

ANNEXURE 'A'

The Karnataka Travelling Allowance Rules, 1957 Regulating the payment of Travelling Allowance to Non-official Members of Committees, etc., constituted under the Authority of Government.

NOTIFICATION

No.Cod 1168 - 57,

dated 23rd August 1957

The Government of Karnataka hereby makes the following rules, in supersession of the existing rules on the subject regulating the payment of travelling allowance to non-official members of councils, committees, conferences and other bodies constituted under the authority of Government namely :-

1. These rules shall come into force with effect from the 1st day of September 1957.

2. These rules shall apply to all claims in respect of journeys and halts made on and from the date of commencement of these rules.

3. The rules regulating the payment of travelling allowance in force immediately before the date of commencement of these rules applicable to persons governed by these rules are repealed except in so far as they are applicable to payment of travelling allowances in respect of journey and halts made before the date of commencement of these rules.

4. The Travelling allowance of Non-official Members (including Members of the State Legislature and retired officers of Government). When these persons (a) are Members of Committees, Conferences or other bodies constituted by the State Government or (b) are deputed by the Government to place either in or outside the State or India to attend Committee, Conferences or other bodies constituted by an authority other than the State Government or (c) are deputed by the Government on special work in connection with the affairs of the State is regulated as follows :-

¹[A. RAILWAY FARE : Between places connected by railway he shall be eligible to draw first class railway fare or railway fare actually paid, by the shortest route, whichever is less, including reservation charges but not agency charges paid to a travel agency.

1. Amended by Go.No.FD 2 SRA 99 dated 22-4-1999 (w.e.f. 1-4-1999)

B. BUS FARE :

(a) Between places not connected by railway, he shall be eligible to draw bus fare by the shortest route, including reservation charges but not agency charges paid to a travel Agency.

(b) Between places partly connected by railway and partly by road, he may travel by bus by shortest route and claim bus fare including reservation charges but not agency charges paid to a travel agency.

C. MILEAGE ALLOWANCE :

He shall be eligible to draw mileage allowance from residence to railway station or bus station and vice versa and from railway station or bus station to the places of meeting and vice versa, at the following rates:

When journey is performed by		
Motor Cycle/Scooter/Tonga/ Cycle Rickshaw/Man-driven Rickshaw	Full Taxi/Own car	Auto Rickshaw
Rs. 1.00 per K.M.	Rs. 3.00 per K.M.	Rs. 3.00 per K.M. subject to minimum of Rs. 4.60

Where a member attends a meeting of the Committee at the place at which he is normally residing, no mileage allowance shall be payable.

D. SITTING FEES:

He shall be eligible to draw sitting fees per day of sitting, at the following rates :-

(a) within the State.

Place of sitting		
Bangalore	Other cities with Municipal Corporation	other places
Rs.150/-	Rs.125/-	Rs.100/-

(b) outside the State:-

Place of Sitting	
Ahmedabad, Bombay, Calcutta, Delhi, Gazibad, Hyderabad, Madras, Simla, Srinagar, Mussorie, Kanpur, Lucknow, Nagpur, Poona, Goa, Diu and Daman.	other places

Rs. 180/-

Rs. 150/-

Further the non-official members of the Committees etc., constituted by Government may, at their option, be allowed to draw Daily Allowance at the rates applicable to the Government Servants belonging to category - I in lieu of the sitting fee. The payment of Daily Allowance shall be calculated in accordance with the provisions of Rule 514 of the Karnataka civil Services Rules as modified from time to time.]

(iv) Air Journeys :-

Journeys by air require the specific sanction of Government which will be accorded only in cases of extreme emergency necessitating a journey.

¹[(a) xxx]

(b) Return tickets at reduced rates, if available should be purchased when the return journey is expected to be performed within the period during which the return ticket is valid. Mileage allowance for the forward and return journeys when such return tickets are available will, however, be the actual cost of such return ticket plus two-fifth of the standard air fare for a single journey between two places.

(c) Road mileage at the rates specified above from the point on which the journey is held to commence to the booking offices of the Air Transport Companies.

N.B.- The point in any station from which a journey is to be held to commence or as which it is to be held to end, shall be the Chief Public Office or any other point which may be fixed by Government for the said purpose. In Bangalore and Mysore Cities the Public Offices and in other places, Travellers 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 point fixed by Government for the purpose of the above rule.

1. Amended by Go.No.FD 2 SRA 99 dated 22-4-1999 (w.e.f. 1-4-1999)

Explanatory Note.- Travel by air means journeys performed in the machines of Public Air Transport Companies regularly plying for hire. It does not include journeys performed in private Aeroplane or Air Taxis.

(d) Insurance for air travel will be met by Government subject to the amount of premium being restricted to Rs.10 per trip.

Note.- Claims for insurance premium for air journeys should invariably be supported by the receipts on policies issued by the insurance companies.

Outside India,- At such rates as may be prescribed by Government from time to time in individual cases.

5. Government may, in special circumstances grant specific rates of conveyance allowance or actual charges incurred on hire of conveyance or other incidental charges in addition to the travelling allowance.

6. Payment of lumpsum advance to cover travelling expenses may be authorised by Government subject to adjustment from the final travelling allowance bills. The advances should not ordinarily exceed three-fourths of the amount of allowance admissible. This limit may, in special cases be enhanced under specific orders of Government.

¹[Note:- A Government officer (who may be a Member or Secretary of the Committee or other officer of the Government) will be responsible for the drawal disbursement and final adjustment of the advances paid to the non-official members of the Committees. Before allowing such advances, a written undertaking from each non-official should be obtained in the following Form. A second advance should not be allowed until the first advance is adjusted.

FORM

I.....member of the Committee/Commission appointed by the Government of Karnataka having received a sum of Rs.....(Rupees in words) as advance from the Government of Karnataka for performing certain journeys connected with my duties as member of the above said Committee/Commission hereby agree that the amount shall be adjusted against my travelling allowance bill immediately after the completion of specified journeys and that I shall forthwith refund to the Government of Karnataka any portion of the advance not so adjusted. If for any reason, the specified journeys are not performed

1. Inserted by No.FD 62 SRS 58 dated 25-4-1958 (w.e.f.25-4-1958)

I hereby agree to refund forthwith to the Government of Karnataka the entire sum of the advance on demand.

Revenue Stamp.
Signature of Member.]

7. ¹[Subject to such modifications as are specified above, the rules regulating the payment of Travelling allowance to officers of Government shall be the rules applicable to the payment of Travelling Allowance to non-officials also, except where the requirement of a specific rule is dispensed with by a special order of Government.] Sitting Fee, Daily Allowance or Halting Allowance whatever term is allowed in the Government Order constituting the Committee is admissible on the days of meeting in addition to Travelling Allowance admissible for the journeys [irrespective of the time of arrival or departure at the place of meeting.]

²[Note.-1xxx]

³[Note.- 2. The amendment made to this rule in the Government Order dated 3rd January 1961, shall have effect from 1st October, 1958.]

⁴[Exception.- Notwithstanding the provisions of this rule, the non-official members of the Hydro-Electric Construction Projects Board and the Standing Technical Advisory Committee shall be allowed sitting fees in addition to daily allowance whenever the meetings of the board or the standing Technical advisory Committee meetings are held outside Bangalore.]

8. The Government Order constituting the Committee will indicate the list (A,B or C) under which the Committee has been classified and sitting fee (with rate) if any, which has to be allowed in lieu of daily allowance.

9. Government may sanction special rates in individual cases, if the circumstances justify.

10. Road Mileage :- When a non-official member makes a journey by bus for ²[thirty-two kilometers] or more, he will be allowed 1 1/2 bus fare plus Daily Allowance (limited to road mileage.)

When a non-official member makes a journey by bus for less than ²[thirty two kilometres] he will be allowed 1 1/2 bus fare (limited to road mileage.)

1. Substituted by No.FD 126 SRS 60 dated 3-1-1961 (w.e.f.2.1.1961)

2. Amended by No.FD 10 SRS 71 dated 15-7-1971

3. Inserted by No.FD 172 SRS 61 dated 4-1-1962

4. Inserted by No.FD 167 SRS 60 dated 26-10-1960 (w.e.f. 5.1.1960)

1.- A non-official member (including a retired officer) of the Committees who is entitled to Railway fare higher than the third class, will record in his Traveling Allowance bill, a certificate of having travelled in the class for which Railway fare is claimed therein.

Otherwise, the officer will be paid only Railway fare based on the fare of the class in which he actually travelled.

Note 2.- Attendance of Standing Committees, Sub-Committees, Select Committees, Special Committees, etc., of the several Bodies will be treated as meeting of the Bodies themselves for the purpose of these rules.

Note 3.- Non-official members will be entitled to draw travelling allowance calculated from and to their ordinary places of residence and from the place of meeting. ¹[Daily Allowance for halts by members to attend an adjourned Meeting or another Meeting at the same place may be allowed subject to the following conditions -

(a) The total daily allowance for such halts is limited to the amount of Travelling Allowance admissible for returning to his place of residence and coming back to attend an adjourned meeting or another meeting.

(b) Travelling Allowance for the to and fro journey is allowed only once counting the two meetings as one for the purpose; and

(c) The Daily Allowance is debited to the head of account pertaining to the first Meeting.]

Note 4.- When a Sunday or other holiday intervenes between two consecutive sittings, halting allowance for such days will be allowed; provided the Member stays at the place of meeting on the Sunday or Holiday intervening two meetings.

