distance travelled limited to the amount that would have been admissible had the journey been performed between the headquarters and the 'home' of the Government servant.

(4) The term home referred to in this Rule shall be permanent home town or village as entered in the Service Book or other appropriate official record of the Government servant concerned, or such other place as has been declared by him, duly supported by reasons (such as, ownership of immovable property, permanent residence of near relatives, for example parents, brothers, etc.,) as the place where he would normally reside but for his absence from such a station for service in Government. Persons 'displaced' from territories now part of Pakistan or those who have recently acquired an Indian domicile or those who have not so far declared their homes for any purpose in correspondence with Government for example, service records, application for house building advances, etc., should now make a formal declaration. In every case the declaration should be made to the authority who has been declared to be the Controlling Officer in respect of the Government servant,

1. Amended and deletion by No. FD 112 SRS 70 dated 4-2-1971 (wef 25-2-1971)



for purposes of travelling allowance claims. It should reach that authority <sup>1</sup>[not later than 31st March 1959] or on a date prior to the availing of the concession under this Rule whichever is earlier date. In the case of a Government servant on foreign service the period of six months shall be reckoned from the date of his reversion to Government service unless the concession is extended to him during his foreign service, in which case a declaration shall be made within six months of the date on which it is decided to extend the concession to him.

Persons who enter Government service <sup>1</sup>[after 30th September 1958] should make such a declaration before the expiry of six months from the date of entry into service.

The declaration will be subject in each case to the acceptance of the Controlling Officer who shall satisfy himself about the correctness thereof after calling for such evidence as he may consider necessary.

In the case of non-gazetted staff, the declaration will be kept on the Service Book or other appropriate service record of the Government servant. In the case of Gazetted Officers the Controlling Officer shall forward the declaration after due verification to the Accounts Officer concerned who shall keep them with the Officer's History of Service.

A declaration of 'home' once made shall ordinarily be treated as final, but in exceptional circumstance the Head of the Department or if the Government servant himself is the Head of the Department, the Administrative Department of Government may authorise a change in such declaration, provided that such change shall not be made more than once during the service of Government servant.

<sup>2</sup>[Note 1:- In the absence of a specific declaration of any place as 'home' under this sub-rule, the House, Town or village as entered in the Service Books or any other appropriate official record of the Government servant concerned may be treated as 'Home' for purpose of this Rule.]

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1. Substituted by No. FD 14 SRS 59 dated 6-3-1959 (wef 1-4-58)

2. Inserted by No. FD 72 SRS 68 dated 13-5-1968 (wef 20-6-68)

<sup>1</sup>[Note 2:- The Government servants whose home town is at a distance of less than <sup>2</sup>[400 kilometres] may make declaration as to their home town in the manner prescribed in this sub-rule <sup>3</sup>[before the end of March 1972].

<sup>4</sup>[(5) The term 'family' means a Government Servant's wife/husband residing with him/her and legitimate children and step children residing with and wholly dependent on her/him. Not more than one wife is included in a family for the purpose of these rules. Where the wife/husband is also a Government servant, the concession will be admissible to the family on the scale admissible to the husband or the wife and not both. Where the wife/husband is a servant of the Central Government or any other State Government or any Statutory Body, the concession will be admissible to the family only on the scale admissible either to the husband or the wife under the rules governing his or her services.]

(6) The concession is not admissible to a Government servant who has not completed one year of continuous service on the date of journey performed by him or his family as the case may be.

(7) The concession will be admissible only in the case of journey performed by the Government servant during regular leave including medical leave, leave on average pay, earned leave, leave on half average pay or extra-ordinary leave <sup>5</sup>[and also in the case of journeys performed during Casual Leave.] <sup>6</sup>[and General holidays]. In the case of a Government servant serving in a Vacation Department, vacation will be treated as regular leave for the purpose of this concession.

<sup>7</sup>[The concession will be admissible to the members of the family of the Government servant even if he does not proceed on leave.]

(8) In the event of the return journey falling in the <sup>7</sup>[succeeding block period] the concession should be counted <sup>7</sup>[against the block period] in which the outward journey commenced.

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1. Amended by No. FD 112 SRS 70 dated 4-2-1971 (wef 25-2-71).

2. Amended by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-71).

3. Substituted by No. FD 238 SRS 71 dated 28-12-1971 (wef 25-2-71)

4. Substituted No. FD 75 SRS 74 dated 7-7-1975 (wef 7-8-75)

5. Amended by No. FD 10 SRS 78 dated 22-1-1980 (wef 28-12-1978)

6. Inserted by No. FD 2 SRA 98 dated 29-10-1998 (wef 10-12-1998)

7. Amended by No. FD 73 SRS 74 dated 4-11-1974 (wef 12-12-74)

<sup>1</sup>[(9) xxx]

<sup>2</sup>(10) xxx]

<sup>3</sup>(11)(i) A Government servant and/or his family may undertake journeys to and from the Home Town either by railway or by bus. The liability of Government for bearing the expenses incurred on the journeys shall be determined with reference to the shortest route or the cheapest route and restricted to-

(a) single fare of the class of accommodation to which the Government servant is entitled under Rule 451 for himself and each member of his family or the class of railway accommodation in which the journey has been actually performed, whichever is less, <sup>4</sup>[and if a Government servant who is entitled to travel by Airconditioned class, under rule 451, travels by that class, the claim shall be restricted to the First Class fare.] or

(b) single bus fare for himself and each member of his family.

(ii) A Government servant may undertake journeys to and from the home town partly by railway and partly by bus or use any other mode of conveyance during the journey. In such cases he shall be entitled to reimbursement of travel expenses as follows :-

(a) If between places connected by railway, journeys to visit his Home Town are performed by a Government servant and/or his family by Taxi or owned conveyance or private conveyance the liability of Government for bearing the expenses incurred on the journeys shall be restricted to-

(i) railway fare as determined with reference to the shortest route, of the class of accommodation, to which the Government servant is entitled under Rule 451 of Karnataka Civil Services Rules, for himself and the members of his family, or

(ii) single mileage as determined with reference to the shortest route, at the rate admissible for a journey on tour under rule 451, read with Rule 481 irrespective of the number of members of the family, or

(iii) the taxi fare actually paid, whichever, is less.

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1. Amended by No. FD 73 SRS 74 dated 4-11-1974 (wef 12-12-74)

2. Amended by No. FD 112 SRS 70 dated 4—2-1971 (wef 25-2-71).

3. Amended by No. FD 10 SRS 71 dated 22-1-1980 (wef 28-12-1978)

4. Inserted by No. FD 8 SRA 99 dated 2-6-2000.

(b) If between places not connected by railway, journeys to visit his Home Town are performed by a Government servant and/or his family by Taxi or owned conveyance or private conveyance the liability of Government for bearing the expenses incurred on the journeys is restricted to-

(i) single mileage as determined with reference to the shortest route, at the rate admissible to the Government servant for journey on tour under Rule 451 read with Rule 481 irrespective of the number of members of the family, or

(ii) the actual taxi fare paid, whichever is less.

(c) If between places connected partly by railway and partly by road, journeys to visit his home town are performed by a Government servant and/or his family by Taxi or owned conveyance or private conveyance the liability of Government for bearing the expenses incurred on the journeys are limited to-

(i) What is indicated at (a) above between places connected by railway, and

(ii) what is indicated at (b) above between places not connected by railway.

Exception:- Single air fare, if the Government servant is entitled to travel by air for journeys on duty, shall be allowed provided the claims for performance of journey by air are found to be less than those for performance of journey by air-conditioned class of accommodation in railways, admissible as per rules and available particularly on the days on which journey by air is performed and air fare is claimed therefor.

Note 1:- In cases where mileage allowance or taxi fare is claimed under sub-rule (11), vouchers for the purchase of petrol and oil or vouchers for the payment of taxi fare shall be produced in evidence of their having actually performed journey; but the claims need not be limited to petrol and oil charges only.]

<sup>1</sup>[(12) A Government servant drawing a pay of Rs. 10100 or above may after obtaining the specific and prior approval of the competent authority undertake journey in his own car namely, by Car registered in his own name, for journey to Home town between places connected by Railway under the scheme of travel concession for journey to Hometown and claim (a) first class railway fare for himself and the members of his family or (b) single mileage at Rs. 3/ per kilometer by the shortest direct route, irrespective of number of members of his family whichever is less.]

<sup>2</sup>[(13) xxx

(14) xxx]

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1. Inserted by No. FD 4 SRA 99 dated 2.6.2000

2. Deleted by No. FD 112 SRS 70 dated 4-2-1971 (wef 25-2-71).

<sup>1</sup>[Exception: - Subject to the provisions of sub-rule (1) of this rule, in the case of the Trade Agent for the Government of Karnataka in London and his family, Government shall meet the actual air fare from London to the place of landing in India and back and actual railway fare of the class to which the Trade agent is ordinarily entitled from the place of landing in India to the Home Town and back.]

<sup>2</sup>(549-A:- xxx]

550. The concessional rates if any, allowed by the Railways in such cases should be availed of the Government servant <sup>3</sup>[will be reimbursed the actual railway fare,] they have paid for themselves and their families <sup>4</sup>[xxx] on presentation of claims in T.A. Bill forms on the usual certificate that they actually performed such journeys and travelled by the class of accommodation not lower than that for which reimbursement of fare is claimed. The Government servants should inform the Controlling Officer before journeys for which assistance under this scheme will be claimed are undertaken. They should also produce evidence of their having actually performed the journey for example serial numbers of Railway tickets, <sup>4</sup>[Air tickets, Bus tickets,] Cash Receipts, etc.

<sup>5</sup>[Note:- In cases where taxi fare is claimed under sub-rule (11) of Rule 549, vouchers for the purchase of petrol and oil or vouchers for the payment of Taxi fare shall be produced in evidence of their having actually performed the journey; but the claims need not be limited to petrol and oil charges only.]

551. A Record of all assistance granted under these orders shall be suitably maintained. In the case of Gazetted Officers, the record will be maintained by the Accounts Officers concerned. In the case of non-Gazetted staff, the record should be in the form of entries in the Service Book or other appropriate Service records and should indicate the date or dates on which the journey or journeys to the "Home" commenced. The authority responsible for the maintenance of the service record

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1. Inserted by No. FD 119 SRS 57 dated 29-1-1968 (wef 15 2-68).

2. Deleted by No. FD 7 SRS 90 dated 6-6-1990 (wef 28-6-90).

3. Amended by No FD 161 SRS 67 dated 17-4-1968 (wef 23-5-68).

4. Amended by No. FD 112 SRS 70 dated 4-2-1971 (wef 25-2-71).

5. Inserted by No. FD 157 SRS 71 dated 9-10-1973 (wef 1-11-70).

shall ensure that on every occasion a Government servant proceeds on leave which is entered in the record, the fact whether or not he availed of the travel assistance under these orders is indicated.

552. These orders will not apply to persons who are :

- (i) not in the whole time employment of Government;
- (ii) paid from contingencies;
- (iii) borne on work charged establishment;
- (iv) industrial employees;
- (v) eligible for any other form of leave travel concession;
- <sup>1</sup>[(vi) Local Candidates whose services have not been regularised;]

553. These rules shall take effect from 29th October, 1957 and will cover journeys commenced on or after that date.

<sup>2</sup>[The liberalised rules shall take effect from the first day of November, 1970 and shall cover journeys commenced on or after that date.]

<sup>3</sup>[The rules regarding the Leave Travel Concession for journey to any place in India shall take effect from the 28th December, 1978 and shall cover journeys commenced on or after that date.]

<sup>4</sup>[553-A. <sup>3</sup>[A journey on leave travel concession other than leave travel concession for journey to any place in India may be combined with a journey on transfer or with a journey on tour, the combined claims being regulated as indicated below]:-

(i) When a journey on leave travel concession is combined with a transfer, journey i.e., a Government servant going to Home town on regular leave proceeds therefrom on transfer to the new headquarters, he may be allowed as his minimum entitlement transfer travelling allowance under Rule

1. Inserted by No. FD 4 SRS 73 dated 18-3-1975 (wef 3-2-1973)

2. Inserted by No. FD 112 SRS 70 dated 4-2-1971 (wef 25-2-1971)

3. Amended by No. FD 10 SRS 78 dated 22-1-1980 (wef 28-12-1978)

4. Inserted by No. FD 117 SRS 60 dated 5-12-1960 (wef 15-12-1960)

535 or Rule 537 as the case may be. <sup>1</sup>[He may be allowed in addition, leave travel concession under the rules to the extent the distance from the old headquarters to home town and from home town to the new headquarters exceeds the distance for which transfer travelling allowance is admissible.]

In cases where the distance for which leave travel concession would be admissible as above is negligible, it will however, be open to the Government servant not to avail of the leave travel concession at all, he being permitted to avail of it on some other occasion within the block period, subject to other conditions being fulfilled.

The option has to be, exercised in respect of self and the members of the family at the time of preferring claim for transfer travelling allowance.

(ii) When a Government servant proceeding with proper prior permission to home town on regular leave from a tour station returns to headquarters direct from home town, T. A. as on tour may be allowed for the journey from the headquarters to the tour station from which Government servant proceeds to home town and leave travel concession for the journey from tour station to home town and back to headquarters deeming the tour station as the starting point for the onward journey; <sup>2</sup>[xxx]

(iii) When a Government servant proceeding to a tour station from home town with proper prior permission, returns to headquarters therefrom, leave travel concession as admissible under the Rules may be allowed from headquarters to home town and travelling allowance as on tour for the journey from hometown to tour station and back to headquarters.]

<sup>3</sup>[553-B: - (1) A Government servant shall be eligible for travel concession for journey to any place in India in accordance with the provisions of this rule.

(2) The concession shall be admissible to a Government servant only once during his entire service.

(3) The concession shall be admissible to a Government servant who has completed a continuous service of not less than ten years.

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1. Inserted by No. FD 112 SRS 70 dated 4-2-1971 (wef 25-2-1971)

2. Omitted by No. FD 112 SRS 70 dated 4-2-1971 (wef 25-2-1971)

3. Inserted by No. FD 7 SRS 90 dated 6-6-1990 (wef 28-6-90).

(4) The concession shall be admissible to a Government servant during earned leave, half-pay leave, commuted leave and vacation, the duration of which shall not be less than fifteen days.

(5) A Government servant may utilise the concession for himself and members of his family. The term 'family' for this purpose means a Government servant's wife or husband as the case may be, legitimate children not exceeding two, who are residing with and are entirely dependent upon him. Only one wife is included in the term 'family'. Where the spouse is also a Government servant, the concession shall be admissible to the family on the scale admissible to the husband/or the wife and not both.

(6) The concession shall be available for journey from the headquarters of a Government servant to any place in India which is connected by rail or public transport system with vehicles running between fixed points at regular intervals and charging fixed rates..