11. Members of the State Legislature will not be entitled to draw travelling or daily allowance for attending meetings of Committees constituted by Government (viz., Committees other than those of the Legislative Assembly or Legislative Council or any committee of the said Assembly or Council under section 12 of the Karnataka Legislature Act, 1966) for the days on which they draw travelling allowance or daily allowance for attending the meetings of the Legislative Assembly or Legislative Council or of any Committee of any said Assembly or Council.

Subject to the above condition, a mofussil member of the Legislative Assembly or Legislative Council is entitled to draw

1. Inserted by No.FD 101 SRS 68 dated 9-3-1969

daily allowance during a period of three days or less before the commencement of a meeting of Legislative Assembly or Legislative Council or any Committee thereof or at the conclusion of the meeting, in case he is required to attend the meetings of other Committees during that period. If however, any member of the Legislative Assembly or Legislative Council returns to his ordinary place of residence, he will be entitled to draw travelling allowance only for the journey, provided the amount of travelling allowance drawn by him in no case exceeds the amount of daily allowance at the rate prescribed for Committees constituted by Government which would have been admissible to him had he elected to stay at the place where the meeting of Committees other than the Legislative Assembly or Legislative Council or any Committee thereof takes place.

¹[Where however such member returns to his ordinary place of residence within three days of conclusion of the meeting of the Legislature or a Committee thereof, not being aware of the meeting of a Committee constituted by the Government he will be entitled to draw normal travelling allowance without such allowances being so restricted.]

Rules of Procedure for preferring Travelling Allowance Claims of Non-Official Members of Conferences and Committees.

12. ²(i) The Existing procedure for disbursing in cash travelling allowance to Members of the Legislative Assembly and Legislative Council at the close of each Session and for payment of Travelling Allowance by the University in regard to the attendance at meetings connected with that body will continue unchanged. The T.A. bills of Members of the Legislative Assembly and the Legislative Council serving as members of the Committees constituted by Government will be ³[countersigned] by the Secretary of the committee concerned and forwarded to the Secretary, Karnataka Legislature who will scrutinise them with reference to payments made by him and pass on the bill to the Treasury for payment with intimation to the Secretary of the Committee concerned.

(ii) In respect of meetings of bodies other than those referred to in clause (i) above the Secretaries of the Conference and Committees shall obtain, in addition to the other certificates contemplated in Part VIII of the Karnataka Civil Services Rules, the following certificate from the members:-

1. Inserted by No.FD 33 SRS 81 dated 31-12-1981 (w.e.f.7.1.1982)

2. Substituted by No.FD 186 SRS 59 dated 22-3-1960 (w.e.f. 1.4.1960)

3. Amended by No.FD 165 SRS 60 dated 26-12-1960 (w.e.f. 12.1.1961)

“Certified that I.....memberCommittee actually performed the journeys for which travelling allowance is claimed and I have not drawn in any other capacity travelling allowance for the same journey or daily allowance or sitting fee for the same day”.

In addition to the above certificate which must be recorded by the members in their Travelling Allowance Bills, they should also furnish, in the following declaration form, particulars of the dates and time of their arrival and departure, mode of conveyance used for the journeys and other meetings, if any, attended by them at the place of meeting on the same day/days or within a period of three days prior to and after the meeting:-

Declaration

1. Name of the member
2. Place of Permanent residence
3. Date and time of arrival at the place of meeting
4. Particulars of journey performed:-
 - (i) Whether entire journey was by road;
 - (ii) Mode of conveyance used for the road journey;
 - (iii) If by rail, class in which travelled;
5. The number of days on which the Member has attended the Committee Meeting.
6. Date and time of departure from the place of Meeting.
7. Name of the other meeting, if any, attended on the same day/days or within a period of three days prior to and after the day/days noted against Serial No.5 above.
8. Name of Treasury at which payment is desired.

I undertake to refund any amount in respect of T.A. and D.A. for this meeting which is not admissible as per rules deducted in audit

Date

Signature.....

Member Committee for.

(iii) A certificate of attendance in the following form shall be recorded on the Travelling Allowance Bills of the members by the Secretary of the Committee:-

“Certified that Shri/Smt..... attended the sittings of the constituted in Government Order No..... date.....on at.....as a member thereof”

.....

Secretary.

¹[(iv) The T.A. bill prepared and signed by each member with the requisite certificates, will be sent to the Secretary of the Committee who, after scrutiny of the claims preferred in the bill with reference to rules, will forward the bill with his countersignature to the Secretary, Karnataka Legislature in the case of claims of Members of the Legislature and to the Treasury Officers in the case of others.]

(v) A copy of the intimation slip will be sent to the Secretary of the Committee by the Secretary, Karnataka Legislature, for noting down the particulars of the passed bill and onward transmission to the member, and another copy with the Travelling Allowance bill will be forwarded to the Treasury Officer for making payment direct to the member. In the case of members other than members of Legislature, the Secretary of the Committee will intimate the member concerned the fact of having forwarded the bill to the Treasury Officer for payment.

(vi) Objections raised in audit will be communicated by the Accountant General Karnataka, to the Secretary of the Committee for furnishing necessary information.

(vii) The countersignature of the Secretaries is only to ensure that the bills have been prepared correctly with reference to the prescribed rules and rates of mileage, daily allowance and train fare and provision for expenditure made by Government for a particular Committee.

(viii) In certain cases, even though a non-official member proceeds to the place of meeting but is prevented from attending the meeting, consequent on its postponement for want of quorum. T.A. and D.A. admissible under the rules may be allowed to him. In such cases, the following certificate should be recorded on the bill by the Secretary:-

1. Substituted by No.FD 165 SRS 60 dated 26-12-1960

“Certified that Sri/Smt.....
attended the place of meeting of.....
Committee on.....at.....but the meeting did not take place
on the date for want of quorum.”

(ix) The claims in respect of period (i) over six months require the sanction of the Head of the Department condoning the delay in preferring them, and (ii) ¹[over three years] that of the Government of Karnataka. These claims require the pre-audit by the Accountant General, Karnataka, vide Article 21 of the Karnataka Financial Code.

²[Note 1.- In cases of Committees or Conferences to which Government have not appointed Secretaries, the power of countersigning the T.A. bills of the non-official members shall be exercised by the Government servant authorised by Government in this behalf.

³[Note 2.- When a non-official member of Legislature appointed to a Committee, Commission or Board of Enquiry, is allowed free board and lodging at the expense of State Government or an autonomous industrial or Commercial undertaking or Corporation, or a Statutory body or local authority, in which Government funds have been invested or in which Government have any other interest shall be entitled to only one-fourth of the daily allowance admissible to him under the aforesaid Notification. If only board or lodging is allowed free, daily allowance shall be admissible at one-half of the admissible rate.]

⁴[xxx]

1. Substituted by No.FD 31 SRS 67 dated 21-2-1967
2. Inserted by No.FD 175 SRS 60 dated 26-10-1960
3. Inserted by No.FD 17 SRS 66 dated 25-1-1966
4. Amended by No.FD 2 SRA 99 dated 22-4-1999 (w.e.f. 1.4.1999)

¹[ANNEXURE - B

RULES REGULATING THE GRANT OF CASUAL LEAVE IN RESPECT OF KARNATAKA GOVERNMENT SERVANTS WITH EFFECT FROM 1ST JANUARY 1959 (GOVERNMENT ORDER NO.FD.163 SRS 58 DATED 5TH DECEMBER 1958.)

The Government of Karnataka are pleased to issue the following rules to regulate the grant of casual leave to Government servants :-

²[1. Subject to the provisions of the succeeding rules, casual leave may be granted to permanent or temporary Government servant, whether he enjoys annual vacations or not, for ³[fifteen days] in each calendar year, but not for more than seven days at a time:

Provided that a Government servant who has not put in a service of one year in a post, may be granted casual leave in proportion to the period of his service at the rate of one day for every completed service of one month]:

⁴[Provided further that nothing in these rules shall be applicable to any absence from duty in pursuance of a strike and no authority shall be competent to grant casual leave in respect of such absence.

Explanation:- In this rule, 'strike' shall have the same meaning as in Section 2 of the Karnataka State Civil Services (Prevention of Strikes) Act, 1966 (Karnataka Act 30 of 1966.)]

⁵[Note - Casual Leave of half-a-day effective upto or from 2 p.m. on any working day may be granted subject to the prescribed limit of ³(fifteen days.)]

(1A). No Government servant has a right to the grant of casual leave. The authority empowered to grant casual leave may refuse or revoke casual leave at any time according to the exigencies of public service.

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1. Inserted by No.FD 163 SRS 58 dated 5-12-1958 (w.e.f.1.1.1959)
 2. Amended by No.FD 87 SRS 66 dated 16-9-1966
 3. Amended by No.FD 16 SRS 89 dated 9-3-1989 (w.e.f.1.1.1989)
 4. Amended by No.FD 12 SRS 67 dated 22-1-1968
 5. Amended by No.FD 48 SRS 67 dated 12-4-1967 (w.e.f.1.3.1967)

¹[(1B). Where the casual leave is required on any ground, no Government servant shall absent himself from duty unless he has been granted such leave by the competent authority :

Provided that where a Government Servant is unable to attend due to illness or other sufficient cause and obtain orders of the competent authority in time, he may be granted casual leave subsequently if he establishes to the satisfaction of such authority that he was unable to attend his duty for reasons beyond his control.]

(2). Casual leave shall not be granted so as to cause evasion of the rules regarding :

- (i) date of reckoning allowance,
- (ii) charge of office,
- (iii) commencement and end of leave, or
- (iv) return to duty.

It shall not ordinarily be granted in continuation of other leave, but the sanctioning authority may direct that it may be combined with Sundays and other authorised holidays, provided that not more than seven day's casual leave, exclusive of such Sundays and holidays, shall be granted during one period of absence and provided also that such period of absence shall not exceed ten days in all.

(3). Leave without allowance shall not be granted in continuation of casual leave. In cases where leave without allowances is requested in continuation of casual leave, the casual leave already granted shall be cancelled and the leave without allowances should commence from the date on which the casual leave commenced.]

(4) The limitation of seven days at a time is not applicable in cases of enforced absences from duty, as for instance on account of detentions in plague camps or on account of orders not to attend office in consequence of infection in the family or household of Government servants when such absences are treated as casual leave as provided for in the explanation under the note below :-

1. Amended by No.FD 12 SRS 67 dated 22-1-1968

Note - This Rule is not to be read as precluding the treatment as casual leave or absence from duty following leave granted under the rules, so long as such absence is due to reasons involving no evasion of the rule in regard to the matters above specified, as for instance, when it is necessitated by detention in plague camps on the way to rejoin or by orders not to attend office in consequence of the presence of infectious disease in the family or household of the person concerned.

Absence from duty for reasons of the nature indicated above should be treated as follows:-

(a) In the case of a person who has not taken any leave at his option, as casual leave or earned leave/privilege leave at his credit; if he has neither of these kinds of leave to his credit, as any other kind of leave admissible.

(b) In the case of a person who has already taken leave at his option, as casual leave or leave of the same kind on which he already is, if such leave is available or if he has no leave at his credit, as leave without allowances.

(5). Any Government servant who has been bitten by a rabid animal ¹[xxx] may, to enable him to proceed for treatment, be granted Casual Leave for the actual period of treatment-14 days and for the number of days for the forward and backward journeys, any leave required in excess of such leave being treated as earned leave or privilege leave or half pay leave.

²[Note - Casual leave granted under this rule shall be treated as special casual leave not debit to the regular casual leave]

(6). A Government servant, ³[to whom casual leave has been granted,] is not treated as absent from duty and his salary is not intermitted.

Note - Government should not be put to any extra expense in consequence of the absence of an officer on casual leave.

1. Deleted by No.FD 213 SRS 72 dated 10-5-1974 (w.e.f.10.5.1974)

2. Inserted by No.FD 7 SRS 72 dated 25-1-1972

3. Amended by No.FD 87 SRS 66 dated 16-9-1966

In circumstances where it is found impracticable to make local arrangements to look after the work of an absentee on casual leave, Heads of Departments may make arrangements involving extra cost by way of travelling allowance. They should, however, simultaneously report to Government in each case, the circumstances necessitating such arrangements. Travelling allowance to the officers concerned will be admitted in audit only after Government ratify the arrangements suggested by the Heads of Departments.

(7). When a Government servant has to insure his life in the Karnataka Government Insurance Department, ¹[he may be granted such casual leave] as may be necessary to enable him to appear before a Medical Officer and to procure the required medical certificate.

(8). When Government servants who are volunteers, are permitted by Heads of Departments to attend camps of exercise and rifle meetings without extra cost to Government or detriment to Government work, the absence shall be treated as casual leave, not counting against the casual leave ordinarily admissible under the rule.

(9). Casual leave may be sanctioned by the Head of the Office to all officers subordinate to him; and he may also delegate this power to the senior Gazetted Assistant of his office.

(i) In respect of the Heads of Offices, casual leave shall be sanctioned by the next higher authorities.

²[(ii) The Chief Secretary may sanction casual leave to Commissioners and Secretary to Government .

(iii) The Commissioner and Secretary or Secretary - I to Government may sanction casual leave to Secretary-II to Government or Special Secretaries to Government.]

³[(iv) The Deputy Commissioners of Districts may avail casual leave on their own authority upto three days at a time provided they do not have to leave their jurisdiction during the period. In other cases Secretary to Government, Revenue Department or the concerned Divisional Commissioners may sanction leave to Deputy Commissioners.

1. Amended by No.FD 87 SRS 66 dated 19-9-1966

2. Amended by No.FD 6 SRS 88 dated 1-2-1988

3. Amended by No.DPAR 436 SAS 91 dated 10-9-1992

(v) Heads of Departments may sanction casual leave to their subordinate officers of the Heads of Office within the Department.

(vi) Other officers of the Department including IAS or KAS may apply to their higher officers for sanction of casual leave. In any case casual leave application need not be sent to the Chief Secretary or the Department of Personnel and Administrative Reforms.

(vii) The Heads of Departments may send their Earned Leave or half pay leave applications etc., in duplicate to the concerned Administrative Secretary of the Secretariat. In the said leave application they must suggest that who should be placed incharge. The Secretaries to Government should send the leave application with their specific recommendations including incharge arrangement to the DPAR.

(viii) Deputy Commissioners shall send their earned leave or half pay leave application through Divisional Commissioners to the Secretary to the Government, Revenue Department. The Secretary to Government, Revenue Department shall send the leave applications with their specific recommendations including incharge arrangements to the DPAR.

(ix) District Zilla Parishad Presidents may sanction for specific period leave to the Zilla Parishad Chief Secretaries and Deputy Secretaries. Therefore as per the said powers the Presidents shall sanction leave to the District Zilla Parishad Chief Secretaries or Deputy Secretaries and send a copy of the said order to DPAR and RDPR. In other cases, Elections etc., special circumstances leave applications may be sent through Secretary RDPR to DPAR.

(x). Other Officers working in Departments should send their Leave Applications through their Heads of Departments to the Secretaries concerned. The Secretaries concerned should send such application with his recommendations including incharge arrangement to the DPAR.

(xi) I.A.S. and K.A.S. Officers working in Corporations, Companies/Public Undertakings or Local bodies should send

their Application through Head of the said organisation to the concerned Secretary to the Government. If the officer is Head of organisation he should send the leave application to the concerned Secretary to Government. The Concerned Secretary to Government shall send the leave application with his recommendation including incharge arrangement to the DPAR for sanction.

(xii) I.A.S. or K.A.S. officers who are required to travel outside the State for Government work/Tours/Meetings etc., should obtain prior permission of the Secretary concerned to Government. In no case I.A.S. or K.A.S. officers should go on leave or on tour without the prior permission of the concerned Secretaries to Government.

¹[(10) (i) . The State Government employees selected for participating in sporting events of national/international importance conducted by the National Sports Federations and Indian Olympic Association as specified in the Annexure may be sanctioned Special Casual Leave for the actual days on which they participate in such events, as also for the period on which they spent in travelling to and from such tournaments/meets. Further, if any pre-participation Coaching Camp is held in connection with the above mentioned events and the Government servant is required to attend the same Special Casual Leave may be sanctioned for this period also.

(ii). The benefit of Special Casual Leave for a period not exceeding 30 days in one Calender Year may be sanctioned to the State Government servants who are selected for participating in trekking expeditions organised by the Youth Hostels Association of India as well as expeditions which have the approval of the Indian Mountaineering Federation. However, the sanction of Special Casual Leave in respect of trekking expeditions shall be limited to three times in one's entire service. Such of the Government servants who venture to go into trekking expeditions on more than 3 occassions may be permitted to do so at the discretion of the authority competent to sanction Special Casual Leave subject to availing leave due and at his credit.

1. Substituted by No.FD 13 SRS 94 dated 16-12-1994

(iii). The Government servants who have already availed Special Casual Leave on three occasions for participating in Mountaineering/trekking expeditions shall not be eligible for any further Special Casual Leave for participating in Mountaineering / Trekking expeditions.

(iv). The quantum of Special Casual Leave for a period not exceeding 30 days in a calendar year allowed to State Government servants for participation in mountaineering/trekking expeditions and attending the coaching or training camps at the National Institute of Sports, Patiala or under the Rajkumari Amrit Kaur Coaching Scheme or similar All India Coaching or Training Schemes will cover also their attending the pre-selection trials/camps connected with sporting events of national or international importance.

(v) The Government servants who are selected as Manager, Coach or Umpire for the teams participating in sporting events of national or international importance may be sanctioned Special Casual Leave for a maximum period of 30 days in a Calendar year for the period of absence. However, the Manager, Coach and Umpire shall not be entitled for any TA or DA. The number of Special Casual Leave admissible for participating in a Sporting event of national and international importance by a person either as a Manager, Coach, Umpire, player, trainee etc., shall be limited to a maximum period of 30 days in a Calendar year.

(vi) The Government servants who are selected for participating as players in sporting events of National or International importance within India may be allowed to travel by First Class train. In the case of sporting events of International importance held outside India they may be allowed to travel by economy class by air.

(vii) The State Government servants may be awarded one Special increment for securing first, second and third positions as the case may be in national events and two special increments for achieving first, second, third positions in International events. The runners up are not entitled to this benefit. The total number of increments, to be awarded to an individual should not exceed 3 in his/her entire service. The special increment so granted shall be treated as 'personal allowance' on the analogy of the incentive increment awarded for promoting small family norms. The rate of special increment to be granted in the form of personal allowance would be equal

to the amount of the next increment due at the time of grant of the concession and will remain fixed during the entire service. It will not be absorbed in future increases in pay either in the same post or on promotion to higher post. In the case of a Government servant who has reached the maximum of the time scale of pay, the rate of personal allowance would be equal to the amount of the increment last drawn.