(7) The entitlements for journey by various modes of transport while availing the concession shall be as under:

#### I. Journey by Railway

Pay range	Entitlement of Class
(a) Government servants drawing pay of <sup>1</sup> [Rs.10,620]p.m. and above.	I Class/AC Chair Car
(b) Government servants drawing pay of <sup>1</sup> [Rs.4,150] p.m. and above but less than <sup>1</sup> [Rs.10,620] p.m.	I Class
(c) Government servants drawing pay less than <sup>1</sup> [Rs.4,150] p.m.	II Class Sleeper

#### II. Journey by Road

(a) Government servants drawing pay of <sup>1</sup> [Rs.10,620] p.m. and above	By Super Deluxe/ Deluxe/Express (excluding air conditioned bus).
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1. Amended by No.FD 4 SRA 99 dated 2-6-2000 (wef 1-1-1999)



- (b) Government servants drawing pay of ₹[Rs. 4,150] p.m. and above but less than ₹[Rs.10,620] p.m. By Deluxe/Express (excluding air conditioned bus.)
- (c) Government servants drawing pay less than ₹[Rs.4,150] p.m. By ordinary buses only.

### III. Journey by Sea

- (a) Government servants drawing pay of ₹[Rs.10,620] p.m. and above Upper Class
- (b) Government servants drawing pay of ₹[Rs. 4,150] p.m. and above but less than ₹[Rs.10,620] p.m. II Class/  
Ordinary Class
- (c) Government servants drawing pay less than ₹[Rs. 4,150] p.m. Ordinary Class

Note- (1) Journey by air or by I Class AC by train or II Class AC II Tier Sleeper or by air conditioned class shall not be entitled mode of journey for the concession to any class of Government Servants.

(2) Leave travel concession for journey to any place in India shall not be admissible by a private Car (owned, borrowed or hired) or bus, van or other vehicle owned or operated on charter by private operators.

(3) Between places connected both by railway and road, a Government Servant may undertake journey either by rail or by bus, by the shortest route.

(4) Between places not connected by railway or road, a Government servant may undertake journey by Sea.

(8) The Government's assistance towards the cost of journey by rail/road/sea shall be restricted to the railway/bus/sea fare from the headquarters of the Government Servant to the place of his visit and back by the cheapest and direct route calculated on a through ticket basis, as specified below:- ,

- (i) Journey between places connected by rail A single railway fare for the Government Servant and each member of his family

- actually accompanying him and for whom such fare is paid by the entitled class of accommodation specified in sub-rule (7) or the fare actually paid, if lower class of accommodation is used, whichever is less.
- (ii) Journey between places not connected by rail      A single bus fare for the Government Servant and each member of his family actually accompanying him and for whom fare is paid as charged the Public transport system for the entitled class of accommodation, as specified in sub-rule (7) of the actual fare paid, if lower class of accommodation is used, whichever is less.
- (iii) Journey between places connected by sea      A single sea fare for the Government Servant and each member of his family actually accompanying him and for whom such fare is paid by the entitled class of accommodation specified in sub-rule (7) or the fare actually paid, if lower class of accommodation is used, whichever is less.

Note :- In the case of children between three years and twelve years, one-half the fare or the fare actually charged whichever is less will be admissible.

(9) No incidental, daily allowance or any other extra allowance shall be payable as part of the concession.

(10) When a Government servant and members of his family perform journey by a longer route which is not the cheapest in two different classes of accommodation, for example partly by I Class to which he is entitled and partly by II Class, the entitled class rate is admissible for the corresponding portion of the shortest or the cheapest route and the lower

class rate for the remaining mileage. For example, if the total distance by the longer route is 1,760 Kms and that by the shortest route is 1,600 Kms and if the Government servant concerned has travelled the initial 1,280 Kms., by II Class and the remaining 480 Kms by I Class, Government's share of reimbursement of the expenditure shall be calculated as follows:—

(i) Mileage for which II class fare is admissible :  
 Distance actually travelled by II Class X Total distance by the longer route / Total distance by the shortest route =  
 $\frac{1280 \times 1600}{1760} = 1,164 \text{ Kms.}$

(ii) Mileage for which I Class fare is admissible :  
 Distance actually travelled by I Class X Total distance by the longer route / Total distance by the shortest route =  
 $\frac{480 \times 1600}{1760} = 436 \text{ Kms.}$

II Class Fare for 1,164 KMs

I Class Fare for 436 KMs

(11) The concession shall not be admissible in the following cases:-

(i) a Government servant who has not completed continuous service of ten years. For the purpose of computing the period of continuous service of ten years, the service rendered by a Government servant from the date of his appointment to a post of pensionable establishment in accordance with the rules of recruitment shall be taken into account subject to the provisions of rule 8 (11) of these rules;

(ii) a Government servant who has already availed of the travel concession for journey to any place in India;

(iii) a Government servant under suspension;

(iv) a person employed as local candidate;

(v) a person borne on work-charge establishment;

(vi) a person borne on monthly rated establishment;

(vii) a person paid out of contingencies;

(viii) a person paid hourly, daily, weekly or monthly rates, wages;

- (ix) a person not in whole-time employment;
- (x) A person employed on contract;
- (xi) a person appointed on consolidated pay or salary,
- (xii) a person re-employed/re-employed on contract basis after retirement.

(12)(a) A Government servant, who intends to avail of the concession for journey to any place in India under the provisions of this rule, shall submit an application in the form (Form-20) annexed to these rules to the controlling officer through the proper channel and obtain his specific sanction before the journey is undertaken.

(b) The controlling officer, after verifying the records and satisfying himself that the Government servant is eligible for the concession, may accord sanction subject to availability of funds, permitting the Government servant to avail the concession.

(c) A copy of the order sanctioning the concession shall be endorsed to the concerned Head of Department and the Accountant General (Audit).

(d) Necessary entry to the effect that the Government Servant has been sanctioned the concession for journey to any place in India shall be made in his Service Book and attested by the Controlling Officer, immediately after the sanction order is issued. A register shall also be maintained by the concerned controlling officer showing the names of the Government servants to whom the concession has been sanctioned during the financial year, the amount of advance, if any, sanctioned and the actual amount reimbursed after the final settlement of their T.A. Bills.

(13) A Government servant shall be eligible for an advance against the claim for leave travel concession for journey to any place in India. The advance will be limited to 4/5th of the established amount which the Government would have to reimburse in respect of the cost of journey to and from the place of visit.

(14)(a) If a Government servant who has been sanctioned an advance does not undertake journey within 15 days from the date of drawal of the advance, the entire amount of the advance shall be refunded by him to the Government immediately.

(b) If the Government servant fails to refund the advance as required above, the Controlling Officer shall take immediate steps to recover the entire advance from the salary of the Government servant and in addition, the Government servant shall render himself liable for disciplinary action.

(15) The final bill in adjustment of the advance or T.A. claims for journey, if no advance is drawn shall be submitted within one month from the date of completion of the journey, alongwith the certificate in the following form-

#### **CERTIFICATE**

Certified that I and the members of my family have undertaken journey from .....to .....(declared place of visit) by railway / bus / sea, vide the ticket numbers ..... during the period from ..... to .....

Date: \_\_\_\_\_ Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation : \_\_\_\_\_

#### **Recall From Leave**

554. A Government servant recalled to duty before the expiry of leave in India is entitled '[xxx]' if the leave is curtailed by one month or more, to [travelling allowance for the journey on tour] from the place at which the order of recall reaches him. If the amount of the leave curtailed is less than one month, the foregoing privilege may be given or withheld at the discretion of the authority recalling the Government servant.

Note :- Cases of recall from leave out of India will be dealt with by Government individually on their merits.

#### **Termination Of Temporary Employment**

555. A person employed for a temporary purpose who has received travelling allowance for joining his appointment, may, on the termination of his employment be allowed travelling allowance to the place at which he was engaged provided the claim is preferred within three months of the termination of the temporary service and the officer under whom the person was employed is satisfied that he intends to make the journey.

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1. Amended by No. FD 91 SRS 78 dated 8-2-1980 (wef 28-2-1980)

#### SECTION IV - TO GIVE EVIDENCE

556. A Government Servant summoned to give evidence of facts which have come to his knowledge or of matters with which he has had to deal in his public capacity either-

- (i) in a criminal case,
- (ii) in a civil case to which Government is a party, or
- (iii) in a departmental enquiry held by a properly constituted authority,

may draw travelling allowance under the Rule for journeys on tour: provided that he must obtain from the Court any travelling or subsistence allowance to which he is entitled by the rules of the Court and must deduct the amount from the amount travelling allowance claimed under this Section.

<sup>1</sup>[Note 1 :- A Government servant summoned to give evidence while on leave or under suspension is entitled to travelling allowance under the Rule for the journey from and to the place from which he is summoned, as if he were on duty.]

Note 2 :- The appearance contemplated in this Rule is the appearance in Karnataka courts. When a Government servant is summoned by a Civil or Criminal Court beyond the State to give evidence of facts which have come to his knowledge or of matters with which he has had to deal in his public capacity the necessary travelling and subsistence allowance will be paid to him under the rules of the court and no claim for travelling allowance under these Rules can be admitted.

<sup>2</sup>[Exception :- The Government of Karnataka have entered into reciprocal arrangements with the Central Government. Governments of Punjab, Rajasthan, Andhra Pradesh <sup>3</sup>[Maharashtra, Madras], <sup>4</sup>[West Bengal, Gujarat and Kerala] in regard to the payment of expenses to the Government servants summoned by Criminal Courts to give evidence in their official capacity. The effect of the arrangements will be as follows.

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1. Substituted by No. FD 93 SRS 59 dated 14-9-1959 (wef 24-9-1959)

2. Inserted by No. FD 29 SRS 60 dated 7-3-1960 (wef 4-3-1960)

3. Amended by No. FD 47 SRS 64 dated 20-1-1965 (wef 11-2-1965)

4. Amended by No. FD 16 SRS 69 dated 22-2-1969 (wef 26-10-1961)

(i) In criminal cases to which the State is a party, a Government Servant giving evidence regarding facts of which he has official knowledge will on production of certificate of attendance issued by the summoning court, be paid travelling allowance by the Government under whom he is serving;

(ii) in criminal cases to which the State is not a party a Government Servant giving evidence regarding facts of which he has official knowledge be paid travelling allowance by the summoning Court according to the rules under which such Government servant draws his travelling allowance for a journey on tour and the charges will be borne by the Central Government or any of the five reciprocating Governments mentioned above according as the Court is situated in the Union Territory or in any of the State Territory.

(iii) When a Government servant serving in a Commercial Department, or when any other officer is summoned to give evidence as a Technical or Expert witness, the pay of the Government Servant concerned for the period of his absence from his headquarters and travelling allowance and other expenses due to him will first be borne by the Government under whom he is serving and subsequently be recovered from the Central Government or any of the five reciprocating State Government according as the Court in which the officer is summoned to give evidence is situated in the Union Territory or in the territory of any of the aforesaid State Governments respectively.]

<sup>1</sup>[Note 3 :- A Government servant summoned to give evidence at a Court situated not more than 8 Kms. from the Headquarters may be paid mileage allowance at the admissible rates subject to production of a Certificate of attendance issued by the Court concerned.]

<sup>2</sup>[556-A. Rule 556 applies also to a Government Servant in foreign service, provided the facts as to which he is to give evidence have come to his knowledge in the discharge of his duties while in the service of Government.

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1. Substituted by No. FD 10 SRS 71 dated 15-7-1971 (w.e.f. 1-4-1971)

2. Inserted by No., FD 67 SRS 60 dated 8-6-1960 (w.e.f. 16-6 -1960)

Note 1:- The pay of Government servant for the period of his absence <sup>1</sup>[on court duty and/or on departmental enquiry duty] and travelling allowance and other expenses due to him will initially be borne by the foreign employer under whom he is serving and subsequently recovered from Government.]

<sup>2</sup>[Note 2 :- The provisions of Rule 556 shall also apply to a Government servant summoned to give evidence on facts which have come to his knowledge while he was in the service of foreign employer. In such cases the pay of the Government servant for the period of his absence on Court duty and travelling allowance and other expenses due to him will initially be borne by the Government and subsequently recovered from the foreign employer under whom he was serving.]

<sup>3</sup>[556-B. A retired Government Servant summoned to give evidence of facts which had come to his knowledge or of matters with which he had to deal, in his public capacity, either-

(i) in a Criminal Case or

(ii) in a Civil Case to which Government is a party, may draw single rail or bus fare for to and fro journeys and Daily Allowance as per Rules based on the pay he was drawing prior to his retirement.]

557.(a) A Government servant summoned to give evidence under other circumstances is not entitled by reason of his being an officer of Government, to any allowances, other than those admissible by the rules of the Court.

(b) But if the Court pays him any sum by way of subsistence allowance or compensation, apart from any allowance for travelling expenses he must repay that amount to Government before drawing full pay for the day or days of absence.

Note :- A Government servant who is summoned to give evidence of facts which came to his knowledge in the discharge of his public duties or to produce official documents in a suit in which the Government is not a party will be paid travelling expenses etc., by the Courts at the rates admissible to the

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1. Amended by No. FD 136 SRS 75 dated 15-5-1976 (wef 19-8-1976)

2. Inserted by No. FD 30 SRS 79 dated 5-6-1979 (wef 14-6-1979)

3. Inserted by No. FD 276 SRS 72 dated 25-11-1974 (w.e.f. 1-1-1974)



Government servants for a journey on tour. In order to enable to the Court to assess the amount admissible to him, the Government servant should carry to the court certificate duly signed by the <sup>1</sup>[Head of the Office] of the Government servant showing the rate of travelling and daily allowance admissible to him for a journey on tour. <sup>1</sup>[If the Government servant happens to be the head of the office, the certificate will be signed by the next higher authority.]

558. When a Government servant claims travelling allowance under Rule 556, he shall in all cases annexe to his batta bill a certificate in the prescribed form from the Court of Justice as to the number of days he attended it and the date on which he was permitted to depart therefrom.

Note :- In every case where the attendance of public servant summoned as a witness in a Session case is reasonable and his conduct in the case is not condemned the Court shall give such public servant a certificate to that effect, in order to establish his right to pay and to travelling allowance and batta at the rates admissible under these Rules.

#### **SECTION V - TO OBTAIN MEDICAL ADVICE**

559. A Government servant whether permanent or temporary compelled to leave his station, where there is no Medical Officer, to procure medical advice, is entitled to single Railway or Bus fare for the journey to and from the nearest station where a Medical Office is located.

Note 1:- Medical Officer in this Rule means a general Medical Officer. Government Servants who want to consult "Specialists" should travel at their own expense.

Note 2:- Bills for travelling allowance under this Rule must be countersigned by the Medical Officer consulted who must certify that the journey was in his opinion absolutely necessary.

560. The permission of the superior authority should be obtained before hand, where it is possible to obtain such permission without risk to the Government servant requiring advice.