(viii). The special increment in the form of Personal allowance referred above may be granted from the first of the month following the month in which the sporting events are completed. The special increment should be determined with reference to the scale of pay available to the employee as on the date of completion of overall competition. The Government servants who have already been sanctioned three special increments in terms of G.O. No. FD 20 SRS 86 dt. 21.7.86, shall not be eligible for any further special increments under this scheme.

(ix). The Government servant should apply for sanction of special increment within three months from the date of completion of event and any application submitted after the expiry of the said period shall be rejected.

(x). The sanction of Personal allowance in terms of this rule may be considered for both Indoor and Outdoor sports of national/international importance.

(xi). Government servant who participate as Manager, Coaches, Massiaurs, Doctors in Sports events of national or international importance may be granted only special casual leave depending upon the exigencies of work and no TA and DA is admissible. They are not entitled to special increment.

(xii). For non-playing Captain and other persons in a team event like Tennis not participating in the final event and who do not secure the first position shall not be eligible for sanction of Special increment in the form of personal allowance and they shall be eligible for Special Casual Leave only.

(xiii). The benefit of Special increment as contemplated in this rule is not admissible to Government servants for achieving first, second and third positions in national/international events in drama, music, dance, art, instrumental music competitions etc.

(xiv). The benefit of this order is applicable only to Sporting events of national importance conducted by the Federations listed in the Annexure.

(xv). This order is not applicable to national/international level meet of Special Group of persons of those belonging to a particular service or profession. These orders are not applicable to Veteran meets.

(xvi). The benefit of this rule is also applicable to events which are conducted by the international sports bodies and wherein the participants are sponsored by the recognised National Federations listed in the Annexure, and in which participation has been with prior approval of Government.

(xvii). The Special Casual Leave may be sanctioned or refused as the case may be by the Competent authority in the exigencies of work and cannot be claimed as a matter of right.

(xviii). The proposal to sanction Special increment in the form Personal allowance in terms of this rule shall be referred to Finance Department with the recommendations of the Director of Sports & Youth Services and the same shall be sanctioned only after obtaining approval of Finance Department.

(xix). The Government servant shall participate in the Sporting event of National and International importance only after obtaining the prior approval of the concerned Administrative Secretary to Government.]

(xx). In respect of National importance of All India Central Civil Services Tournaments conducted by the Central Civil Services Cultural and Sports Board, the Government servant who is selected as participant in the said tournament may be granted for the period of tournament special casual leave and travelling allowance subject to the following conditions namely,-

(1). Government servant shall be eligible to participate in said tournament as per rules prescribed for the tournament.

(2). The eligibility criteria for selection to the said tournament should be strictly adhered to.

(3). The above factors must be confirmed by the Commissioner or Director of Youth Services and Sports Department.

¹[(4). Government servants working in the same office should not be selected for the whole team.]

(5). The sanction to the Government servant may be granted by the Secretary to Government, Information, Tourism and Youth Services Department.

(6). They are not entitled to special increment.]

²[(11). Special Casual Leave not exceeding seven days may be allowed to married Government servants of both sexes in any one calendar year who undergo Vasectomy or Tubectomy operation on the strength of the medical certificate granted by the Medical Officer performing such operation.

³[A male Government Servant whose wife undergoes a Gynaec Sterilisation (Tubectomy operation without delivery) may also be granted special Casual Leave not exceeding 7 days. The grant of such special casual leave shall be subject to production of a Medical Certificate from the Doctor who actually performs the operation and certifies to the effect that the presence of the Government servant is essential for the period of leave to look after his wife who has undergone Gynaec Sterilisation. The Special Casual Leave granted under this rule may be combined with ordinary casual leave or other kinds of leave. i.e., earned leave, privilege leave and half pay leave and can also be combined in any manner with Sundays and other authorised holidays not exceeding three days.]

1. Inserted by NO.FD.5 SRA 97 dated 13-3-1997

2. Inserted by No.FD 131 SRS 59 dated 26-5-1959

3. Amended by NoFD 94 SRS 69 dated 24-9-1969

¹[In the event of failure of a sterilisation operation, if the Government servant undergoes Vasectomy operation for the second time, he shall be granted special casual leave for six days again on production of Medical Certificate from the Medical Officer performing such an operation to the effect that the first operation was a failure and the second operation was actually performed.]

²[(11A). Special Casual leave may be granted to the Stenographers who are selected for giving dictation at any Shorthand Examinations conducted by the Government Commercial Examinations Board, to the extent required to cover the period of examination and also the period required for journey to the place of examination and back.]

³[(11B). Special Casual leave not exceeding 14 days may be sanctioned by the Heads of Offices to the women employees subordinate to them who undergo the non-puerperal sterilisation and not puerperal sterilisation] on the strength of a medical certificate granted by the Government Medical Officer performing the operation. In respect of Heads of Offices such leave should be sanctioned by the next higher authorities.

⁴[Such special casual leave may also be sanctioned to female Government servants having three or more living children who are not entitled to grant of maternity leave but who undergo tubectomy operation even during puerperium under the Family Planning Scheme.]

⁵[In the event of failure of tubectomy operation, if the Government servant undergoes non-puerperal tubectomy operation for the second time, she shall be granted special casual leave not exceeding 14 days again, on production of a Medical Certificate from the Government Medical Officer performing such an operation, to the effect that the first operation was a failure and the second operation was actually performed.]

1. Inserted by No.FD 212 SRS 74 dated 25-2-1975

2. Inserted by No.FD 94 SRS 66 dated 12-10-1966

3. Inserted by No.FD 4 SRS 67 dated 4-1-1967

4. Inserted by No.FD 20 SRS 68 dated 20-1-1968

5. Inserted by No.FD 103 SRS 75 dated 28-10-1975

1[(11BB). A Government servant who -

- (i) is unmarried or
- (ii) has less than two children or

(iii) for substantial reasons, e.g. having lost all male children or all female children after Vasectomy/Tubectomy operation performed earlier, desires undergo recanalisation operation, may be granted by the Heads of Department, special casual leave upto a period of 21 days or actual period of hospitalisation as certified by the authorised medical attendant, whichever is less. In addition, special casual leave may also be granted for the minimum journey period actually required and spent for to and from journey performed for under going this operation. The grant of special casual leave shall be further subject to the following conditions:-

(a) The operation should have been performed in a Government Hospital/Medical College Institute where facilities for recanalisation are available.

(b) The request for grant of special casual leave is supported by a Medical Certificate from the Doctor who performed the operation to the effect that hospitalisation of the Government servant for the period stipulated therein was essential for operation and post-operational recovery.

(2) The period of absence in excess of the period of special casual leave admissible in sub-rule(1) above, may be treated as such kind of leave admissible, including ordinary casual leave, and as may be applied for by the Government servant concerned. For the purpose of combining special casual leave with any other kind of leave admissible Sundays and other general holidays intervening the period of special casual leave should be taken into account for calculating special casual leave and prefixing of regular leave or casual leave to special casual leave is not admissible.]

1. Inserted by No.FD 2 SRS 79 dated 3-4-1979

¹[(11BBB). A married Government servant who develops post-sterilisation operation complications may be allowed Special Casual leave to cover the period for which he or she is hospitalised for a post-operation complication on production of a certificate from the concerned hospital authorities/an authorised Medical Attendant.]

²[(11C). All women Government servants who undergo I.U.C.D. placement may be granted a day's special casual leave on the day of insertion.]

³[(11D). The office bearers and members of the Executive of the All India Secondary Teachers' Federation may be granted Special casual leave of not more than 15 days in a year to enable them to attend the All India Meetings, Seminars in general and Conferences and symposiums that may be arranged by the All India Federation of Secondary Teachers, on production of proper certificates and subject to the condition that they attend such meetings, etc., at their own cost without any claim for Travelling Allowance and Daily Allowance, etc., from the Department and previous permission of their immediate superiors is obtained in writing before they leave their respective Headquarters for attending such Seminars/Conferences/Meetings/Symposiums, etc.]

⁴[(11E). The periods of absence from duty of Government Servants joining the Territorial Army, the Indian Naval Reserve and the Indian Naval Volunteer Reserve from their Civil posts occasioned by their interview / medical examination, etc., in connection with their joining these organisations shall be treated as Special Casual Leave in cases where it may not be possible for the Government Servants concerned to attend to their Civilian duties after the interview / Medical Examination. etc.

The grant of Special Casual Leave shall be subject to the condition that the Government Servants do not withdraw their candidature at the interview.

1. Inserted by No.FD 87 SRS 78 dated 15-10-1979

2. Inserted by No.FD 56 SRS 67 dated 28-4-1967

3. Inserted by No.FD 63 SRS 67 dated 12-6-1957

4. Inserted by No.FD 77 SRS 67 dated 7-7-1967

Such Special Casual Leave should not exceed 15 days in a year. Where, however, the period of absence for joining the Territorial Army referred to in this rule exceeds the period for which Special Casual Leave is admissible, the Government Servants concerned may be permitted to combine Special Casual Leave with regular leave.]

¹[This Special Casual Leave may be sanctioned by the Head of the office to all officers subordinate to him. In respect of Heads of offices, special casual leave should be sanctioned by the next higher authorities.]

²[(11F). Special Casual Leave not exceeding -

(i) 15 days in a calendar year in respect of President, Vice President, General Secretary and Organising Secretary of the Karnataka State Government Employees Association, Executive Committee and President, Vice President, General Secretary, Organising Secretary of the Karnataka Government Lower Grade Employees' Central Association.

(ii) 15 days in a calendar year in respect of the President and Secretary of each District Committee of the Karnataka State Government Employees' Association and President, Secretary of the Karnataka Government Lower Grade Employees' Association may be sanctioned for attending to work connected with Karnataka State Government Employees' Association and Karnataka Government Lower Grade Employees Association respectively subject to the following conditions:-

(a) This Special Casual Leave shall not be in addition to any Special Casual Leave admissible for any other purpose in any calendar year ;

(b) This Special Casual Leave will be sanctioned by the authority competent to sanction casual leave only on the strength of a certificate issued by the President or General Secretary of the Central Association to the effect that the person applying for it holds one of the above mentioned offices after satisfying himself that the nature of the work of the Association for which leave is intended, warrants the required leave;

1. Inserted by No.FD 131 SRS 59 dated 26-5-1959

2. Inserted by No.FD 24 SRS 82 dated 5-11-1982

(c) The competent authority shall have the discretion to refuse special casual leave if it considers that in the interests of Government work, such Special Casual Leave cannot be granted.

(11G). Government Servants who donate blood may be sanctioned a day's Special Casual Leave subject to the production of a certificate to that effect from the concerned Blood Bank Officer / Hospital / Indian Red Cross Society, as the case may be.]

¹[(11H). Special Casual leave not exceeding,-

(i) 3 days may be granted to a Government servant whose wife undergoes Laproscopic sterilisation (without delivery) on the strength of the Medical Certificate granted by the Medical Officer performing such operation.

(ii) 7 days may be granted to a Female Government employee who undergoes Laproscopic sterilisation on the strength of the medical certificate granted by the Medical officer performing such operation.]

²[(12). Special Casual Leave not exceeding thirty days in each calendar year may be granted by the Heads of the office to Government servants-

(i) Who are chosen or appointed as Examiners / Supervisors in any of the Universities in the State for attending the examinations;

(ii) Who are appointed as Examiners in Para-Medical/Public Health/Engineering and Technology/Agriculture and Veterinary Services/Commerce and Business Examinations conducted by the Department of Vocational Education ;

(iii) Who attend the meetings of the Academic Councils and the Faculties constituted by the Universities in the State.

1. Inserted by No.FD.59 SRS 89 dated 14-6-1991

2. Inserted by No.FD 161 SRS 59 dated 10-7-1959

Note 1- T.A. and D.A. will not be payable by Government to the Government Servants who are appointed as Examiners / Supervisors by the Universities in the State since the same will be paid by the Universities.]

¹[Note 2 -Special casual leave under this rule may be granted also to the Government servant attending the meeting of the Academic Councils and the faculties constituted by the Universities in the State subject to the existing limit of 30 days in each calendar year.]

²[Note 3 -Special casual leave under this rule may be granted also to Government servants of the Drugs Control Department, who are permitted to attend meetings and conferences organised by Scientific Associations.]

³[(13). Absence of officers of the ²[Medical and Public Health Departments] permitted to attend the meetings or Conferences organised by Scientific Associations shall be treated as Special Casual Leave. Such Special casual leave which will be in addition to the ordinary casual leave shall not exceed 15 days in a year.

Note :- No T.A. will be admissible for attending such meetings vide rule 548 (iii)]

⁴[(13A). Absence of Public Works Department Officers (including Non-Gazetted Officers) who are permitted to attend meetings and annual conferences of the Institution of Engineers (India) and Indian Road Congress shall be treated as Special Casual Leave. Such special casual leave shall not exceed 15 days in a year.]

⁵[(14). The absence of State Government Servants in connection with their participation in the activities of the Indian Institute of Public Administration, New Delhi, shall be treated as Special Casual Leave. Such Special casual leave shall not exceed six days in a year.

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1. Substituted by No.FD 22 SRS 65 dated 8-6-1965
 2. Inserted by No.FD 40 SRS 68 dated 1-6-1968
 3. Inserted by No.FD 124 SRS 60 dated 2-9-1960
 4. Amended by No.FD 24 SRS 61 dated 24-3-1961
 5. Substituted by No.FD 118 SRS 68 dated 5-11-1968

Note :- No T.A. will be admissible for the journeys in this connection.]

¹[(15). Special Casual Leave may be sanctioned to a Government Servant by his Head of the office for participation in cultural activities organised or sponsored by the Departments of Kannada and Culture or Youth Services and Sports, on production of a certificate issued by the Department concerned. The maximum special casual leave that can be so sanctioned shall be restricted to 15 days in a calendar year.]

²[(16). Special Casual Leave granted under any of these rules may be permitted to be combined with regular leave and with Sundays and other authorised holidays not exceeding 3 days. Special Casual Leave should not, however, be granted in combination with ordinary Casual Leave.]

³[(17). Restricted holidays are akin to other closed holidays. Restricted holidays can be prefixed or suffixed to regular leave or casual leave.]

⁴[ANNEXURE

ADDRESSES OF RECOGNISED NATIONAL SPORTS
FEDERATIONS

1. Amateur Kabaddi Federation of India, 119/A, Harish Mukherjee Road, Calcutta-700 026.
2. Ball Badminton Federation of India, 23, Thantai Pariyar Nagar, Ellipillai Chavady, Pondicherry-605 005.
3. Bridge Federation of India, 125, 6th Main Road, Malleswaram, Bangalore -560 003.
4. Federation of Motor Sports Club of India, Mc Dowell House, 2nd Line Beach, P.B. No. 1256, Madras-600 001.

1. Inserted by No.FD 69 SRS 82 dated 3-5-1983
2. Inserted by NO.FD 15 SRS 64 dated 20-2-1964
3. Inserted by NO.FD 7 SRS 87 dated 20-3-1987
4. Inserted by No.FD 13 SRS 94 dated 16-12-1994

5. Indian Golf Union, Tata Centre, 3rd Floor, 43, Chowringhee Road, Calcutta-700 071.
6. Judo Federation of India, Sonowala Building, 2nd Floor, 65, Bombay, Samachar Marg, Bombay-400 023.
7. Archery Association of India, Ambapeth, Amravati, Maharashtra.
8. Basketball Federation of India, A/66, Derawala Nagar, Delhi-110 031.
9. Cycling Federation of India, Yamuna Velodrome, Indira Gandhi Stadium Complex, New Delhi.
10. Gymnastic Federation of India, No. 68, Sector 10/A, Chandigarh 160 010.
11. Indian Polo Association, C/o President's Body Guard, Gate No. 24, Rashtrapati Bhavan, New Delhi.
12. Kho Kho Federation of India, 14/1A, Pottery Road, Calcutta-700 015.
13. Softball Association of India, Rawaton Ka Bas, Jodhpur 420 001.
14. Tennikoit Federation of India, Room No. 159, Ground Floor, 3rd Cross, 2nd Main, Dattatreya Extension, Bangalore-560 019.
15. Women's Cricket Association of India, 174, Ramesh Dutta Street, Calcutta-700 006.
16. Indian Olympic Association, Jawaharlal Nehru Stadium, New Delhi.
17. All India Sports Council of Deaf, 8, Nortend Complex, Sri Ramakrishna Ashrama Marg, New Delhi-110 001.
18. All India Chess Federation, III/37, Nona Manzil, Post Nallalam, Calicut-673 027.

19. Squash Racket Federation of India, C/o The Calcutta Racket Club, Near St. Paul's Cathedral, Chowringhee, Calcutta 700 071.
20. Table Tennis Federation of India, R.No. 1144-A, 1st Floor, Gate No. 28, Jawaharlal Nehru Stadium, New Delhi 110 003.
21. Women's Football Federation of India, Behind Head Post Office Main Bazar, Gorakhpur, Uttar Pradesh.
22. Throwball Federation of India, 29, Raja Ram Mohan Roy Road, Bangalore-560 027.
23. Indian Women's Hockey Federation, 23, Sector 7, Chandigarh.
24. All India Football Federation, "Green Lawns" Talap, Cannanore, Kerala-670 002.
25. National Rifle Association, Room No.46 (1st Floor), Raghu Shree Complex, Ajmeri Gate, Delhi-110 006.
26. Swimming Federation of India, 27, Paras kunj Society-1, Satellite Road, Ahmedabad, Gujarat-380 015.
27. Volleyball Federation of India, 6, Nehru Stadium, Madras-600003.
28. Wrestling Federation of India, South Plaza, Under Pylon 3, I.G. Stadium, New Dehi-110 002.
29. All India Karate Do Federation, 9, Sunshine, 156, M. Karve Road, Bombay-400 020.
30. Aero Club of India, Safdarjung Airport, Aurobindo Marg, New Delhi-110 003.
31. Rowing Federation of India, Secretariat, 9, Archbishop Mathias Avenue, Madras-600 028.
32. Taekwondo Federation of India, 33/26, B.N. GhaiLane, Lalbagh, Lucknow-226 001.
33. Indian Weightlifting Federation, 2/2, Bajeshibpur Road, 2nd Bylane, Howrah-711 102.