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1. Substituted by No. FD 104 SRS 59 dated 27-4-1959(wef 7-5-1959)

561.(i) If a Government servant is compelled to travel to another station in order to obtain a Medical Certificate in support of his application for leave, he may draw single Railway or Bus fare each way for the journey.

(ii) When a Government servant is required to obtain the countersignature of a Medical Officer of Government upon a Certificate in support of an application for leave issued to him by a Registered Medical Practitioner and the Medical Officer of the Government requires the Government Servant to see him, Travelling Allowance as above may be drawn for the journey to and from the headquarters of the Government Medical Officer.

Provided that, when the Government servant has travelled by a route other than the cheapest or shortest, Travelling Allowance shall be admissible for the route actually used if the Medical Officer certifies that the Government Servant could not, without grave risk of aggravating the complaint have travelled by the cheapest or the shortest route.

Note 1 :- A certificate from the Government Medical Officer to the effect that the Government servant was required to appear before him should accompany the claim for the travelling allowance.

Note 2:- The countersignature should be obtained from the nearest Government Medical Officer.

Note 3:- For purposes of this Rule, travelling allowance will be calculated from the chief public building of his official headquarters or the place of his residence during leave according as the leave is spent at headquarters or elsewhere.

Note 4:- Travelling allowance shall not be admissible for a journey to obtain a Medical Certificate or countersignature upon a Medical Certificate, in respect of an application for extension of leave.

(iii) When a Government servant is required under the orders of the Head of his Office to obtain the countersignature of a Medical Board or Officer upon a certificate pronouncing him fit to return to duty from leave granted on Medical Certificate, he may draw Travelling Allowance as above for the journey.

562. Controlling Officer must take care that undue advantage is not taken of this privilege. If the absence of the invalid officer from his station be prolonged, he should be required to take leave on Medical Certificate.

563. A Government servant applying for an Invalid pension, who is required to leave his station to appear before a Medical Board at another station for the purpose of obtaining the requisite certificate, may in all cases in which the pension is applied for under the direction of the Applicant's official superior on the ground of his incapacity for work and in the interest of the public service be granted an allowance for the journey not exceeding his actual expenses and also not exceeding the amount he would be entitled to receive if travelling allowance were admissible. If it is necessary for the Government servant to return to his station after appearing before the Medical Board he may be granted travelling expenses subject to the same limit. The bill should be supported by a certificate that the applicant was directed, in the interest of the public service, to apply for an Invalid Pension and that he did not voluntarily ask for retirement.

The same concession may be granted when the application is made voluntarily if the circumstances of the applicant, or in the opinion of Government, such as to justify the grant of travelling allowance.

564. No Travelling Allowance is admissible to a Government servant who undertakes a journey to appear before a Medical Officer for examination for the State Life Insurance.

#### **SECTION VI - JOURNEYS BY MEDICAL OFFICERS FOR RENDERING MEDICAL ASSISTANCE**

565. A Medical Officer, proceeding to a station for attending on the Government Offices mentioned below is entitled to travelling allowance as for journeys on tour :-

(i) A Government servant of any rank proceeding on duty to a place and a Government servant stationed in a place, where Medical relief is not available and there falling so seriously ill or meeting with an accident of so serious a nature as to render him unable to move to the nearest station, where such relief can be had and therefore entitled under the rules to gratuitous Medical attendance from the Medical Officer nearest to the station;

(ii) Medical Officer who are ill at stations where there is no officer to render Medical aid;

(iii) Government servant in receipt of pay of <sup>1</sup>[Two thousand and five hundred rupees] and above requiring the services of a Government specialist in special cases occurring in the mofussil where the District Medical Officer certifies that the patient's prospects of recovery would be jeopardised by undertaking the journey to see the Government Specialist.,

(iv) A Government servant who is, in so serious a condition that the Medical Officer attending on him considers the assistance of another Medical Officer necessary and accordingly summons him for consultation.

Note :- A claim for travelling allowance by a Medical Officer under this Rule shall be supported by a certificate from the District Medical Officer in cases of non-gazetted Medical Officers and from the Director of Medical Services in cases of Gazetted Medical Officers to the effect that the journey was bonafide for rendering medical aid to a Government servant on Government duty.

566. A nurse or other person attending on or escorting an insane patient or a sick Government servant should, when travelling in the same compartment with him, be allowed to draw the actual fare of the class in which he travels plus one half the fare of the class in which he is ordinarily entitled to travel. The Superintendent of the Mental Hospital, the Medical Officer in charge of a District Hospital or the Civil Surgeon, as the case may be, should certify in each case that it was necessary for the patient and his attendant to travel by the particular class of carriage for which T.A. is claimed and give the reasons.

#### **SECTION VII - OTHER OCCASIONS**

567. Government servants attending meetings of the Senate of Madras University as Fellows thereof are treated as on duty. They may either retain the travelling allowance paid to them by the University, or at their option draw travelling allowance admissible under these Rules for such journeys subject to the travelling allowance given by the University being credited to Government.

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1. Substituted by No. FD 4 SRA 99 dated 2-6-2000 (wef 1-1-1999)

568. No travelling allowance would be admissible for attending meetings of Service and other Associations which do not serve any public interest.

In other cases, if the Government servant is permitted to attend meetings or conferences or congresses, he may be paid single railway fare each way without any road mileage or Daily Allowance for halts at the place of meeting.

Whenever a Government servant is officially sent to attend a conference, congress or meeting, railway fare, road mileage and Daily Allowance may be allowed as for journeys on tour.

569. Whenever Government servants, pensioners and persons not in Government service are summoned by the <sup>1</sup>[Vigilance Commissioner,] to give evidence of facts, the rates of travelling allowances payable to each will be as follows:-

(a) In the case of Government servants, Travelling allowances as for journeys on tour.

<sup>2</sup>[(b) In the case of pensioners, Travelling Allowance, Daily Allowance and incidental charges as per rules as for journeys on tour, based on the pay they were drawing immediately prior to their retirement.]

<sup>1</sup>[Note :- Pensioners facing departmental enquiries by the Vigilance Commissioner may be granted T.A. and D.A. under this clause.]

(c) In the case of persons not in Government Service, single <sup>3</sup>[second class] Railway fare or bus fare for to and fro journeys <sup>1</sup>[and Daily Allowance not exceeding <sup>4</sup>[Rupees sixty] per day for the days of halt at Bangalore, <sup>4</sup>[rupees fifty-five] for the days of halt at other cities with the Municipal Corporations and <sup>4</sup>[rupees fifty] per day for the days of halt at other cities within the State]

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1. Amended by No. FD 115 SRS 66 dated 4-1-1967.

2. Amended by No. FD 49 SRS 75 dated 25-9-1975 (wef 19-8-1976)

3. Amended by No. FD 20 SRS 74 dated 25-9-74 (wef. 1-4-1974)

4. Substituted by No. FD 4 SRA 99 dated 2-6-2000 (wef 1-1-1999).

(d) In all these cases, the claims for travelling allowance should be supported by a certificate of attendance in the following form granted by the <sup>1</sup>[Vigilance Commissioner.]

A.C.

No. \_\_\_\_\_

E.A.

Office of the <sup>2</sup>[Vigilance Commissioner,]  
Bangalore, dated .....

**Certificate of Attendance**

Certified that Sri/Smt.....  
appeared before me as witness in A.C./E.A.  
No.... .. at..... for.....day/days  
from... .. to.....in his/her official/  
private capacity to depose the facts within his/her official/  
private knowledge and that he/she has not been paid any  
allowance in this office.

<sup>2</sup>[Vigilance Commissioner.]

(e) Government servants summoned in connection with an enquiry into allegations against themselves will also be allowed Travelling Allowance as for journeys on tour provided they are considered as on duty during the period.

<sup>3</sup>[No Travelling Allowance will however be admissible if the enquiry is, at his own request, held at a place other than his headquarters.]

Note :- The Gazetted Officers of the Efficiency Audit Department viz., District Superintendents of Police, Assistant Superintendents of Police and Gazetted Assistants are authorised to sign the certificates of attendance for and on behalf of the <sup>2</sup>[Vigilance Commissioner] whenever witnesses are summoned to appear before them.

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1. Amended by No. FD 49 SRS 75 dated 25-9-1975 (wef 19-8-1976)  
2. Substituted by No. FD 115 SRS 66 dated 4-1-1967  
3. Inserted by No. FD 14 SRS 68 dated 20-2-1968 (wef 7-3-1968)

<sup>1</sup>[(f) Government Servants required to undertake journeys outside the headquarters in connection with an enquiry into alteration of age or date of birth in accordance with the provisions of the Karnataka State Servants (Determination of Age) Act, 1974 may be paid Travelling Allowance as for journeys on tour subject to the production of a certificate of attendance in the form similar to the one prescribed in clause (d) from the officer appointed under sub-section (3) of Section 5 of the said Act.]

<sup>2</sup>[569-A:- The provisions of Rule 569 (a) to (d) apply also in cases where Government servants, pensioners and persons not, in Government service are summoned to give evidence of facts before a Commissioner of Inquiry or Departmental Inquiry convened under proper authority, in any department <sup>3</sup>[or an enquiry into alteration of age or date of birth in accordance with the provisions of the Karnataka State Servants (Determination of Age) Act, 1974.] The certificate of attendance will be signed by the Chairman or the Officer presiding at the Inquiry.]

<sup>3</sup>[Note :- For the purposes of this Rule 449 shall apply.]

570. A Government servant under suspension who is required to perform a journey to attend the Departmental enquiry (other than a Police enquiry) may be allowed travelling allowance as for a journey on tour from his headquarters to the place where the Departmental enquiry is held or from the place at which he has been permitted to reside during suspension to the place of enquiry, whichever is less. No travelling allowance will however be admissible if the enquiry is held at the outstation at his own request.

Note 1:- The Travelling Allowance of the Government servant will be regulated according to the grade to which he belonged prior to his suspension.

Note 2:- The eligibility to travelling allowance under this Rule should be governed by the financial condition of the Government servant under suspension and is left to the discretion of the Head of the Department.

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1. Amended by No. FD 12 SRS 75 dated 21-11-1975 (wef 18-6-1974)

2. Inserted by No. FD 94 SRS 59 dated 13-8-1959 [ w.e.f. 27-8-1959]

3. Inserted by No. FD 94 SRS 59 dated 28-12-1959 [ wef 7-1-1960]

<sup>1</sup>[570-A:-Government servants facing departmental enquiries or enquiries by the <sup>2</sup>[State Vigilance Commission] can claim travelling allowance and Daily Allowance as for journeys on tour from their usual places of official duty to the place where records of enquiry are made available, as on duty, subject to the condition that Daily Allowance shall not be payable for a period exceeding three days for halts. The Enquiry Officer shall decide the number of days required for the purpose and certify that the stay was necessary for the purpose.]

<sup>3</sup>[Note 1:- This Rule shall be applicable also to the journeys and halts of Government servants who are called upon to give an explanation and who are permitted by the disciplinary authorities concerned to examine certain records in that behalf at places other than their places of duty.]

<sup>4</sup>[Note 2:-This Rule shall be applicable also to a Government servant who is permitted under rule 11(5) of the Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957, to assist the Government servant facing Departmental enquiries or enquiries by the <sup>4</sup>[State Vigilance Commission] and who make journeys from his headquarters to the place where records of enquiry are made available for examination.]

<sup>5</sup>[Note 3:- This rule shall be applicable also to a retired Government servant, who is permitted under Rule 11(8) of the Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957 to assist the Government servant facing departmental inquiries or inquiries by the State Vigilance Commission and who is required to make journeys from his usual place of residence i.e., the place from where he draws his pension to the place where the records of inquiry are made available for the examination. The retired Government servant shall be deemed to belong to the grade of Government servant to which he belonged, immediately before his retirement for the purpose of this Rule. The expenditure on T.A. and D.A. will be borne by the Department or Office to which the delinquent Government servant belongs.)

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1. Inserted by No. FD 231 SRS 59 dated 20-11-1959 (w.e.f. 26-11-59)

2. Inserted by No. FD 94 SRS 59 dated 28-12-1959 [ wef 7-1-1960]

3. Inserted by No. FD 131 SRS 62 dated 2-1-1963.

4. Inserted by No. FD 2 SRS 65 dated 28-9-1965.

5. Inserted by No. FD 32 SRS 85 dated 16-10-1985 (wef 21-11-1985)



571. When a <sup>1</sup>[xxx] student not already in Government service is selected to undergo a Course of training, a competent authority may decide the scale, if any, on which he shall draw-

(a) travelling allowance for the original journey to and the last journey from the place of training and for halts at such place;

(b) in the case of training at a School, College or similar Institution, travelling allowance for similar journeys on the occasion of holidays and vacation; and

(c) travelling allowance for journeys during the course of training:

Provided that the scale so fixed shall not exceed that admissible to Government servants of similar status on duty at the place of training.

<sup>2</sup>[571-A:- When a Government servant is required in connection with his promotion to a higher post, to appear for an interview before the Departmental Screening Committee at a place other than his headquarters, he may be allowed travelling allowance for the journeys from his headquarters to the place of interview and back limited to single railway fare or bus fare (without incidentals) and daily allowance for halt at the place of interview.

The Departmental Screening Committee shall decide the number of days required for the purpose and certify that the stay was necessary for the purpose.]

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1. Deleted by No. FD 30 SRS 77 dated 27-7-1978 [(wef 3-8-1978)

2. Inserted by No. FD 66 SRS 64 dated 28-12-1964 (wef 14-1-1965)

**CHAPTER - XXXII**  
**RULES OF PROCEDURE**  
**Countersignature and Audit**

572. A bill for travelling allowance (other than a permanent allowance) <sup>1</sup>[xxx] should be paid after counter-signature by the Controlling authority.

<sup>1</sup>[For the purpose of this rule, the controlling authority shall be,

(a) the superior officer of the drawer of the bill, provided that such officer is a Gazetted Government Servant.

or

(b) the next higher officer when the immediate superior is not a Gazetted Government Servant.

or

(c) the Secretaries to Government in the Administrative Department in other cases.]

<sup>1</sup>[ (Note 1) :- Travelling allowance bills of the Heads of departments and other Government Servants specified in Appendix V and of their establishments will not require counter-signature.]

<sup>2</sup>[ (<sup>1</sup>Note 2) :- The Joint Director of Agriculture and the Deputy Director of Agriculture <sup>3</sup>[and Joint Director of Horticulture] are authorised to countersign the T.A. bills of their own establishments.]

<sup>4</sup>[The Travelling Allowance bills of Gazetted Government Servants who do not come within the jurisdiction of any Regional Joint Director of Agriculture should be countersigned by the Joint Director of Agriculture in the Directorate of Agriculture, who has administrative control of such Gazetted Officers.]