34. Yachting Association of India, Room No. 33, Directorate of Naval Training, 'C' Wing, Sena Bhavan, New Delhi 110 001.
35. Indian Hockey Federation, Room No. 186, National Stadium, New Delhi-110 001.
36. All India Carrom Federation, 1997, Sona Bazar, Bhagirath Place, Chandni Chowk, Delhi- 110 006.
37. All India Lawn Tennis Association, B-3/7, Asaf Ali Road, New Delhi-110 002.
38. Amateur Athletic Federation of India, Room No. 1148-A, Gate No. 28, Jawaharlal Nehru Stadium, New Delhi.
39. Atya Patya Federation of India, Nagpur Sharirik Shikshan Mahavidyalaya, Dr. Moonga Marg, Dhantoli, Nagpur-12.
40. Billiards & Snooker Federation of India, C/o The Bengal Bonded Warehouse Association, 25, Netaji Subhas Road, Calcutta-700 001.
41. Cycle Polo Federation of India, Dundlod House, Hava Sarak, Civil Lines, Jaipur-302 006.
42. Indian Amateur Boxing Federation, 158-A, Gate No. 28, Jawaharlal Nehru Stadium, New Delhi-110 003.
43. Indian Powerlifting Federation, 98, New Ranikudar, Jamshedpur - 831 005.
44. Amateur Handball Federation of India, 27, ParadeGround, Jammu Tawi -180 001.
45. Badminton Association of India, C/o Jackson Hotel, Civil Line, Jabalpur (M.P.) 482 001.
46. Board of Control for Cricket in India, Cricket Association of Bengal, Dr. B.C. Roy Club House, Eden Gardens, Calcutta - 700 021.

47. Equestrian Federation of India, 764-B, Gate 29, Jawaharlal Nehru Stadium, New Delhi-110 003.
48. Indian Body Building Federation, 5, Rathna Nagar, Taynampet, Madras-600 018.
49. Indian Style Wrestling Federation of India, NIS Wrestling Coach, House No. 1335, Sector-17, Defence Colony, Gurgaon (Haryana).
50. Indian Kayaking & Canoeing Association, 606, Akash Deep, 6th Floor, Barakhamba Road, Connaught Place, New Delhi-110 001.
51. Bellar Skating Federation of India, 14/2, Clive Road, Calcutta-700 001.
52. Shooting Ball Federation of India, S-28, Green Park Extension, New Delhi.
53. Amateur Baseball Federation of India, 112/14, Omkar Nagar, Tri Nagar, Delhi-110 035.

¹[ANNEXURE - "C"]

Rules Regulating Encashment of Earned Leave Surrendered

(See Rule 118 of Karnataka Civil Services Rules)

1. For the purpose of these Rules 'Earned Leave' means the earned leave admissible under Rule 112 of the Rules and the Privilege Leave or the leave on average pay admissible under the corresponding rules of the leave rules applicable to a Government Servant.

2. A Government Servant, including -

(a) a person appointed on contract basis for a period exceeding one year , and

(b) a pensioner re-employed in Government Service for a period exceeding one year shall at his option be allowed to Surrender and Encash Earned Leave, not exceeding thirty days out of the leave at his credit once in a block period of two years as specified in Rule 9.

3. A Government Servant may apply for Surrender of Earned Leave while on duty or in combination with or in continuation of any kind of leave due and admissible under the rules, except leave preparatory to retirement or refused leave under Rule 110 of the rules or corresponding provisions in the leave rules applicable to him.

4. An application for Surrender of Earned Leave shall be made in Form 1-A appended to the rules one month in advance of the intended date of surrender. The date of surrender shall be specifically indicated in the application.

1. Substituted by No.FD 6 SRS 82 dated 27-12-1982 (w.e.f.1.11.1981)

5. The authority competent to sanction Earned Leave shall also be competent to accept the surrender of leave for encashment. In determining the authority competent to sanction leave, the Earned Leave surrendered for the purpose of encashment shall be excluding where such surrender is made in combination with or in continuation of any kind of leave due and admissible under the rules.

6. The total Earned Leave actually availed of and the Earned Leave surrendered or combined with commuted leave shall not exceed the maximum period of leave that may be granted to a Government Servant at a time under sub-rule (9) of Rule 112 and sub-rule (4) of Rule 114 respectively of the rules or the corresponding leave rules applicable to the Government Servant.

7. The order sanctioning the surrender of Earned Leave shall specifically indicate the date on which the Government servant concerned is permitted to surrender Earned Leave so that entries could be made in his Service Book. The number of days of Earned Leave surrendered shall be reckoned as surrendered on that date.

¹[8.(i) The cash equivalent for the leave surrendered shall be calculated at the rate of 1/30th of the salary for each day of surrender irrespective of the number of days in the month in which the leave is surrendered. This shall be calculated with reference to the salary of the Government servant on the date immediately preceding the date of surrender.

Note :- For this purpose, salary means -

(a) Basic pay which a Government servant is entitled to receive on the date immediately preceding the date of surrender, inclusive of any additional increment or stagnation increment granted to him above the maximum of the scale of pay applicable to him, and]

²[(b) ³[Special allowance], if admissible and dearness allowance, house rent allowance and city compensatory allowance admissible on the basic pay.]

1. Substituted by No.FD 44 SRS 86 dt. 7-5-1987 (w.e.f.1.4.1987)

2. Substituted by No.FD 44 SRS 86 dt. 3-8-1987 (w.e.f.1.4.1987)

3. Substituted by No. FD 7 SRA 99 dt. 29.4.2000 (w.e.f. 1.4.1998)

(ii) The leave salary for the period of surrendered leave shall be paid expeditiously. It is not liable to any deductions on account of Provident Fund subscriptions, Insurance premia, House rent and repayment of any advances etc., due to Government and repayment of any dues to Co-operative Societies etc.

9. For the purpose of these rules, the block period of two years shall be deemed to have commenced from the 1st January of 1981. Thus the blocks will be January 1st 1981 to December 31st 1982. January 1st 1983 to December 31st 1984 and so on.

10. The benefit of these rules shall be admissible to a Government servant who is in foreign service or on deputation to the Government of India or to any other State Government.

11. A Government Servant who is unauthorisedly absent or who is under suspension is not entitled to surrender Earned Leave for Encashment.

12. In order to guard against any omission in posting a debit of the leave surrendered in the leave account of a Government Servant belonging to Groups 'C' and 'D' details of the surrendered leave shall be noted in his Service Book and in the leave account at the time the leave salary is drawn. A certificate to the effect that necessary entries have been made in the Service Book and the leave account shall be recorded by the Drawing Officer in the bill in which the leave salary for the surrendered leave is drawn and that the official has not availed this concession previously during the block period (.....) in respect of which this concession is claimed.

13. The benefit of Encashment of Earned Leave shall not be admissible to Local Candidates.]

INDEX

This Index has been compiled solely for the purpose of assisting references. No expression used in it should be considered as in any way interpreting the Rules.

	Rule
Absence-	
Continuous absence for four months or more liable for dismissal or removal. ...	108
Without leave may be commuted as leave without allowances ...	255
Absentee-	
Definition ...	8(1)
Actual Travelling Expenses-	
Definition ...	8(2)
Additional Establishment-	
Recovery of cost of -from persons for whose benefits it is created ...	441
Additions to Pay-	26, 27
Age-	
Definition ...	8(3)
Retirement age of Government servant ...	95
Retirement of Judicial Officer ...	95-A
Allotment	
Definition ...	8(1A)
Antirabic Treatment-	
Special Casual Leave ...	Annexure B
Appointment (s)-	
Abolition and creation of permanent post - require sanction of Government ...	33
Creation of temporary post require the sanction of Government ...	34

Apprentice(s)-		
Definition and Leave admissible to-	...	146
Average Pay-		
Definition	...	8(6)
Average Emoluments-		
Definition	...	297
Buildings-		
Rules relating to allotment of Government - for residential purposes	75, Appendix IV
Cadre-		
Definition	...	8(7)
Calendar Month-		
Definition	...	8(30)
Camp Equipage-		
Definition	...	8(8)
Camp Equipment-		
Definition	...	8(9)
Casual Leave-		
Rules regulating the grant of	...	Annexure B
Charge of Office-		
Method of calculating joining time of a Government servant authorised to make over - elsewhere than at headquarters	...	80
To be made over at headquarters or elsewhere	...	12
Charge of Current Duties-		
Charge allowance	...	192(d), 32, 196(b), 68, 69
Other allowances	...	70
Class and Grade-		
Definition	...	8(10)

Claims of Government Servants-		
Rules Regulating-	...	6
Combination of Appointments-		
Pay during-	...	66, 67
Permanent travelling allowance	...	458
Commutation of Pensions	...	Chapter XXII
Compensatory Allowance (s)-		
General Rules	...	71-75
Definition	...	8(12)
Competent Authority-		
Definition	...	8(13)
Compulsory Retirement-		
Age of-	...	95 to 96
Leave after date of-	...	166, 167
Continuous Service-		
Definition	...	8(11)
Contribution(s)-		
Pension and Leave salary-		
Accounts Officer to bring fact that - have fallen into arrears to notice of a Government Servant in Foreign Service	...	432
Government servant on Foreign Service may not elect to withhold-	...	433
Interest on overdue-	...	431
- Paid by a Government Servant in Foreign Service maintain his claim to pension and leave salary	...	428
Rates of-		
for pension and leave salary for Government servants in Foreign Service	...	427