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1. Amended by No. FD 13 SRS 67 dated 12-12-1967.  
2. Substituted by No. FD 252 SRS 71 dated 18-12-1971 (wef 20-1-1972)  
3. Amended by No. FD 5 SRA 98 dated 24-2-1999 (wef 11-3-1999).  
4. Inserted by No. FD 201 SRS 74 dated 22-4-1971 (wef 28-5-1975)

<sup>1</sup>(Note 3):- The Headquarters Assistant to the Commissioner of Settlement and Land Records is authorised to draw the Travelling Allowance bills of the Officer of the Superintendent of Land Records in Karnataka, without countersignature of any Controlling authority.

<sup>2</sup><sup>1</sup>(Note 4) :- T.A. bills of establishment of the Karnataka Government Secretariat (other than Chief Minister's Establishment) drawn by the Under Secretaries to Government, General Administration Department do not require countersignature.]

<sup>1</sup>[(Note 5) :- Travelling Allowance bills of Police Officers accompanying remittance of treasure do not require the countersignature of any Controlling Authority.

<sup>3</sup><sup>2</sup>(Note 6) :- The Additional Deputy Director of Public Instruction (in the Office of the Director) is authorised to countersign the Travelling Allowance bill of the subordinate offices and Institution of the Education Department.]

<sup>4</sup><sup>2</sup>(Note 7) :- <sup>4</sup>(The Deputy Directors in the Health and Family Planning Services Department are) authorised to countersign the Travelling Allowance bills of both Gazetted and Non-Gazetted Government Servants of the <sup>5</sup>(Health and Family Planning Services Department)].

<sup>1</sup>[Note 8 :- Bill requiring the countersignature of the High Court may be countersigned under the order of the High Court by the Registrar.

Note 9:- Claims for Travelling Allowance for journeys made by the Secretary, Karnataka Legislature or the Assistant Secretary or any members of the staff of Legislature Secretariat, both within the State of Karnataka and outside but within the territories of the Union of India, do not require countersignature or sanction of Government, if a certificate to the effect that the journey is necessary in the interest of public service and has been approved by the Board consisting of the Chairman and the Speaker, is recorded on the Travelling Allowance Bill by the Secretary, Karnataka Legislature.

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1. Amended by No. FD 13 SRS 67 dated 12-12-1967.

2. Substituted by No. FD 104 SRS 61 dated 5-2-1962.

3. Inserted by No. FD 74 SRS 58 dated 19-5-1958 (wef 29-5-1958).

4. Inserted by No. FD 102 SRS 60 dated 11-7-1960 (wef 21-7-1960).

5. Substituted by No. FD 160 SRS 71 dated 20-1-1972 (wef 10-2-1972)

Note 10 :- When an Officer is transferred on promotion to another post mentioned in Appendix-V he may countersign his own bills for the journey on his promotion, but other Travelling Allowance Bills which were pending for his journey in the former post shall require the countersignature of the officer who was competent to countersign such bills and in case, he himself happens to be the countersigning officer, the bills shall be countersigned by the officer of the status of the next higher authority of the Department to which the bills relate].

<sup>1</sup>[573. xxx]

574. In the case of journeys on tour, the travelling allowance bills in the forms prescribed, shall be presented at convenient intervals during tour or immediately on any return to the headquarters and in any case before the 31st March <sup>2</sup>[if the tour has been completed before that date]. The claims of the Gazetted Government servants shall be preferred in separate bills one for each officer. The claim of the Non-Gazetted Establishment shall be drawn in one bill.

<sup>3</sup>[Note:- The drawing officers shall prepare separate travelling allowance bills in respect of the Non-Gazetted Government servants, whose pay exceeds <sup>4</sup>[five thousand two hundred rupees] per mensem.]

<sup>5</sup>[Exception : xxx]

### **Controlling or Countersigning Officer's Duties**

575. It is the duty of the Controlling Officer or of the Drawing Officer (when a bill does not require countersignature) to scrutinize the necessity, frequency and duration of journey or halts for which travelling allowance whether permanent or otherwise is claimed. He may disallow the whole or a portion of the travelling allowance claimable for any journey or halt, if he considers that the journey was unnecessary or that it was not completed with due expedition, or that the halt was of excessive duration. He should also carefully scrutinize the distances entered in travelling allowance bills (especially in the case of

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1. Amended by No. FD 13 SRS 67 dated 12-12-1967.

2. Inserted by No. FD 149 SRS 60 dated 16-12-1960

3. Inserted by No. FD 199 SRS 59 dated 29-9-1959 (wef 15-10-1959)

4. Amended by No. FD 4 SRA 99 dated 2-6-2000 (wef 1-1-1999).

5. Inserted by No. FD 24 SRS 67 dated 17-7-1967.

journeys on tour) though they are also liable to examination by the Audit Officer and should check any tendency to abuse the option of exchanging a daily rate for mileage under Rule 522. The Controlling Officer is responsible for the correctness of the claims preferred by the officers subordinate to him. He should scrutinize all claims to road mileage with particular care.

<sup>1</sup>[576. No controlling Authority may delegate to a subordinate his duty of countersignature. He may however, authorise one of his Gazetted Assistants to countersign Travelling Allowance bills of the Non-Gazetted staff "for him". <sup>2</sup>[xx] This duty should not be delegated in respect of Travelling Allowance Bills of Gazetted Officers.]

<sup>3</sup>[576-A:- The right of a Government servant to travelling allowance including daily allowance is forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from the date on which it became due.]

### **Audit Officer's Duties**

577. Countersignature does not dispense with the necessity for formal audit with reference to rates, distances and general conditions. An Audit Officer will accept counter-signature by the proper authority or the signature of the Drawing Officer when a bill does not require countersignature as final evidence that the facts of the journey on which the claim is founded are correct and that the claim is admissible with reference to these Rules and to any Departmental Rules. It is the duty of the Controlling or the Drawing Officer, as the case may be, and not of the Audit Officer to enforce departmental rules but the Audit Officer may point out any deviations that may appear to him deserving of notice.

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1. Substituted by No. FD 280 SRS 58 dated 26-11-1958.  
2. Amended by No. FD 82 SRS 70 dated 3-11-1970 (wef 19-11-1970)  
3. Inserted by FD 108 SRS 67 dated 22-9-1967

**<sup>1</sup>["APPENDIX-I  
(Rule 8 (21))"]**

List of Officers declared to be Heads of Departments

I. Major Heads of Departments

1. The Secretaries to Government.
2. The Secretary of Karnataka Public Service Commission.
3. The Registrar, Lokayukta.
4. The Secretary, Karnataka Legislature.
5. The Divisional Commissioners.
6. The Commissioner of Excise, Bangalore.
7. The Commissioner of Commercial Taxes, Bangalore
8. The Commissioner for Religious and Charitable Endowments.
9. The Principal Chief Conservator of Forests.
10. The Principal Chief Conservator of Forests (Development).
11. The Chairman, Karnataka Appellate Tribunal.
12. The Inspector General of Registration and Commissioner of Stamps.
13. The Secretary to Governor.
14. The Registrar, High Court.
15. The Advocate General.
16. The inspector General of Prisons.
17. Director General and Inspector General of Police.
18. The Director of Health and Family Planning Services.
19. The Chief Engineers.
20. Director of Town Planning.
21. The Director of Public Instruction.
22. The Director of Technical Education.
23. The Director of Agriculture.
24. The Director of Animal Husbandry and Veterinary Services.
25. The Commissioner for Industrial Development and Director of Industries and Commerce.
26. The Additional Director of Industries and Commerce.
27. The Director, Rural Industrialisation.

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1. Substituted by No. FD 30 SRS 91 dated 16-3-1992 (wef. 18-3-1992)

28. The Director of Food and Civil Supplies.
29. The Commissioner of Labour.
30. The Director of Mines and Geology.
31. The Director of Social Welfare.
32. The Director of Food Supplies.
33. The Commissioner for Transport.
34. The President, Stores Purchase Committee.
35. The Director of Karnataka Government Insurance Department.
36. The Controller, State Accounts Department.
37. The Additional Development Commissioner for Community Project and National Extension Service Blocks.
38. The Registrar of Co-operative Societies.
39. The Director of Agricultural Marketing.
40. The Director, Survey Settlement and Land Records.
41. The Adviser to Government, Tuberculosis Sanatoria, Bangalore.
42. The Director of Collegiate Education.
43. The Director, Bangalore Dairy.
44. The Special Commissioner of Karnataka, New Delhi.
45. The Director of Treasuries.
46. The Commandant General, Home Guards.
47. The Director, Fire Force.
48. The Director, Stores Purchase Department.
49. The Director of Employment and Training.
50. The Director of Horticulture.
51. The Vice-Chairman, State Planning Board.
52. The Controller of Legal Metrology cum Director of Consumer Protections.
53. The Director of Economics and Statistics.
54. The Additional Director of Public Instruction.
55. The Chief Architect to the Government of Karnataka, Bangalore.
56. The Director, School of Mines, K.G.F.
57. The Director, Water Resources Development Organisation.
58. The Administrator, Tungabhadra Project, Munirabad.
59. The Director, Pre-University Board.
60. The Director of Prosecutions and Government Litigation.

61. The Director of Co-operative Audit.
62. The Commissioner of Public Instructions.
63. The Director of Tourism.
64. The Additional Chief Secretary to Government.
65. The Chairman, Karnataka Administrative Tribunal.
66. The Commissioner for Sericulture Development and Director of Sericulture.
67. The Director of Medical Education.
68. The Additional Director of Public Instruction (Special), Bangalore.
69. The Director, Administrative Training Institute, Mysore.
70. The Director, Printing, Stationery and Publications, Bangalore.
71. The Director of Sugar and Additional Registrar of Co-operative Societies.
72. The Administrator, Ghataprabha and Malaprabha Projects.
73. The Director, Indo-Danish Project, Hesarghatta.
74. The Additional Director of Public Instructions and Director, State Educational Research and Training.
75. The Director of Women and Children's Welfare and Chief Inspector of Certified Schools.
76. The Director, India Population Project.
77. The Chairman, Hyderabad-Karnataka Development Board and Ex-officio Additional Chief Secretary to Government.
78. The Commissioner for Textiles of the Directorate of Textiles and Hand Loom.
79. The Director of Municipal Administration.

## II Others

1. Deputy Commissioners of Districts.
2. Special Deputy Commissioner, Bangalore.
3. Chief Secretaries of Zilla Parishads.
4. Additional Deputy Commissioner (Harbour and Railways) South Canara, Mangalore.
5. The Director of Central Sericulture Research Institute.
6. The Director of Archaeology and Museums.
7. The Principal, Government Flying training School.
8. The Director of Information and Publicity.
9. The Superintendent of Census Operations.
10. The Chief Inspector of Factories and Boilers.
11. The Director of Literary and Cultural Development.



12. The Chief Electoral Officer and Ex-Officio Secretary to Government D.P.A.R.
13. The Director of Fisheries, Bangalore.
14. The Director of Ports and Inland Water Transport.
15. The Electrical Inspector to Government.
16. The Principal, Government Law College, Bangalore.
17. The Joint Director, Small Scale Industries.
18. The Chief Editor, Karnataka State Gazetteer.
19. The Drugs Controller.
20. The State Librarian.
21. The Joint Controller of Weights and Measures.
22. The Director of Youth Services and Sports.
23. The Joint Director of Agricultural Marketing.
24. The Director of Translations.
25. The Director of Sainik Welfare and Resettlement.
26. The Director, Karnataka Engineering Research Station, K. R. Sagar.
27. The Administrator, Rehabilitation Project, Sindhanoor.
28. The Director of Indian Systems of Medicine and Homeopathy.
29. The Trade Agent for the Government of Karnataka in London.
30. The Project Family Planning Officer, India Population Project.
31. The Project Officer, Pilot Intensive Rural Employment Project, Harihar.
32. The Director, Karnataka Government Computer Centre, Bangalore.
33. The Director, Karnataka State Archives, Bangalore.
34. All Conservators of Forests.
35. Director of Vocational Education.
36. Director, Employees State Insurance Scheme (Medical) Service.
37. The Director of Kannada and Culture.
38. Director, Karnataka Government Secretariat Training Institute.
39. The Special Deputy Commissioner, Urban Land Tax, Bangalore.

40. The Secretary, Karnataka Legal Aid Board, Bangalore.
41. The Deputy Inspector General of Police of the Police Department.
42. The Director of Small Savings and State Lottery.
43. Principal, Engineering Personnel Training College, K. R. Sagar.
44. Director, Directorate of Disabled Welfare.
45. The Charity Commissioner, Belgaum"]

**<sup>1</sup>[APPENDIX - II]**<sup>2</sup>[XXX]**Facilities available for Study or Training outside India.**

1.(a) With a view to enable selected candidates to undergo advanced studies or training and with a view to meet the requirements of technical and other departments for foreign trained personnel, foreign scholarships or fellowships will be granted from the following sources:-

(i) Damodar Das Scholarships from four-fifths of the annual proceeds of the Damodar Das Charities Fund;

(ii) Her Highness the Yuvarani Srimathi Kempuchaluvajammanniavaru Foreign Scholarships;

(iii) Out of the Budget grants of the departments concerned and of the industrial concerns like the Mysore Iron and Steel Works, Bhadravathi, etc., under study leave, fellowship and deputation of Government servants to foreign countries.

(b) In addition to the above, offers of scholarships and fellowships made by foreign Governments and foundations under the schemes such as Colombo Plan, Point Four Training Facilities, Indo-German Industrial Co-operation Scheme, United Nations Fellowships and Scholarships, British Council Scholarships and also by the Government of India under the modified Overseas Scholarships Scheme, etc., and certain other schemes operated through non-official channels, such as Rockefeller Foundation, Ford Foundation, Indian Institute of Public Administration, etc., will also be availed of. In these cases, Government Officials should not approach or negotiate direct with foreign Governments or organisations for scholarships or travel grants.

Note.- Government servants will not be allowed to accept passage money or free transport from a foreign Government or organisation for visits abroad. Relaxation of this rule is permissible only in cases which are covered by specific

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1. Substituted by No. FD 68 SRS 60 dated 24-5-1960 (wef 24-3-1960).

2. Deleted by No FD 73 SRS 63 dated 5-12-1963.

agreements or memoranda of understanding entered into by the Government of India with the foreign Government or Organisations.

2. The scholarships or fellowships will be given for study or training in any foreign country considered suitable by Government or in cases coming under Rule 1 (b), in the country stipulated in the scholarship scheme sponsored by the concerned organisations.

3. The conditions of grant of facilities mentioned in rule 1, other than Her Highness the Yuvarani Scholarships, will be as in Annexure A and B. The grant of Her Highness the Yuvarani Srimathi Kempuchaluvajammanniavaru Foreign Scholarships will be governed by special orders of Government issued from time to time.

4. In cases where the study or training abroad entails a preliminary training or study in any place in India, the said study or training will form a part of the foreign scholarship and for that period of study or training, rules governing local deputation will be made applicable.