Recovery of-		
on account of additions to a regular establishment created for the benefit of other persons	...	441
Remission of interest on overdue-	...	431
Controlling Officer(s)-Travelling Allowance		
Duties of-	...	575
May not delegate powers of countersignature	..	576
Conveyance-		
Definition of public-	...	8(38)
Transport at Government expense of - on transfer	...	532
Travelling allowance of two or more Government servants, travelling by the same-	...	483
Conveyance Allowance-		
Admissible all the year while on duty	...	497
Conditions of grant of-	...	496 & 497
-not admissible during joining time	...	497(b)
-during leave or deputation	...	497(e)
Convictions-		
Procedure	...	103
Daily Allowance-		
Admissible in the case of Government Servants of the Police Department whose duties require constant travelling by railway when they are absent for more than 8 consecutive hours from headquarters	...	531
-for halts on tour exceeding 10 days	...	514 to 516
Definition	...	498(a)
May be drawn by a Government servant using means of locomotion provided at the expense of Govt. if		

he has not to provide separate conveyance for his servants or luggage, subject to certain conditions	...	527
Rates of - within or outside the State	...	451
Day-		
Definition	...	8(14)
Definitions-		
of terms used in these rules	...	8
Deputation-		
-on special duty to other departments	...	49, 50
For training or study within the State	...	61
For training or study within India	...	Appendix IIA
For training or study outside India	...	64, 65
Dies-non - Definition	...	8(14-A)
Dismissal-		
Pay and allowances of Government servant cease from date of-	...	97
Pay and allowances of Government Servants reinstated after-	...	99, 99A
Previous service of Government servants reinstated after - counts for leave	...	152
- do - for pension	...	253
Duty-		
Definition	...	8(15)
Efficiency Bar-		
Increment next above - shall not be given without the specific sanction of the authority empowered to withhold increments	...	52
Employment-		
Government servant on leave may not accept - without sanction of Government	...	169

- during leave preparatory to retirement	...	169 (Note 3)
Evidence-		
Conditions under which travelling allowance is admissible for journey to give-	...	556 to 558 569, 569A
Examination(-)		
Appearance at certain-entitles Government servants to travelling allowance	...	546, 547
- leave	...	130 to 134-A
Period occupied in appearing for - treated as Duty	...	8(15)(d)
Extraordinary Leave-	...	117
Family-		
Definition	...	8(16)
Definition-related to Family Pension	...	7 of Family Pension Rules
DCRG	...	302
HTC	...	549(5)
LTC	...	553(5)
Fee(s)-		
Condition upon which a Government servant may receive-	...	28, 29
Definition	...	8(17)
Principles laid down for payment- and honoraria	...	28
First Appointment-		
Definition of-	...	8(18)
Travelling allowance for journey to join	...	541 - 545
Foreign Service-		
Lien	...	19
Applicability of - Rules	...	416, 418

General conditions	...	419 to 425 434 to 440 442
Subsidiary Rules	...	444-448
Contribution towards Pension and Leave Salary	...	426-433
Definition	...	8(19)
Foreign service allowance Definition	...	8(19-A)
Supernumery post not to be created	...	Appendix IIA Rule 8(a)
Funds-		
Subscription to	...	21
Gazetted Government Servant-		
Definition	...	8(20)
Gratuity-		
Pension may not be exchanged for	...	290
Pension includes-for the purposes of Pension Rules	...	208
Terminal / Death to purely temporary employees-	...	292-B
Heads of Departments-		
Definition	...	8(21)
Headquarters-		
Definition	...	13 & 14
Hill Stations-	...	12, 15
Government servant permitted for his own convenience to perform duties at - not entitled to travelling allowance	...	465(b)
Holiday(s)-		
Conditions on which-may be combined with leave	...	158
Counts as day for joining a post when no change of station is involved	...	77
Definition	...	8(22)

Honorarium (a)-		
Circumstances in which - may be granted	...	28(b)
Definition of-	...	8(23)
House Rent Allowance-		
-during leave	...	171
-during absence from headquarters	...	74
Increment(s)		
Authority ordering reduction to a lower stage in a time scale to state the period for which it shall be effective and whether on restoration, it shall operate to postpone future-	...	59(1)
Authority withholding-shall state period for which it is withheld	...	51
Conditions on which service counts for in a time-scale	...	53
-next above efficiency bar not to be given without specific sanction of authority empowered to withhold-	...	52
-ordinarily to be granted unless withheld	..	51
Premature - may be granted by authorities having power to create posts in the same cadre on the same scale of pay	...	57
-for non-continuous officiating or temporary	...	46
- when transferred to other depts.	...	54
- time passed under suspension	...	55
Reckoning joining time	...	90
Joining Time-		
Lien	...	19,
Period of - admissible	...	77 & 78
Calculation of-	...	79, 80

Combination of holidays with	...	78
-Counts as - duty	...	8(15)(b)
Definition	...	8(24)
Extension of	...	86
When leave is availed of	...	83, 84
Additional joining time	...	85
Pay admissible during	...	89
Penalty for not joining duty within the joining time	...	88
not admissible-unless transfer is in the public interest	...	76(3)
Permanent travelling allowance cannot be drawn during-except where specially authorised	...	495
When admissible	...	76
Journeys-		
See Travelling Allowance	...	449
Jurisdiction-		
Government servant not entitled to pay and allowances for time spent beyond his - without proper authority	...	15
Heads of departments may accord sanction to officers proceeding out of their-but within the State	...	16 (a)
Sanction of Government necessary for proceeding beyond the limits of the State	...	16 (b)
Leave of absence while under suspension	...	104
Leave Rules-		
Leave Rules - Application	...	2, 105
Leave-		
Regulation of claims to-	...	6
-to Apprentice	...	146

-cannot be claimed as or right	...	107
Commencement and end of	...	158
Combination Extension and Commutation of leave	...	165
Combination of - with holidays	...	109, 165 & 158
Conditions of grant of-	...	143
Encashment of	...	Annexure C
Leave-		
Liable for dismissal or removal from service on account of continu- ous absence from duty for a period of four months or more	...	108
-After compulsory date of retirement	...	166
Employment during-	...	168, 169
Overstaying	...	162
Recall to duty from	...	161
Return to duty from	...	159
Admissibility of Allowances during	...	170 to 173-B
Casual Leave	...	Annexure B
Special Casual Leave	...	- do -
For attending camps of exercise and rifle meetings	...	do
For participation in sports	...	- do -
Option to New-Rules	...	105
Terms defined	...	106
Leave Account	...	119, 174
Half Pay Leave and commuted leave	...	114
Leave Salary	...	118
Leave-Special Disability-		
Conditions on which may be granted	...	136, 137

To temporary employees of Live-stock Farms	...	138
To count as duty in calculating service for pension	...	136
Leave Earned-		
Admissible	...	111 to 113
Leave salary	...	118
Non-continuous service	...	149
Re-employed Pensioners	...	150
Vacation department	...	113, 154
Counts for Pension	...	244
Leave Extraordinary-		
When given	...	117
No allowance during-	...	118
Special Leave-		
To Government servants of the Medical department who handle radium	...	139
To certain employee of the Forest department	...	140
Leprosy treatment	...	117
Half pay Leave-Admissible	...	114
Leave Salary	...	118
Leave not due	...	114
Examination Leave	...	130 to 134A
-counts for pension	...	246
Maternity Leave	...	135 to 135-A
Paternity Leave	...	135-B
Leave on Medical Certificate-		
-General	...	177, 178
-Gazetted Government Servants	...	179 to 186
-Non-Gazetted Government Servants	...	187 to 189

To Probationers	...	145
To Part-time employees	...	147
To Section writers and Piece-workers	...	148
Leave Salary-		
Definition	...	8(25)
Payment of-	...	197 to 206
Service Counting for-	...	151, 152
Special provisions regarding calculation of leave at credit on 1st October 1957	...	120
Procedure relating to-	...	175-189
Sanction of-	...	190 to 195
Lien-		
Definition	...	8(26)
No substantive appointment can be made to a post on which another Government servant holds a-	...	18(a)
Retained ordinarily during leave, foreign service and joining time or while under suspension	...	19
Suspension of - of a Govt. servant	...	20
Transfer of a - from one post to another	...	20(h)
Life Certificate-		
Not required when leave salary is drawn by authorised agents who have executed general indemnity bonds	...	201
To be furnished when Government servant does not either appear in person to draw his leave salary or draws it through an agent who has not executed a bond to refund over-payments	...	200
-for Pensions	...	

Local Allowance-		
Definition	...	8(27)
-during leave	...	173
Local candidate-Definition	...	8(27-A)
Local Fund(s)-		
- Definition	...	8(28)
Medical Advice-		
Circumstances in which travelling allowance is admissible for journeys to obtain	...	559 to 564
Medical Certificate		
-for leave to Gazetted Govt. servants	...	179 to 186
-for leave to Non-Gazetted Government servants	...	187 to 189
Invalid pension	...	275 to 282-A
Military Service-		
Counting of—for Civil Pension	...	219-A
Ministerial Servant-		
Definition	...	8(29)
Month-		
Definition	...	8(30)
Next below rule-		
-Proforma officiating promotion	...	60
Officiate(s) (Officiating)-		
When permissible	...	31
A Government servant appointed to - in a post which is tenable by a Government servant of any one of the several grades or classes in a cadre should ordinarily be given - pay calculated on pay of the lowest grade or class	...	36
Next below rule	...	60

	Definition	...	8(31)
	Fixing of pay of Government servant -in a Post upon the passing of an Examination or completion of a period of service	...	37(a)
	Fixing of pay of Government servant -in a post the pay of which has been reduced from next succession thereto	...	37(b)
	Fixing of pay of Government servant -in an appointment the pay of which has been increased from the next succession thereto	...	38 68, 69
	Pay of - Government servant may be fixed at an amount less than that admissible under these rules	...	45(c)
	Period for which a Government servant treated as on duty during a course of instruction or training may be allowed to draw the pay of any - appointment held at the time he was placed on such duty	...	61
Pay-	A Government servant committed to prison for debt or criminal charges ceases to draw	...	101
	Date from which a Government servant ordinarily commences or ceases to draw	...	22-23
	Definition	...	8(32)
	Fixing of - of officiating Government servant at an amount less than that admissible under these rules	...	45 (c)
	Fixing of - of a Government servant appointed to hold or officiate in two or more independent posts	...	66, 67
	Fixing of - of a Government servant transferred as a penalty to a lower grade or post	...	59(2)