<sup>1</sup>[5. Candidates for scholarships under any of the above schemes must have put in a service of at least 5 years and should be below 45 years of age (relaxable upto 48 years in exceptional cases, if full justification is furnished). It will however, be open to Government to relax the service limit also in special cases.]

6. <sup>2</sup>[Save as provided in sub-rule (1) of rule 1 of Annexure 'B'] the period of deputation under any of the schemes referred to above will be treated as service counting for pension and promotion but not for leave. The service will also count for earning increments in the post held by them prior to the deputation or in the post to which they had been promoted and which they continue to hold during the period <sup>3</sup>[or in the post to which they may receive promotion under Exception below Rule 60 of the Karnataka Civil Services Rules, during the period of Study Leave] but they will not be allowed to draw increments during the period of deputation.

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1. Substituted by No. FD 68 SRS 61 dated 15-7-1961 (wef 24-3-1960)

2. Inserted by No. FD 57 SRS 66 dated 22-8-1967 (wef 1-4-1966)

3. Inserted by No. FD 52 SRS 63 dated 5-7-1966.

7.(a) The Scholar shall, before leaving the State, enter into a bond stipulating that he accepts the scholarships or fellowship on the conditions specified below. The bond shall be either in the form noted in Annexure 'C' or, in case he prefers to furnish a Bank Guarantee, in the form noted in Annexure 'D' <sup>1</sup>[or in case security is furnished by depositing money in the Government Savings Bank <sup>2</sup>[and or in case security is furnished by pledging National Savings Certificates or National Defence Certificates endorsed in favour of the Governor] as provided for in Article 355 of K.F.C., in the form noted in Annexure 'E'.]

(i) It shall be the responsibility of the Scholar to execute the bond and to have it executed by his sureties with all the necessary formalities before he leaves the State. Failure to do so will entail that Government will make no payment to the Scholar with consequent inconvenience to the Scholar in a foreign country.

<sup>3</sup>[(ii) When security of immovable property is furnished the value thereof shall be twice the value of the amount of scholarship and other payments made to the Scholar.]

<sup>3</sup>[(iii)] The Government officer responsible for the disbursement of any scholarship amount shall not authorise such disbursement or any payment in respect of the scholarship, and, where the scholar is in Government service, not relieve the scholar from his post to proceed on the scholarship, study leave, etc., as the case may be, before he has executed the necessary bond with the necessary sureties.

<sup>3</sup>[(iv)] <sup>4</sup>[The bond in the form noted in Annexure 'C' should be registered. The stamp and Registration fees, if payable thereon shall be borne by Government.]

<sup>4</sup>[v] If there is any failure to follow these instructions and as a consequence Government find themselves in a position where payments have to be made to a scholar abroad, the Government servant who disobeyed the instructions in paras (i) and (iii) above will be liable to have the sums so advanced recovered from him.

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1. Inserted by No. FD 49 SRS 62 dated 8-2-1963.

2. Inserted by No. FD 25 SRS 66 dated 27-8-1966 (wef 8-9-1966).

3. Amended by No. FD 103 SRS 61 dated 29-8-1961.

4. Substituted by No. FD 142 SRS 61 dated 24-1-1962 (wef 20-9-1961).

(b) A slight modification of sub-clause (a) above, may be made in the case of Government servants belonging to Scheduled Castes and the Scheduled Tribes. Where they are unable to furnish security bonds as prescribed above, personal bond may be obtained from such scholars with two sureties who are permanent gazetted officers in the State service. The form of the bond will be as in Annexure C, with the omission of clause 12 and Schedules 1 and III therein. Sub-clauses (i) to (iv) of Clause (a) will hold good in such cases also.

<sup>1</sup>[(bb)Where the Scholar mortgages his own properties, collateral security of any two persons whose solvency is certified by an Officer of the Revenue Department not below the rank of Tahsildar shall be furnished. In such a case the sureties shall be personally liable for their obligations under the Bond entered into in the form noted in Annexure 'C'.]

<sup>2</sup>[7-A. Deputation of Government Servants abroad for training shall be placed in three categories for the purpose of obtaining bonds, which should be regulated as indicated below :

Type of Training	Period of Bond
1. Training related to specific projects or schemes and where the individuals are either less working in the project/scheme or earmarked for the same.	3 years if the period of training is six months or and 4 years if the period of training is over six months
2. Training not related to any project or scheme such as the various training courses in Harvard, Administrative Staff College, Hanle-on Themes, etc., which do not lead to the award of a recognised diploma or degree or certificate which has a market value.	2 years if the period of training is over six months (No bond if training is for six months or less)
3. All other types of training.	4 years.

The relevant condition in the bonds shall be modified as above depending upon the period of training]

1. Inserted by No. FD 9 SRS 65 dated 27-4-1965.

2. Inserted by No. FD 132 SRS 69 dt. 12-11-1969 (wef 24-9-1969).

<sup>1</sup>[Exemption.—xxx]

8(a) On the completion of study or training the scholar shall report himself to duty to the Head of the Department concerned and on receipt of his orders he shall join duty immediately. The fact that a person has secured higher qualification by having gone abroad should not in itself be a reason for superseding his seniors in service or for better grades of pay and allowances. Nor should supernumerary posts be created carrying a higher rate of salary to absorb such foreign trained persons. If need be Government may sanction suitable allowances to such persons after considering the merits in each case.

(b) At least a month before the scheduled date of arrival in the State, the scholar will give intimation regarding his arrival and the date thereof to the Chief Secretary to Government and the Head of the Department. The Head of the Department should take action well in time to provide a posting to the officer and compulsory waiting by officers returning from abroad for want of posting orders should be avoided.

(c) The Heads of Departments should send intimation to the Audit Office about the date of arrival of the Government servant from abroad, the date on which he resumes his duties, as also the date from which the recovery of equipment advance should commence.

<sup>2</sup>[8-A. (1) If a Government servant resigns or retires from service without returning to duty after a period of study leave or within a period of <sup>3</sup>[four years] after such return to duty, he shall be required to refund <sup>3</sup>[the actual amounts] of leave salary, study allowance, cost of fees, travelling allowance and other expenses if any, incurred by the Government or drawn by him for the period of study leave together with interest thereon from the date of demand at Government rates for the time being in force on Government loans before his resignation is accepted or permission to retire is granted:

Provided that nothing in this rule shall apply to a Government servant who on return to duty from study leave is permitted to retire from service on medical grounds:

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1. Deleted by No. FD 16 SRS 85 dated 18-6-1985 (wef 18-6-1985).

2. Inserted by No. FD 71 SRS 66 dated 18-9-1967.

3. Substituted by No. FD 31 SRS 72 dated 13-8-1976 (wef 26-8-1976)

Provided further that the amount required to be refunded under this rule shall, in the case of a Government servant who on return to duty from study leave is permitted to resign from service and to take up employment under any statutory or autonomous body or in any institution under the control of the Government, be reduced to an amount equal to the expenditure incurred by Government in respect of the leave salary, study allowance, cost of fees, travelling allowance and other expenses, if any, incurred by the Government or drawn by him for the period of study leave together with interest thereon.

(2) In addition to the amount to be refunded under sub-rule (1) he shall also be required to refund leave salary drawn by him for the period of study leave reduced by regular leave at his credit on the date on which study leave commenced after deducting the regular leave taken by him in continuation of study leave.

(3) Notwithstanding anything contained in this rule, Government may, if it is necessary or expedient so to do, either in public interest or having regard to the peculiar circumstances waive or reduce the amount required to be refunded under sub-rule (1) by any Government servant or class of Government Servants].

<sup>1</sup>[9. The scholar will submit to Government annual progress reports and also a final report of training of studies through the Head of the Institution in the form prescribed in Annexure 'F'. Government will forward these reports to the Head of the Department concerned for scrutiny and such action as may be necessary.]

10. Government servants, who go abroad for higher studies at their own cost whose candidature is not sponsored by Government for grant of scholarships and fellowships under foreign aid schemes coming under Rule 1 (b) shall be granted leave at their credit and the remaining period of absence be treated as leave without allowance <sup>2</sup>[subject to a maximum

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1. Substituted by No. FD 24 SRS 64 dated 13-9-1965.

2. Inserted by No. FD 52 SRS 63 dated 5-7-1966.



period of two years on the whole in the case of post-graduate and other training courses and three years on the whole in the case of Ph.D., such period of absence counting for earning increments, pension and promotion provided the candidate is successful in all his examinations within that period] <sup>1</sup>[and also subject to the provisions of Rule 244-A.]

<sup>2</sup>[Provided that such Government Servant shall satisfy the requirements of rule 5.]

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1. Inserted by No. FD 161 SRS 69 dated 22-6-1970 (wef 2-7-1970).  
2. Substituted by No. FD 90 SRS 67 dated 19-2-1968.

## **ANNEXURE-A**

### **Study leave benefits and Damodar Das Scholarships**

1. If the candidate is not entitled to leave for the full period of his study, whatever leave he is entitled to, may be sanctioned and the balance may be treated as special study leave on half pay.

Note.- No Commuted leave will be sanctioned to candidates who have been granted study leave benefits or Damodar Das Scholarships.

<sup>1</sup>[2. (a) The grant of study leave should be made with due regard to the exigencies of the public service. In no case should the grant of this leave, in combination with leave other than extraordinary leave or leave on medical certificate, involve an absence of over twenty-four months from a Government servant's regular duties or exceed two years in the whole period of a Government Servant's service where such leave is granted for purposes of postgraduate or other studies and thirty six months or three years in the case of Ph.D., provided the candidate is successful in all his examinations within that period. The limit of absence of twenty-four months or thirty-six months, as the case may be, includes periods of vacations, if any, with which the study leave and other leave may be combined. A period of 12 months at one time should ordinarily be regarded as a suitable maximum and should not be exceeded save for exceptional reasons.

Note.- Extraordinary leave may be taken in conjunction with study leave without regard to the maximum limit of 24 months or thirty-six months mentioned above.]

(b) In calculating the continuous period of absence from duty the travel time from India to the country of training and back will be included.

(c) The special leave will not be debited to the leave account of the Government servant.

3. A Government servant whose study leave is combined with any other kind of leave admissible should be required to regulate his period of study leave so as to retain at

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1. Substituted by No. FD 52 SRS 63 dated 5-7-1966.

its conclusion a balance of leave, at credit sufficient to cover the period spent in returning to duty.

4. When a Government servant has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his leave period in the absence of express orders of Government to the contrary, will be considered as reduced correspondingly.

5. A Government servant may be allowed to draw Study Allowance for the entire period of vacation during the course of study subject to the condition that- (i) he attends during vacation any special course of study or practical training, if so required, by Government or other competent authority and (ii) in the absence of any such direction produces satisfactory evidence before the High Commissioner for India in the United Kingdom or in the case of Government servants on study leave in America, the Ambassador for India in Washington or in the case of Government servant on study leave in any other country, the head of the Indian Mission in that country, that he has continued his studies during the vacation. No study allowances may, however, be drawn during the vacation falling at the end of a course of study except for a maximum period of fourteen days. The period of vacation during which study allowance is drawn shall be taken into account in calculating the maximum period of two years for which study allowance is admissible.

Note.- A period during which a Government servant interrupts his course of study for his own convenience cannot be considered as vacation.

6. The certificates of attendance required to be submitted in support of the claims for study allowance may be produced at the end of the term of a Government servant who is undergoing study in an educational institution or at intervals not exceeding three months if he is undergoing study at any other institution.

7. Study allowance may be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the Government servant that he would refund to Government any over-payment consequent on his failure to

produce the required certificate of attendance or otherwise. The authority sanctioning the study leave shall send to the Audit Officer a certificate to the effect that the Government servant has executed the requisite bond.

8. Study allowance may be granted at the discretion of Government for any period up to fourteen days at one time during which he is prevented by sickness from pursuing the sanctioned course of study, if the sickness is duly certified by a Medical Practitioner.

Note.- In the case of a Government servant undergoing a course of study out of India, the Head of the Indian Mission in that country shall have the power to grant study allowance during the sickness.

<sup>1</sup>[8-A. Government servants deputed to U.S.A. for studies or training under these rules who, after completing their studies or training, are required to halt at London on their return journey awaiting their onward passages to India, may be paid a halting allowance at 16 Sh. per day of such enforced halt at London]. <sup>2</sup>[The payment of the allowance will be regulated on the certificate granted by the High Commission of India, London, as to the period of enforced halt of the Government servant concerned at London.]

<sup>3</sup>[8-B. Government servants deputed to the United Kingdom for studies or training under these rules who after completing their studies, have to remain in the U.K, awaiting their passages to India for any period beyond the 14 days of vacation falling at the end of the course of study, may be paid in addition to leave salary admissible if any, a halting allowance at 16 Sh. per day of such enforced halt.

The payment of the allowance will, however, be made on the certificate granted by the High Commission of India to the effect that it was not possible to arrange for the passage earlier and the halt beyond 14 days was unavoidable although efforts were made to secure passage well in time.]

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1. Inserted by No. FD 156 SRS 60 dated 26-10-1960 (wef 3-11-1960)

2. Inserted by No. FD 191 SRS 60 dated 1-4-1961 (wef 6-4-1961)

3. Inserted by No. FD 88 SRS 62 dated 7-2-1963 (wef 21-2-1963)

9. Allowance to study leave candidates, Fellowship holders and Deputationists will be determined by Government from time to time and will be liable to revision. The rates to be granted to Government servants who take study leave in countries other than U.S.A. and U.K. will be specifically considered by Government in each case. In U.S.A. and U.K. allowances will be paid at the following rates:-

### I. Study Leave

(a) Permanent Government servants sent on study leave.

1. Study allowance-

In U.S.A.	In U.K.
30 Sh. or \$ 4.20 per day	16 Sh. per day

2. Essential apparatus books and travelling allowance-

\$ 200 per academic year	£ 40 per academic year
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Note 1.- The cost of typing thesis if any, certified by the concerned professors, may be allowed under this item, subject to the condition that the total provision of \$ 200 or £ 40 per academic year is not exceeded.

Note 2.- The cost of purchase of books will be allowed, if certified by the concerned professors. These books should be returned to the Library of the Department in which the Government servant is serving, after his return from abroad.

Note 3.- Health insurance fees may be paid out of the above amount subject to the condition that the total provision of \$ 200 or £ 40 per academic year is not exceeded.

3. Passage.-

2nd/Tourist Class sea passage both ways whichever is available. Coach Class from the Port of disembarkation to the place of study and back.	2nd/Tourist Class sea passage both ways whichever is available. II Class from Port of disembarkation to the place of study and back.
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4. Fees.-

The Embassy to pay Tuition and Examination Fee direct to the University or Institution.	The High Commission to pay Tuition and Examination fees to University or Institution.
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Note.- Compulsory Fee.- The term tuition and examination fees includes fees and charges levied by Foreign Universities/ Institutions/Organisations without which the scholars may be liable for removal from the rolls, (e.g., Activity infirmary and Student Union Fees).

Fines or the other penal charges levied for misconduct, etc., will not be borne by Government.

5. Family maintenance allowance-

Rs. 75 p.m.

Rs. 75 p.m.

<sup>1</sup>[6. Equipment advance.-

<sup>2</sup>[Rs.1000] recoverable as follows:

<sup>2</sup>[Rs.1000] recoverable as follows:

1. If the duration of the stay of the Government servant abroad is more than six months, in ten monthly instalments;

1. If the duration of the stay of the Government servant abroad is six months or less, in ten monthly instalments

2. If the duration of the stay of the Government servant abroad is more than six months, in twenty-five monthly instalments.

If the duration of the stay of the Government servant abroad is more than six months in twenty-five monthly instalments]

7. Maintenance allowance-

Nil

Nil

Leave salary and study allowance will be paid in lieu of maintenance allowance. If the sum total of both falls short of maintenance allowance admissible to non-study leave scholars. (i.e., \$ 125 In U.S.A. and £ 33 1/3 in Oxford and Cambridge and £ 30 in other places in U.K.) the difference will be paid by the Government as additional allowance.

8. Travelling allowance from headquarters to the port of embarkation and on return from the port of arrival to the place of posting <sup>3</sup>[as for journeys on tour.]

1. Substituted by No. FD 124 SRS 70 dated 31-5-1971.

2. Substituted by No. FD 7 SRS 76 dated 5-7-1976 (wef 20-7-1976).

3. Substituted by No. FD 30 SRS 64 dated 20-8-1964.

(b) In the case of temporary Government servants who may be sent abroad on study leave, allowance to be paid will be decided in each case according to its merits.

## II. Fellowship

1. Maintenance allowance-	£ 33 $\frac{1}{3}$ in Oxford and
\$ 125 per mensem	Cambridge and £ 30 in other places
2. Essential apparatus books and training allowance-	
\$ 200 per annum	£ 40 per annum
3. Passage-	
II or Tourist Class sea passage both ways whichever is available. Coach Class from Port of disembarkation to the place of study and back.	II or Tourist Class sea passage both ways whichever is available. II Class from the Port of disembarkation to the place of study and back.
4. Fees-	
Embassy to pay tuition & Examination fees direct to the University or Institute.	High Commissioner to pay tuition fees and examination fees direct to the University Institute.

Note:- Compulsory fees.- The term tuition and examination fees, includes fees and charges levied by Foreign Universities/Institutions/Organisations without which the scholars may be liable for removal from the rolls, (e.g., Activity infirmary and student Union fees).

Fines or other penal charges levied for misconduct, etc., will not be borne by Government.

### 5. Family maintenance-

Rs. 75 p.m.	Rs. 75 p.m.
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### <sup>1</sup>[6. Equipment advance—

<sup>2</sup> [Rs.1000] recoverable as follows:-	<sup>2</sup> [Rs. 1000] recoverable as follows :-
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1. Substituted by No. FD 124 SRS 70 dated 31-5-1971.

2. Substituted by No. FD 7 SRS 76 dated 5-7-1976 (wef 20-7-1976).

1. If the duration of the stay of the Government servant abroad is six months or less, in ten monthly instalments;	If the duration of the stay of the Government servant abroad is six months or less, in ten monthly instalments;
2. If the duration of the stay of the Government servant abroad is more than six months, in twenty-five monthly instalments	If the duration of the stay of the Government servant abroad is more than six month, in twenty-five monthly instalments.]

7. Travelling allowance from the headquarters to the port of embarkation and on return from the port of arrival to the place of posting <sup>1</sup>[as for journeys on tour].

8. In addition to the above such travelling allowance in the country or countries for training observation or study as is sanctioned in each case.

### III. Deputationists

#### 1. Maintenance or daily allowance-

In U.S.A-	In U.K.
(i) 8 dollars per day in the case of officers drawing a pay below <sup>2</sup> [Rs. 4150] per mensem	£ 1 <sup>1</sup> / <sub>2</sub> per day
(ii) 10 dollars per day in the case of officers drawing a pay of <sup>2</sup> [Rs. 4150] and above per mensem.	£ 2 per day

#### 2. Tuition and Training Fees.-

<sup>3</sup>[(a) Equipment advance of Rs. 500 recoverable as follows:

1. If the duration of the stay of the Government servant abroad is six months or less, in ten monthly instalments.

2. If the duration of the stay of the Government servant abroad is more than six months, in twenty-five monthly instalments.]

1. Substituted by No. FD 30 SRS 64 dated 20-8-1964.

2. Amended by No. FD 4 SRA 99 dated 2-6-2000 (wef 1-1-1999)

3. Substituted by No. FD 124 SRS 70 dated 31-5-1971



(b) Pocket expenses of £ 5 or its equivalent in dollars:-

(c) Travelling allowance as follows :-

Travelling allowance from the headquarters to the port of embarkation and on return from the port of arrival to the place of posting <sup>1</sup>[as for journeys on tour.]

(ii) To and fro passage, I Class sea or air passage whichever is cheaper in the case of officers drawing a pay of <sup>2</sup>[Rs.4150] and above per month and, II class sea or air passage whichever is cheaper in the case of officer drawing a pay below <sup>2</sup>[Rs. 4150] per month. If the officer of both classes undertake a costlier journey the difference will be treated as loan recoverable on their return from abroad.

(d) Pay.-They are eligible to draw if they were on duty.

Note 1.-Only Officers of I class, viz., Major Heads of Departments, Secretaries to Government, Deputy Commissioners and officers of other Departments of a corresponding status and scales of pay have to be treated as on deputation when such officers are sent abroad for observation for short periods and they are allowed the allowances mentioned for deputationists.

Note 2.- Government servants, who are granted Damodar Das Scholarships/Study Leave concession/Fellowship/ deputation terms, may, if they so desire, travel by air to the foreign country and back. But in case they are not entitled under the foregoing rules to travel by air, the difference in cost between the air fare and the fare to which they are eligible, will have to be paid by the Government servants themselves or, if they so prefer, it will be treated as a loan, which will have to be repaid by them on their return, out of their salary in <sup>3</sup>[thirty-six] monthly instalments. Interest at five per cent per annum will be charged on the amount treated as loan.

3. In the case of Government servants, who are granted study leave concessions or Damodar Das Scholarship.-

(a) Family maintenance allowance is payable for the full period of absence from India including the period spent on

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1. Substituted by No. FD 30 SRS 64 dated 20-8-1964.

2. Substituted by No. FD 4 SRS 99 dated 2-6-2000 (wef 1-1-1999).

3. Substituted by No. FD 112 SRS 62 dated 19-12-1962 (wef 27-12-1962).

journey from India to the foreign country and back. For purpose of payment, the term 'family' should be interpreted in accordance with rule 8 (16) of the Karnataka Civil Services Rules.

The Scholar will nominate, before leaving the State, a member of his family for receiving family maintenance allowance and in addition to giving intimation thereof will forward the specimen signature of the person so nominated to the Accountant General, in case he is a Gazetted Officer or to the Head of that office at which he was last working, in case he is a Non-Gazetted Officer.

(b) Study allowance will be paid only from the date of landing in the country of study and up to the date of departure from that country. It will not be admissible during the periods spent on journey from India to the foreign country and back.

4. The leave salary and other allowances admissible to the Government servant till the day preceding the date of his landing in the foreign country will be paid in rupees, whereas the leave salary, etc., from the date of landing will be payable in sterling or Dollars or the appropriate foreign currency. If, however, a Government servant desires that the entire leave salary may be arranged to be paid in India alone, such requests may be accepted. The leave salary for the period till the day preceding the date of landing in the foreign country may also be arranged to be paid in the foreign country if the period is short and the amount is not large. Cases of doubt may be referred to Government for orders.

Request for part payment of salary in India may also be complied with.

10. Government reserve the right of stopping the daily or other allowances, if the diaries indicate that the time of the Government servant has not been properly employed.

11.(a) A Government servant who is granted study leave to prosecute a course of studies or for receiving specialised training in professional or technical subjects, may be permitted to receive and retain, in addition to his leave salary, any scholarship or stipend that may be awarded to him from a Government or non Government source.

(b) Where a Government servant on study leave is in receipt of scholarship or stipend (from whatever source granted), the cost of the fees payable for the course of study may not be paid by Government under Rule 9 above.

(c) A Government servant on study leave who is in receipt of a scholarship or stipend (from whatever source granted), but in special cases where the net amount of the scholarship or stipend (i.e. the value of the scholarship or stipend minus any tuition fees paid is less than the study allowance that would be admissible but for the scholarship or stipend, the difference between the value of the net scholarship or stipend and the usual study allowance may be granted by special sanction.

Note.- Any scholarship or stipend received during study leave or otherwise, by a Government servant from a source other than the Consolidated Fund of the State for the purpose of prosecuting a course or study or receiving specialised training in professional or technical subjects will not be subject to a cut under the provision of Rule 29(a) of the Karnataka Civil Services Rules, i.e., the scholar will not be required to credit any portion of it to Government. However, Rule 29(a) will continue to apply, unless specifically relaxed, to the payment received by such Government servant as a result of full time or part time employment undertaken by them.

#### **ANNEXURE- B**

Benefits in cases coming under Rule 1(b) of Appendix II

<sup>1</sup>[1. (i) If the period of absence of a Government servant from his post in India does not exceed eighteen months, such period shall be treated as deputation on full pay which he would have drawn had he remained on duty in India and it shall count as duty for all purposes.

(ii) If the period of absence exceeds eighteen months but does not exceed twenty-four months, such period exceeding eighteen months shall be covered by grant of special leave on half average pay, subject to the conditions mentioned in rule 2 of Annexure 'A' and such period shall be treated as service counting for promotion, pension and increment but not for leave:

Provided that he shall be permitted to avail himself of earned leave to the extent due and admissible in lieu of special leave.

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1. Substituted by No. FD 57 SRS 66 dated 22-8-1967 (wef 1-4-1967).

(iii) If the period of absence is permitted to exceed twenty four months such period exceeding twenty-four months shall be covered by grant of leave with pay due and admissible and if no such leave is due or admissible, by grant of leave without allowance to the extent necessary.

2. No Dearness Allowance and compensatory-cum-house rent allowance shall be admissible except for the first six months of absence at the rates at which the Government servant would have drawn, had he remained on duty in India:

Provided that during the exceeding six months, dearness allowance at such rate as is appropriate to the basic pay shall be admissible for a Government servant who has not elected revised scales of pay sanctioned in the Karnataka Civil Services (Revised Pay) Rules, 1961].

(The benefit derivable under rules 1 and 2 of Annexure 'B' is also applicable to Government servants deputed for study or training outside India under Rule (1) (b) of Appendix II or after 1st April, 1966).

<sup>1</sup>[Note.- Dearness Allowance will also be admissible in cases of deputation extending beyond a period of six months, provided the deputation is more than one country and the period of the Government servant's stay on deputation in any one country does not exceed six months.]

3. The Government servant concerned will be permitted to avail of such concessions as are contemplated under the terms of the awards. In addition, Government will extend the following concessions :-

(i) travelling allowance to the port of embarkation in India and back <sup>2</sup>[as for journeys on tour] if this is not covered under the terms of the award.

<sup>3</sup>[(i-a) travelling allowance from the headquarters to Delhi and back limited to single railway fare (without incidental charges) and Daily Allowance at the admissible rates for the days of halt at Delhi in connection with the interview of the

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1. Inserted by No. FD 68 SRS 69 dated 14-8-1969 (wef 22-11-1968)

2. Substituted by No. FD 30 SRS 64 dated 20-8-1964.

3. Inserted by No. FD 99 SRS 61 dated 29-8-1961 (wef 29-8-1961).

Government servant concerned before the Central Selection Committee, New Delhi.]

<sup>1</sup>[Note.- In respect of T.A., claims under this sub-rule, the Government servant concerned shall furnish either of the two certificates prescribed below, as the case may be :

“Certified that I have not drawn T.A./D.A., for this journey and halt from any non Government source.”

OR

“Certified that T.A./D.A. admissible from non-Government sources in respect of this journey and halt has been drawn and deducted from the amount claimed in this bill.”]

(ii) such other local costs, i.e., for obtaining passports, medical certificates, etc., as are necessary in each case, and

<sup>2</sup>[Note.- The term ‘local costs’ including single railway fare or bus fare and ordinary mileage (without incidental charges) and daily allowance for the days of halt, if any, at the place the Government servant is required to present himself in connection with obtaining passport/medical certificate or for Orientation training.

<sup>3</sup>[Where air journey is performed in view of urgency, single air fare (without incidentals) may be allowed only for the forward journey, which shall be included in the ‘local costs’.]

The actual periods of halt, including the period of compulsory stay, if any, that was absolutely necessary shall be certified by the authority issuing the passport or the Examining Medical Officer or other competent authority.]

<sup>4</sup>[(iii) Rs.3000/- shall be paid as equipment grant to an officer deputed by the State Government for training abroad, the duration of which is more than three months.

(iv) Airport tax shall be reimbursed to the officer deputed by the State Government for training abroad, if it is paid at the port of embarkation/disembarkation in the course of his duty.]

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1. Inserted by No. FD 99 SRS 61 dated 9-1-1962 (wef 9-1-1962).

2. Inserted by No. FD 18 SRS 64 dated 17-2-1965.

3. Inserted by No. FD 71 SRS 70 dated 3-11-1970 (wef 19-11-1970).

4. Substituted by No. FD 1 SRA 97 dated 23-4-98 (wef 15-10-1998)

**ANNEXURE - C**

This bond is executed in favour of the Governor of Karnataka (hereinafter called the "Government") by .....son of .....aged about ..... years, now residing at ..... (hereinafter called the "SCHOLAR" which term shall include his heirs and legal representatives);

And Shri.....son of..... aged about.....years, residing at.....aged about.....years, residing at.....and Shri.....son of.....aged about.....years, residing at.....(hereinafter called "SURETIES" which term shall include their heirs and legal representatives).

Whereas at his request the Scholar has been granted a scholarship/Fellowship/Grant/Study leave concession of ..... under the rules forming Appendix II to the Karnataka Civil Services Rules, Volume I, regarding the facilities available for study or training outside India which they read and understood.

The Scholar and the Sureties covenant as follows:-

1. The Scholar shall be bound by all the Rules of the aforesaid Appendix II of the Karnataka Civil Services Rules and any modification thereof made by the Government from time to time.

2. The Scholar shall prosecute his studies or training diligently.

3. The Scholar shall join such Institution or Company or Factory or Establishment and take up such course or courses as the Government may require him so to do or may approve.

<sup>1</sup>[3-A. The Scholar shall not, without the previous approval of the Government, take up the question of extension/variation of his training with the authorities responsible for his training abroad either on his arrival in the country of training or during his stay in that country.]