Fixing of initial-of a Government servant appointed substantively to a post on a time scale	...	41,42
-higher than the substantive pay in respect of a permanent post, other than a tenure post, not ordinarily to be drawn by officiating Government servant unless he assumes duties and responsibilities of greater importance	...	45, 42-B
-of a Government servant during Joining time	...	89
-of Government servant dismissed ceases from date of dismissal	...	97
-of a Government servant reinstated after removal or dismissal	...	99
-of a Government servant re-instituted after suspension	...	100
Regulation of claims to	...	6
Pay-Personal-		
Definition	...	8(35)
Absorption	...	47
Pay-Presumptive-		
An officiating Government servant will draw the - of the post or the - of his permanent post whichever is greater	...	45(a)
Definition	...	8(36)
Pay-Progressive-		
Time-scale pay includes the class of pay hitherto known as-	...	8(48)
Pay-Special-		
Definition	...	8(42)
Pay Technical-		
Definition	...	8(45)

Pension (s)		
Pension Rules-Application	...	2
Regulation of claims to-	...	6
Family Pension Rules, 1964	...	Appendix VI
Pension(s)		
Action to be taken by authority receiving application for - from a Non-Gazetted Government servant	...	330
Action to be taken by Audit Officer on receipt of application for-	...	330
Action to be taken when application for family (Ordinary) is received	...	347
Action to be taken when application for Death-cum-retirement gratuity is received	...	344 to 346
Anticipatory payments-Pension	...	341
Anticipatory Death-cum-retirement gratuity	...	348
Amount of-	...	287, 291
-fixed in rupees	...	288
Application for and sanction to	...	321 to 339
Application for extraordinary pension	...	Appendix VII
Average emoluments	...	297
Payment of - to deceased pensioners	...	375
Authorities competent to sanction a-	...	329(b)
Authorisation by Accountant General to make pension payment order	...	350
Cases where claim to-cannot be admitted	...	216
Commutation of portion of	...	376,383,383A
-in cases of compulsory retirement from service as a penalty of qualifying service	...	218
-of qualifying service	...	220 to 223

Counting of time passed on leave with allowance for	...	244
Definition	...	8(33), 208
-Emoluments	...	296
-To be calculated to the nearest multiple of next higher rupee	...	287
Good conduct is an implied condition of every grant of-	...	213
-To Government servant transferred to Foreign Service	...	211
Cannot take gratuity instead of-	...	290
Interruption of service for pension; what constitutes	...	254
List of documents which should accompany the application for other than a family	...	333
Net emoluments to be taken for	...	298
-Of Government servants part of whose service qualifies for pension from general revenues and part from local funds	...	241
Option to new rules	...	2, 207
Nominations-	...	302
-for new service after re-employment	...	318 to 320
-to Government servants paid on piece work	...	233
Recovery of dues from	...	214, 215
Pension(s)		
Re-employment of person in receipt of	...	303 to 320 150
to a Government servant dismissed or removed for misconduct, etc.,	...	217
Rules for reckoning service for-	...	244-257
Service for - of a Government servant counts after age of 18 years	...	220

Service in an establishment the duties of which are not continuous may count for-	...	225
Temporary service to count for-	...	226, 227 & 224-A
Debarring a person from receiving gratuity	...	292-C
Lapse of death-cum-retirement gratuity	...	292-D
Death-cum-Retirement gratuity-Rules	...	292 to 293-B
Procedure-	...	344 to 346
Anticipatory payments-	...	348
Do Family pension (Ordinary)	...	294
Do Family pension procedure	...	347
Conditions under which a - is admissible	...	260, 272
Definition	...	259
Payment of-	...	356
Procedure for - outside India	...	365
Pension - Invalid	...	273 to 282
Pension Extraordinary-	...	Appendix VII
Pension-Retiring-		
Conditions in which a -may be granted	...	285
Additions to be made to total service for-by certain Government servant recruited after the age of 25 years	...	247, 247A
Addition for-in respect of teachers transferred from aided schools	...	248
Persons borne on workcharged establishment	...	248A
Persons borne on establishments paid from contingencies	...	248AA
Pension-Superannuation-		

When is admissible	...	283
Permanent Post-		
A Government servant cannot be appointed substantively except as a temporary measure to two or more at the same time	...	17 (b)
Definition	...	8(34)
Two or more Government servants cannot be appointed substantively to the same permanent post at the same time	...	17(a)
Rules relating to creation or abolition of	...	33
Permanent Travelling Allowance-		
-during joining time	...	495
-during leave	...	170
Conditions under which - is granted	...	491
Difference between double-and the mileage allowance calculated for journey the actual expense of which exceeds double times the - may be allowed in certain cases in addition to -	...	493
Deduction to be made from - of amount railway fares which would have been paid but for use of free pass	...	491, Note 1
Deduction for journeys performed in Government conveyances	...	492
-intended to cover cost of all journeys within the sphere of duty	...	491
-of a Government servant holding either substantively or in an officiating capacity two or more posts to which a - is attached	...	458
Exchange of for Ordinary Travelling allowance	...	493

Probationer-		
Definition	...	8(37)
Grant of leave as temporary Government servant	...	145
Service as - counts duty under certain conditions	...	8(15)(a)
Public conveyance-		
Definition	...	8(38)
Project allowance-		
Definition	...	8(27) Note
-during leave	...	173
Quasi-Permanent Post-		
Definition	...	8(40)
Quasi Permanent service - Definition	...	8(40-A)
Re-employment		
Of pensioners	...	303-317
Leave to pensioners-	...	150
Reward(s)-		
-When a Government servant may receive a - without permission	...	28 (c)
Rule of Proportions-		
Definition	...	8(41)
Service-		
Counting of rendered prior to 1st November 1956	...	4
Conditions on which-counts for increments in a time scale	...	53
Interruption of-	...	254
Service Book(s)-		
Periodical verification and inspection	...	415

Duty of non-gazetted servants in respect of-	...	407
Government servant to be permitted to examine his-	...	407
Instructions for maintenance of-	...	398-410
Special Allowance-		
Definition	...	8(42)
Subsistence Grant-		
Amount of-	...	98
Definition	...	8(43)
Government servant committed to prison entitled only to-	...	101
Substantive Pay		
Definition	...	8(44)
Suspension-		
Counting for period under-for pension	...	250
Increments	...	55
Government servant committed to prison is considered to be under-	...	101
Government servant under - is entitled to subsistence grant	...	98
Leave of absence not admissible to Government servant under -	...	104
Pay and allowance of Government servant on reinstatement after-	...	100
Government servant against whom a criminal charge or a proceeding for arrest for debt is pending to be placed under-	...	102
Supernumery post	...	100
Technical Pay-		
Definition	...	8(45)

Temporary Post(s)-		
Definition	...	8(46)
Creation of	...	34
Tents-		
Cost of carriage of office - on tour borne by Government Maximum weight of - which may be transported at Government expenses on transport	...	532
Tenure Post-		
Definition	...	8(47)
Counting of emoluments for pension	...	35
Time-Scale-		
Rules relating to fixation of pay in-	...	40 to 49
Definition of-	...	8(48)
Fixing of initial pay of Government servant appointed to a post on a - of pay	...	41 to 43
Fixing of pay of Government servant officiating in a post on a - of pay	...	44,45,46
Grant of increment before it is due is contrary to the principle of a-	...	57
Training-		
Course of - counts as duty in certain cases	...	8(15)(c)
Fixing of pay of Government servants deputed to undergo a course of-	...	Appendix IIA
Travelling allowance for journeys on course of training	...	571
Transfer-		
Actual cost of transport of personal effects on - recoverable within certain limits	...	532
Definition	...	8(49)

Effect of-from vacation to Non-Vacation department and vice versa upon leave	...	113
Joining time admissible on-	...	77, 78
Pay of Government servants on-as a penalty from a higher to a lower grade or post	...	59
Travelling allowance for journeys on	...	532
Travelling allowance of Govt. servant on - to foreign service to be borne by foreign employer	...	443
Travelling allowance on - not admissible when officer is transferred at his own request	...	532
Travelling Allowance Rules-		
Application-	...	2, 449
Regulation of claims to-	...	6
General Rules-	...	449-463
Definition	...	8(50), 450
Different kinds of admissible	...	490
Category of Government servants for purpose of	...	451
Travelling Allowance-		
Scale of - within or out side the State	...	451
Mileage allowances		
-By Railway	...	469 - 476
-By Sea or River Steamer	...	451, 477
-By Road	...	478 - 486
-By Air	...	487 - 489
Journeys on Tour	...	491 - 531
-on Transfer	...	532 - 540
Joining First appointment	...	541 - 545
-To attend examinations	...	546 - 547

-during leave, etc.	...	548 - 555
To give evidence	...	556-558, 569
-to obtain medical advice	...	559 to 566
-For attending meetings	...	568
-under suspension	...	570
-for training	...	571
-Conveyance of Families and personal effects of Government servants who die while in service	...	540
Rules of Procedure	...	572-577
To non-official members of committees-	...	Annexure A
Vacation Department-		
Earned Leave	...	113
War Service-		
Counting of - for Civil Pension	...	219-B