4. After completion of <sup>1</sup>[the] course or training the Scholar shall not take up another course of study or training or

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1. Inserted by No. FD 12 SRS 61 dated 1-4-1961 (wef 6-4-1961).

take up any employment, trade or profession, or occupation without the express permission of the Government.

5. On completion of such course of study, or training the Scholar shall return to Karnataka State within reasonable time not exceeding three months from the date of completion of his course or training unless otherwise expressly permitted.

<sup>1</sup>[6. In the event of the Scholar contracting an infectious disease requiring prolonged hospitalisation, he shall not forbid the medical advisers/attendants from communicating the nature and condition of disease to Indian Missions concerned or Government.]

7. It shall be open to the Government to re-call the Scholar at any time, whether or not the course for which he is sent has been completed, if he fails in his examination, or the reports regarding his progress are unsatisfactory or he has taken to undesirable ways of life. In the case of such re-call the Scholar shall be liable to pay to the Government all sums spent on him.

8. At least one month before the date of his return to Karnataka State and within <sup>2</sup>[7] days after such return, the Scholar shall intimate about his return to the Chief Secretary to the Government of Karnataka and also to.....  
.....[here the Head of the Department in which the Scholar was serving before going for the course of study or training may be indicated] who shall arrange to issue necessary posting order. The Scholar undertakes to serve the Government in such post, in such capacity and on such remuneration as the Government may, in its absolute discretion require him to do so, for a period of atleast <sup>3</sup>[four years] from the date of joining appointment after return. If required by the Government, the Scholar shall apply to the Public Service Commission or any other authority for such posts as the Government may direct.

<sup>4</sup>[9. In the event of breach of any of the aforesaid terms by the Scholar, the Scholar and the Sureties do undertake jointly and severally to refund to Government all amounts paid to the

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1. Inserted by No. FD 9 SRS 61 dated 16-2-1961 (wef 23-2-1961).

2. Substituted by No. FD 4 SRS 63 dated 20-3-1963 (wef 11-4-1963).

3. Substituted by No. FD 125 SRS 67 dated 21-10-1967 (wef 2-11-1967)

4. Substituted by No. FD 29 SRS 62 dated 31-7-1962 (wef 9-8-1962)

Scholar or expended on his account as scholarship equipment allowance passage money, family allowance, salary and other allowance during the period of such study or training, leave salary, cost of fees, travelling and other expenses, cost of international travel and cost of training abroad met by the Foreign Government Agency, and all other kinds of payments made to him from the time he leaves the State of Karnataka for such study of training upto the period he returns to the State together with interest at six percent per annum on such sums from the respective dates of payment.]

<sup>1</sup>[9-A. In the event of the scholar resigning or retiring from service without returning to do duty after a period of study leave or within a period of <sup>2</sup>[four years] after such return to duty, the scholar and the sureties do undertake jointly or severally to refund <sup>3</sup>[the actual amount] of leave salary, study allowance, cost of fees, travelling allowance and other expenses, if any, incurred by the Government or drawn by the scholar for the period of study leave, together with interest thereon from the date of demand at Government rates for the time being in force on Government loans, before the resignation of the scholar is accepted or permission to retire is granted.]

10. It shall not be necessary for the Government to proceed against the Scholar first by filing suit or initiating recovery proceedings before proceeding against the Sureties or either of them.

11. The Government shall be at liberty to recover all sums due from the Scholar and/or the Sureties, as arrears of Land Revenue.

12. Any extension of time granted to the Scholar or relaxation from any of the aforesaid terms or the rules of the aforesaid Foreign Scholarship Rules shall not release the Sureties from their obligation under this Bond or affect their liability in any manner.

13. The Sureties hereby mortgage in favour of the Government, the properties detailed hereunder by way of security for their liability under this Bond. The Sureties shall

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1. Inserted by No. FD 71 SRS 66 dated 18-9-1967.

2. Substituted by No. FD 125 SRS 67 dated 21-10-1967 (wef 2-11-1967)

3. Substituted by No. FD 31 SRS 72 dated 13-8-1976 (wef 26-8-1976)



also be personally liable for their obligations under this Bond should the mortgaged properties be insufficient to satisfy the dues of Government.

<sup>1</sup>[or

The Scholar hereby mortgages in favour of the Government, the properties detailed hereunder by way of security for his liability under this Bond.]

14. The Stamps and Registration fees, if payable on this bond, shall be borne by the Government.

**SCHEDULE I**

(Properties mortgaged by the First Surety)

(Shri .....

**SCHEDULE II**

(Properties mortgaged by the Second Surety)

(Shri .....

In witness whereof the Scholar and Sureties have signed this Deed in the presence of the following witnesses :-

	Witnesses	Scholar
1.	.....	Surety
2.	.....	Surety

<sup>1</sup>[**SCHEDULE III**]

(Properties mortgaged by the Scholar)

(Shri

<sup>2</sup>[Annexure CC xxx]

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1. Inserted by No. FD 9 SRS 65 dated 27-4-1965 (wef 13-5-1965).  
2. Deleted by No. FD 90 SRS 67 dated 19-2-1968 (wef 7-3-68).

**ANNEXURE-'D'**

This bond is executed in favour of the Governor of Karnataka (hereinafter called the "Government") by.....son of ..... aged about..... years, now residing at.....(hereinafter called the "Scholar" which term shall include his heirs and legal representatives) :

And the .....Bank Ltd., .....(hereinafter called 'Surety' which term shall include its liquidators and legal representatives):

Whereas at his request, the Scholar has been granted a Scholarship/Fellowship/Grant/Study Leave/Concession of..... under the Rules forming Appendix II to the Karnataka Civil Services Rules, Volume I, regarding the facilities available for study or training outside India which they have read and understood:

And whereas at the request of the Scholar and the Surety the Government has agreed to accept the guarantee given by the surety instead of Security of Immovable property;

The Scholar and the Surety covenant as follows:-

1. The Scholar shall be bound by all the Rules or the aforesaid Rules forming Appendix II to the Karnataka Civil Services Rules and any modification thereof made by the Government from time to time.
2. The Scholar shall prosecute his studies or training diligently.
3. The Scholar shall join such Institutions or Company or Factory or Establishment and take up such course or courses as the Government may require him so to do or may approve.

<sup>1</sup>[3-A. The Scholar shall not without the previous approval of the Government, take up the question of extension/variation of his training with the authorities responsible for his training abroad either on his arrival in the country of training or during his stay in that country.]

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1. Inserted by No. FD 12 SRS 61 dated 1-4-1961 (wef 6.4.1961)

4. After completion of <sup>1</sup>[the] course or training the Scholar shall not take up another course of study or training to take up any employment, trade or profession, or occupation without the express permission of the Government.

5. On completion of such course of study, or training the Scholar shall return to Karnataka State within reasonable time not exceeding three months from the date of completion of his course, or training unless otherwise expressly permitted.

6. It shall be open to the Government to re-call the Scholar at any time, whether or not the course for which he is sent has been completed, if he fails in his examination, or the reports regarding his progress are unsatisfactory or he has taken to undesirable ways of life. In the case of such re-call, the Scholar shall be liable to pay to the Government all sums spent on him.

7. At least one month before the date of his return to Karnataka State and within <sup>2</sup>[7] days after such return the Scholar shall intimate about his return to the Chief Secretary to the Government of Karnataka and also to .....(here the Head of the Department in which the Scholar was serving before going for the course of study or training may be indicated) who shall arrange to issue necessary posting order. The Scholar undertakes to serve the Government in such post, in such capacity and on such remuneration as the Government may, in its absolute discretion require him to do so for a period of at least <sup>3</sup>[four years] from the date of joining appointment after return. If required by the Government the Scholar shall apply to the Public Service Commission or any other authority for such posts as the Government may direct.

<sup>4</sup>[8. In the event of breach of any of the aforesaid terms by the Scholar, the Scholar and the Surety to undertake jointly and severally to refund to Government all amounts paid to the Scholar or expended on his account as scholarship, equipment allowance, passage money, family allowance, salary and other allowances during the period of such study or training, leave salary, cost of fees, travelling and other expenses, cost of international travel and cost of training abroad met by the

1. Inserted by No. FD 12 SRS 61 dated 1-4-1961 (wef 6-4-1961).

2. Substituted by No. FD 4 SRS 63 dated 20-3-1963 (wef 11-4-1963).

3. Substituted by No. FD 125 SRS 67 dated 21-10-1967 (wef 2-11-1967).

4. Substituted by No. FD 29 SRS 62 dated 31-7-1962 (wef 9-8-1962).

Foreign Government Agency, and all other kinds of payment made to him from the time he leaves the State of Karnataka for such study or training upto the period he returns to the State together with interest at six percent per annum on such sums from the respective dates of payment.]

<sup>1</sup>[8-A. In the event of the scholar resigning or retiring from service without returning to duty after a period of study leave or within a period of <sup>2</sup>[four years] after such return to duty the scholar and the sureties do undertake jointly or severally to refund <sup>2</sup>[the actual amount] of leave salary, study allowance, cost of fees, travelling allowance and other expenses, if any incurred by the Government or drawn by the Scholar for the period of study leave, together with the interest thereon from the date of demand at Government rates for the time being in force on Government loans, before the resignation of the scholar is accepted or permission to retire is granted.]

9. It shall not be necessary for the Government to proceed against the Scholar first by filing suit or initiating recovery proceedings before proceeding against the Surety or either of them.

10. The Government shall be at liberty to recover all sums due from the Scholar and/or the Surety as arrears of Land Revenue.

11. Any extension of time granted to the Scholar or relaxation from any of the aforesaid terms or the rules of the aforesaid Foreign Scholarship Rules shall not release the Surety from its obligation under this Bond or affect its liability in any manner.

<sup>3</sup>[12. xxx]

A witness of the Scholar on his behalf and.....  
..... of the Bank, on its behalf have set their hands to this on .....

Witnesses	Scholar
1.....	on behalf of the ..... Bank .....
2.....	Surety]

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1. Inserted by No. FD 71 SRS 66 dated 18-9-1967.  
2. Substituted by No. FD 31 SRS 72 dated 13-8-1976 (wef 26-8-1976).  
3. Deleted by No. FD 142 SRS 61 dated 24-1-1962 (wef 20-9-1961).

<sup>1</sup>[ANNEXURE - 'E'

<sup>2</sup>[When the security is furnished in Karnataka Government Savings Bank Pass-book and/or National Savings Certificates and /or National Defence Certificates.]

KNOW ALL MEN BY THESE PRESENTS THAT I, .....son of.....aged about .....years, now residing at..... [hereinafter called the 'Scholar' which term shall include his heirs and legal representatives) am bound to the Governor of Karnataka (hereinafter called the Government);

WHEREAS I the said.....has been granted a Scholarship/Fellowship/Grant/Study Leave/Concession of .....under the rules forming Appendix II to the Karnataka Civil Services Rules, Volume I, regarding the facilities available for study or training outside India which I have read and understood.

AND WHEREAS at my request the Government has agreed to accept the security of money deposited by me in the Karnataka Government Savings Bank under Pass Book No .....of.....Treasury <sup>1</sup>[and/or the National Savings Certificates and/or the National Defence Certificate Nos.....of the value of R s . . . . . ] instead of security of immovable property;

Now, THEREFORE, the condition of this bond are as follows:

1. The Scholar shall be bound by all the rules in the aforesaid Rules forming Appendix II to the Karnataka Civil Services Rules and any modification thereof made by the Government from time to time.
2. The Scholar shall prosecute his studies or training diligently.
3. The Scholar shall join such institution or Company or Factory or Establishment and take up such course as the Government may require him so to do or may approve.

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1. Inserted by No. FD 49 SRS 62 dated 8-2-1963 (wef 14-3-1963).  
 2. Substituted by No. FD 25 SRS 66 dated 27-8-1966 (wef 8-9-1966).

4. The Scholar shall not without the previous approval of the Government, take up the question of extension/variation of his training with the Authorities responsible for his training abroad either on his arrival in the country of training or during his stay in that country.

5. After completion of the course or training, the Scholar shall not take up another course of study or training or take up any employment, trade or profession or occupation without the express permission of the Government.

6. In the event of the Scholar contracting an infectious disease requiring prolonged hospitalisation, he shall not forbid the medical advisers/attendants from communicating the nature and condition of disease to Indian Mission concerned or Government.

7. On completion of the course of study or training, the Scholar shall return to Karnataka State within reasonable time not exceeding three months from the date of completion of his course, or training unless otherwise expressly permitted.

8. It shall be open to the Government to recall the Scholar at any time, whether or not the course for which he is sent has been completed, if he fails in his examination or the reports regarding his progress are unsatisfactory or he has taken to undesirable ways of life. In the case of such re-call, the Scholar shall be liable to pay to the Government all sums spent on him.

9. At least one month before the date of his return to Karnataka State and within 7 days of such return the Scholar shall intimate about his return to the Chief Secretary to the Government of Karnataka and also to (here the Head of the Department in which the Scholar was serving before going for the course of study or training may be indicated) who shall arrange to issue necessary posting order. The Scholar undertakes to serve the Government in such post, in such capacity and on such remuneration as the Government may, in his absolute discretion require him to do so, for a period of at least <sup>2</sup>[four years] from the date of joining appointment after return. If required by the Government, the Scholar shall apply to the Public Service Commission or any other authority for such posts as the Government may direct.

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1. Substituted by No. FD 25 SRS 66 dated 27-8-1966 (wef 8-9-1966)

2. Substituted by No. FD 125 SRS 67 dated 21-10-1967 (wef 2-11-1967).

10. In the event of breach of any of the aforesaid terms by the Scholar, the Scholar shall be bound to refund to the Government all amounts, received by the Scholar or expended on his account as Scholarship, equipment allowance, passage money, family allowance, salary and other allowances paid to him during the period of such study or training, leave salary, cost of fees, travelling and other expenses, cost of international travel and cost of training abroad met by the Foreign Government Agency, and all other kinds of payments made to him from the time he leaves the State of Karnataka such study or training upto the period he returns to the State together with interest at six percent per annum on such sums from the respective dates of payment.

<sup>1</sup>[10-A. In the event of the scholar resigning or retiring from service without returning to duty after a period of study leave or within a period of four years after such return to duty, the scholar and the sureties do undertake jointly or severally to refund <sup>2</sup>[the actual amount] of leave salary, study allowance, cost of fees, travelling allowance and other expenses, if any incurred by the Government or drawn by the Scholar for the period of study leave, together with interest thereon from the date of demand at Government rates for the time being in force on Government loans, before the resignation of the scholar is accepted or permission to retire is granted.]

<sup>3</sup>[11. By way of security for the due performance of the terms of this bond, the Scholar has deposited a sum of Rs.....in the Government Savings Bank Account No..... at .....Treasury and has herewith pledged and delivered <sup>4</sup>[the pass book therefor and/or has hereby pledged and delivered] the National Savings Certificates/and/or/the National Defence Certificates Nos..... of value of Rs..... duly endorsed in the name of the Governor of Karnataka and it is hereby agreed by and between the parties hereto that the said certificates shall be accepted at their surrender value at the time of transfer and shall remain at the disposal of the Government.

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1. Inserted by No. FD 71 SRS 66 dated 18-9-1967.

2. Substituted by No. FD 31 SRS 76 dated 13-8-1976 (wef 20-8-1976).

3. Inserted by No. FD 25 SRS 66 dated 27-8-1966 (wef 8-9-1966).

4. Inserted by No. FD 25 SRS 66 dated 22-12-1966.

In the event of breach of the terms of this bond, Government shall be entitled, without prejudice to the other remedies open to it, to recover the amounts under this bond from the aforesaid Savings Bank Deposit / and / or Certificates.

Note.-The amount to be deposited/and/or the value of the securities to be pledged and delivered shall be an amount equivalent to twelve times the average cost of the post held by the Government servant at the time of his deputation abroad or five thousand rupees whichever is less.]

12. Government shall also be entitled to recover moneys due under this bond as arrears of land revenue.

In witness whereof the parties have set their hands to this deed.

Scholar  
On behalf of and under the  
directions of the Government of Karnataka,  
(Person authorised should sign.)

Witnesses:-

1 .....  
2 .....]

**<sup>1</sup>[ANNEXURE - 'F'**  
Annual/Final Report

I. Note to Scholars:

Please state the degree, if any, for which you are studying. The likely date of taking the degree should in all cases be mentioned. If you are not studying for a degree, please mention the likely date when you hope to complete the course of study you are pursuing. Where you have already taken a degree, please give the date of taking it, and state what you have been doing since taking degree and when you hope to complete the course or training you are undergoing at present. The report should be submitted in triplicate.

II. This report must be submitted through your professor or Supervising authority in charge.

Name in Block Capitals .....File No.....  
Name of the Scholarship Scheme.....

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1. Inserted by No. FD 24 SRS 65 dated 13-9-1965.



- Sponsoring Authority.....
1. Date of arrival in the Country of study.....
  2. Subject for which selected.....
  3. \*Course of study or training undertaken.....
  4. Degree sought/obtained.....
  5. Approximate date of degree award.....
  6. Institution in which pursuing study/training.....
  7. \*Course of study or training attended during period under review.....
  8. \*All examinations (Including subjects) taken with dates, and results (in the final examination the degree or diploma obtained should be stated with subjects taken, and honours, if any. The grades obtained in the final examination must be stated.) Grades should be explained .....
  - .....
  - .....
  - .....
  9. Any prizes or other Distinctions.....
  10. For Scholar Taking practical Training.

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Name of Concern	Date of joining	Stay to last until	Nature of training
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\*(If space provided is not sufficient, please attach additional sheet)

11. This report covers period beginning from.....  
 ..... and lasting upto.....

Place  
 Date

Scholar's Signature

12. University or Institution Supervisor's Report on the work of the student during the period under review.

Date  
 Signature

13. To be filled in by the University or Institution Supervisor in the case of Final Report only.-

(a) Was academic and intellectual background of the Scholar found satisfactory.

(b) Any outstanding results achieved by him.

(c) Evaluation of Scholar's abilities and achievement.

(d) In which field or branch, in your opinion, the scholar is most suited to work, viz., Laboratory, field work, industry, organisation.

(e) Your personal opinion regarding usefulness and value of scholarship whether or not scholar has fulfilled your expectations.

Date..... Signature of Supervisor/Professor.

14. Observations of the Education Department, Embassy of India.

Date Signature of forwarding officer.]

**<sup>1</sup>[APPENDIX-II-A**

Rules regulating deputation of or grant of study leave to Government servants for prosecution of special course of study consisting of higher studies or specialised training within India.

I. Deputation of Government servants for higher studies/ specialised training:

1. The Government may depute a Government servant, who has rendered not less than five years as regular service and is below <sup>2</sup>[48] years of age, for a special course of study, consisting of higher studies or specialised training in a professional or technical subject having a direct and close connection with the sphere of his duty at a recognised institution within the State or outside the State but within India. The restriction in regard to length of service and age will not apply to deputation of Government servants for foundation refresher courses of training or any inservice training of short-term duration not exceeding three months.

2. The course of higher studies or specialised training to which a Government servant may be deputed should be of a definite advantage in public interest. These courses of higher studies or specialised training shall be determined and prescribed by Government from time to time by a specific or general order.

3. The concerned Departments of Government shall draw up a programme about the requirements of trained personnel in the specialised field of works of such Department.

4. The number of Government servants to be deputed at any point of time for higher studies or specialised training shall be kept at the minimum, not exceeding 5% of the sanctioned permanent strength of the concerned cadre.

5. The selection of a candidate for higher studies or specialised training shall be made strictly on the basis of seniority except for reasons to be recorded in writing.

6. The maximum period of deputation for higher studies or specialised training shall not exceed the normal duration of the course of study or training. This period shall be treated as

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1. Substituted by No. FD 17 SRS 84 dated 4-8-1985 (wef 16-5-1985).

2. Substituted by No. FD 61 SRS 89 dated 20-3-1990 (wef 5-4-1990).

on duty. If a Government servant is unable to complete the course of higher studies within the normal duration of such course or higher study, he may be granted extension of time upto a maximum period of one year. This extended period shall be treated as such leave as is at his credit and the remaining period shall be treated as extraordinary leave.

7. A Government servant shall not ordinarily be deputed for higher studies or specialised training more than once during his entire service. However, this restriction will not apply to the deputation of a Government servant for short-term courses of study or training, duration of which does not exceed three months.

8. During the period of deputation, the Government servant shall be eligible to draw:

(a) Salary i.e., Basic Pay, Dearness Allowance, House Rent Allowance and City Compensatory Allowance which he would have drawn but for his deputation for higher studies or specialised training. During the period of extension, the Government servant shall be eligible only for leave salary admissible under these rules.

(b) Stipend equal to one-half of Daily Allowance at the place of study/training, admissible under the rules. No stipend will be admissible during the extended period of study/training. If the period of deputation for higher studies or specialised training is of the duration of three months or less, the Government servant shall be allowed to draw stipend equal to full Daily Allowance admissible under the rules. If the Government servant is deputed for higher studies or specialised training at the same station-Municipal limits including the urban agglomeration area, he will not be eligible for stipend.

(c) Travelling Allowances as on tour from the headquarters to the place of study/training and back for the first journey to join the course of study or training and return journey after completion of the study/training.

(d) Tuition fees, if any, prescribed for the course of study or training.

9. The Government servant who is selected for deputation for higher studies or specialised training has to

execute a bond in Form No. 19 appended to these rules, before he is relieved of his duties. He will have no option to retire from service voluntarily under the provisions of Rule 285 of Karnataka Civil Services Rules either during the period of deputation or within a period of three years from the date of his return to duty after expiry of the period of deputation.

10. The Government shall be the competent authority to sanction the deputation of Government servants for higher studies or specialised training. If Government comes to the conclusion that the Government servant who has been deputed for higher studies or specialised training had not shown sufficient progress in the studies or had failed to complete the course in proper time, it may terminate the period of deputation and direct the Government servant to refund or recover from him the entire expenditure incurred on his deputation including the salary and stipend paid for the period of deputation and extension of time if any, granted for completion of higher study or specialised training.

#### II. Grant of study leave for prosecution of higher studies/ specialised training

1. The Government may grant study leave to a Government servant for prosecution of a special course of study consisting of higher studies or specialised training in a professional or technical subject having a direct and close connection with the sphere of his duty at a recognised institution within the State or outside the State but within India.

2. Study leave may also be granted for the studies which may not be closely or directly connected with the work of Government servant, but which are capable of widening his mind in a manner likely to improve his abilities as a civil servant and to equip him better to collaborate with those employed in other branches of the public service.

3. The grant of study leave to a Government servant shall be subject to the following conditions:-

(a) No study leave shall ordinarily be granted to a Government servant who has rendered less than five years of regular service under Government. In no case, study leave shall be granted to a Government servant who has not completed the period of probation;

(b) The maximum period of study leave shall be restricted to three years of Doctorate courses and two years for Post-graduate or other courses of higher studies;

(c) The period of study leave shall be debited to the leave account of the Government servant. The period of study leave which falls short of the Earned leave/Half-pay-leave at the credit of the Government servant shall be treated as Extra-ordinary leave. During the period of study leave, the Government servant shall be eligible for leave salary (Pay, DA, HRA & CCA) as admissible under the rules;

(d) The Government servant who has been granted study leave shall not have option to retire from service voluntarily either during the period of study leave or within a period of three years from the date of his reporting for duty after expiry of the study leave.

4. The Government shall be the authority competent to sanction study leave. Every application for study leave should be submitted through the proper channel. The course of study contemplated by the Government servant and any examination which he proposes to undergo shall be clearly specified in the application along with the information about the study leave facilities availed of previously.

5. The Government servant who is granted study leave shall execute a bond in Form No. 19-A appended to these rules before he is relieved of his duties to join the course.]

**APPENDIX III**

(Rule 64)

Rules regulating the grant of compensatory allowances and passages during periods of deputation outside India:-

1. Free return passages will be granted to Government servants deputed on duty outside India as follows :-

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|--|--|
| (i) Government servants drawing actual pay of <sup>1</sup> [Rupees ten thousand and one hundred] and above | A tourist or second class passage the cost by P & O Second Class A.  |
| (ii) Other Government servants on pay exceeding <sup>1</sup> [Rupees two thousand and six hundred]         | A tourist or second class passage by the all sea route provided that the cost does not exceed the cost of passage by P & O second class B. |
| (iii) Government servants drawing pay of <sup>1</sup> [Rupees two thousand and six hundred] and below      | A deck passage   |

Note.- In cases in which accommodation is not available by P & O Steamers, the passages should preferably be booked by the steamers of British India or the Orient Steam Navigation Companies if the Course is possible.

2. Government may sanction the following terms for any officer deputed out of India.

(i) for the journey from his headquarters to the port of embarkation, travelling allowance at the rate which would be admissible to him were the journey was on tour;

(ii) free passage (with diet) to the port of debarkation;

(iii) travelling allowance at the rates fixed by the Government of India from the port of debarkation to destination in cases of deputation to Europe or America and actual travelling expenses in the case of deputations to other countries;

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1. Amended by No. FD 4 SRA 99 dated 2-6-2000 (wef 1-1-1999).

(iv) actual expenses incurred on account of dock dues and passport fees subject to production of receipts; and

(v) Similar terms for return journey.

Note.- Return tickets for steamer journey should be produced in cases where the period of deputation is not expected to exceed the period for which such tickets are available.

3. Government may, in exceptional circumstances, sanction a passage by air from or to India, to all officer deputed out of India, and grant to him the terms detailed in Rule 2, other than those relating to his own passage and travelling allowance for himself in India, in lieu of which the officer may be granted.

(1) travelling allowance for the journey from his headquarters to the air-port from which the passage has been sanctioned at the rate which would be applicable were the journey one on tour.

(2) free air passage to the air-port of debarkation.

(3) the actual cost of transporting luggage.

(a) from his headquarters to the sea port at which he would have embarked had he travelled by sea, subject to a limit of one-fourth of the rail fare between those two places of the class to which he is entitled, and

(b) from the sea port above mentioned to the port at which he would have disembarked had he travelled by sea, subject to a maximum of the charges payable for conveyance by sea or the amount of luggage which he would have carried free had a sea passage been sanctioned for him, and

(4) Similar terms for the return journey.

Note.- Government servants should avail themselves of the booking facilities afforded by the Government of India so that passages may be obtained at the concessional rates.

4. The travelling expenses and daily allowance payable to the officer from the date of landing in the country of destination to the date of re-embarkation for India will be fixed by the Government in each case, keeping in view the rates which are fixed by Government of India from time to time for journeys and halts in the various countries. The rates fixed by the Government of India for some of the more important places are noted below :-



Place	Rate per day Unit	First Grade officers drawing actual pay Rs 750 & above	Second & third grade pay above Rs 40	Fourth Grade on a pay of Rs 40 & below
London	Pounds & Shillings	2-8-6	1-16-4	0-16-2
United Kingdom (other than London)	-Do-	2-8-6	1-16-4	0-16-2
Ireland	Shillings	37-6	28-1	12-6
France	Franc	3,000-4,000	2.250-3,000	1.000-1,333.33
Holland	Fl(Guilders)	2.250-2,625	1,687-19-69	7-50-8-75
Sweden	Swedish Kroners	40-45	30-33.75	13-33-15
Italy	Lires	5.000-5,750	3,750-4, 312.50	1,666.67-1,916.67
Denmark	Danish Kroners	40-65	30-48-75	13.33-21.67
Poland	Zloties	120-125	90-93.75	
West Germany D.M.		28-34	21-25.50	9.33-11.33
U.S.S.R	Roubles	120	90	40
United States	U.S.Dollars	12	9	6
Canada	Dollars	12	9	6
Mexico	Pesos	96-120	72-90	32-40
Philippines	Pesos	30-32	22.50-24	10-10.6
New Zealand	N.Z. Shillings	45	33 <sup>3</sup> / <sub>4</sub>	15
Australia	Shillings(A)	36-80	27-60	12-27
Malaya States Straits		20-35	15-26-25	6-67-11-67
Japan	Yens	4,100-4,300	3.075-3,225	1,367-1.433
Burma	Rupees	55	41 <sup>1</sup> / <sub>4</sub>	18
China	P.B.S.	10-00	7-50	5-00
Ceylon	C.Rupecs	30-35	22 1/2-26 1/4	10-11 2/3

China.- In addition accommodation charges will be allowed.

An officer in receipt of all-inclusive rates of daily allowance will not be entitled to any reimbursement on account of tips, taxies, service charges or heating charges.

The daily allowance does not include any element towards the cost of transport for official journeys. Accordingly, the actual cost of taxi or conveyance hire for trips on duty which is considered necessary and reasonably by the Controlling Officer, will be reimbursed to the Officer on production of a Certificate that the amount claimed was actually spent.

In the case of halts of long duration, arrangements, should be made to reserve accommodation on weekly/monthly terms if these are cheaper than daily rates. Where accommodation and meals are both provided either free as when an officer is a State Guest or at Government expense, a cash allowance equal to 25 per cent of the prescribed all-inclusive rates of daily allowance, will be admissible to cover incidentals such as tips and gratuity and when accommodation alone is provided free, two-thirds of the all-inclusive rate of daily allowance will be admissible.

5. Nothing in the foregoing rules shall operate to prevent Government in such cases as it thinks fit to do so from reimbursing a Government servant on the basis of actual expenses incurred by him during a period of deputation. In cases in which it is decided to follow this procedure, the decision should be made known to the Government servant concerned before he leaves India he should be instructed that he will be expected where possible to support his claims by the production of vouchers.