

vodk" k fu; eladk l kjlk

Ijdkjh l o dka dks vuetj; fofHkUu izdkj ds vodk" kka dk mYyS[k e[; r% ey fu; e
1/2.MkeV/y : Yl 1/2 81 l s87 rd earFkk l gk; d fu; e 157&,] QkbuS" k; y gSMcp [k.M&2]
Hkx&2 l s4 rd eafd; k x; k gS tksfuEu izdkj gS%

ey fu; e 81&B 1/2 rFkk
l gk; d fu; e 157&A 1/2
, oa foKflr l [; k
l k&4&1071@nl] fnukd
21-12-92 rFkk l k&4@1072
@nl fnukd 21-12-92

1/2 vft" vodk" k 1/2 Earned Leave

; g vodk" k LFkk; h rFkk vLFkk; h Ijdkjh l o dka dks 1
tuojh l s vkjEHk gks okyh Nekgh ea 16 fnu rFkk 1 t ykbZ
l s vkjEHk gks okyh Nekgh ea 15 fnu vFkk" ijs o'kz ea 31
fnu dk ijs oru ij vu[; gkskA fnuid 01-07-99 l s dy
300 fnu rd dk vodk" k [krs ea tek gk l drk gA
1/2 kOvkn" k l [; k l k&4&3927@nl] fnukd 01-07-99%

; fn dkbZ Ijdkjh l o d nh?kkZdk" k 1/2 Vacation 1/2 dk
miHkks djrk gS rks ml ds ijs dS y Mj o'kz ea d[oy , d
fnu dk vft" vodk" k n[gkskA ; fn 15 fnu l s vf/kd
dk Vacation dk miHkks ugha djrk gS rks ; g ekuk
tk; xk fd ml us ml o'kz ml dk miHkks ugha fd; kA ; fn
ijk oS"ku miHkks ugha fd; k tkrk rks ml h vuqkr ea
vft" vodk" k 31 fnu l s ?kV; k tk; xkA

; fn dkbZ fdl h ekg ds chp ea igys igy l o k ea
fu; [r gk" gS rks ml Nekgh ea iR; d ijs ekg dh l o k
gS 2 1/2 1/2 kZ fnu dk vodk" k vft" djxkA mnkgj.kkFkZ
; fn dkbZ 0; fDr 10 epl 2002 dks fu; [r gk" gS rks
ijs ijs rhu ekg viS] ebZ rFkk tu 2002 ds fy, <kZ
fnu ifr ekg dh nj l s dy 7 1/2 1/4 k s l kr 1/2 fnu vFkk" i
i wkkdr djds 8 fnu dk vft" vodk" k bl Nekgh ea 01-
07-2002 dks n[gkskA ; fn 1 epl dks fu; [r gk" rks ijs 4
ekg dh l o k ds vk/kj ij ml s 2 1/2 x 4 = 10 fnu dk
vft" vodk" k n[gkskA

bl h izdkj l s ; fn dkbZ fdl h Nekgh ea l o k fuoRr
vFkok fno[r gk tkrk gS rks ml Nekgh ea iR; d ijs ekg
ds fy, 2 1/2 1/2 kZ fnu ifr ekg dh nj l s vodk" k vft"
djxkA tS s fd ; fn dkbZ 31-03-2002 dks l o k fuoRr gk
tkrk gS rks 1 tuojh 2002 dks ml ds [krs ea d[oy 8 fnu
dk vft" vodk" k tek fd; k tk; xk v[u fd 16 fnuA
; fn fdl h dk ngkUr 4 epl 2002 dks gk tkrk gS rks ml dh

tuojh rFkk Qojh 2002 dh I s k ds vk/kkj ij 2½ x 2=5
fnu dk vodk" k tek fd; k tk; s kA

, d ckj ea Hkkjr ds vUnj dgy 120 fnu dk vftR
vodk" k yxkrkj Lohdr fd; k tk I drk gS rFkk Hkkjr ds
ckgj dgy 180 fnu dkA ;fn Vacation dk miHksx djrk
gS rks ml dks tkMlejj ml dh x.kuk dh tk; s kA

Vacation I soki I vkus ds i" pkr- rhu ekg ds vUnj
I jdkjh I s d dks I kekl; r; k i p% vftR vodk" k Lohdr
ugha djuk p kfg,] ;fn nh? k b d k" k rFkk ml ds I kFk fd; k
x; k vftR vodk" k ;fn d k b z gks rks ckn ea ekaxs x; s
vodk" k dks feyk dj , d ckj ea vu e l; A(3)A vU;
i z kst uka gr q fy; s x; s vodk" k ds ekeys ea ; g I hek 270
fnu rd gks I drh gA

ftyk , oa I = U; k; k/kh" kka , oa fl foy , oa I =
U; k; k/kh" kka ds ekeys ea nh? k b d k" k ½ Vacation½ dks Nq/Vh
ekuk tk; s k rFkk ml dks vodk" k ds i m z vFkok i" pkr- ea
dgy , d vkj I a k ftr djus dh vu e fr inku dh tk
I drh gA ¼ gk; d fu; e 42 & A/A

"kk0vkn'sk I d I k&4&th0
vkbD&45@nl &88&201@87
fn0 19-01-89

vodk" kka ds i m z rFkk i" pkr nkuka vkj i Meus okys
jfookja , oa jktif= r NqVV; k f}rh; "kfuokj rFkk fuctU/kr
NqVV; ka ½ Restricted Holidays½ dks I a k ftr ½ Prefix &
Suffix½ djus dh vu e fr vodk" k Lohdr k z vf/kdkjh }kjk
inku dh tk I drh gS ¼ gk; d fu; e 38 I s 41 rd ½A

;fn d k b z I jdkjh I s d fdl h ekg ea fcuk oru ds
vkl k/kkj.k vodk" k ij jgrk gS rks ml dks 1@10 ½ nl oka
Hkkx½ vkxs dh Nekgh ea tek gkus okys vodk" k I s ?kVv
fn; k tk; s kA t s s fd ;fn d k b z de p kjh 1 vi s y I s 30
vi s y 2002 rd fcuk oru ds vodk" k ij jgrk gS rks 1
tykbz dks tek gkus okys 15 fnu ds vftR vodk" k I s 30
dk nl oka v k vFkkR 3 fnu ?kVvdj dgy 12 fnu dk
vftR vodk" k ml ds [kkrs ea tek fd; k tk; s kA

vftR vodk" k dk
uxnhdj.k "kk0 vkn'sk I d
I k&4&393@nl fn0 01-07-
99 rFkk I k&4&4438@
nl &2000&203@86 fnuk d

I s k fuoRr gkus okys I jdkjh I s dka ds [kkrs ea
tek vftR vodk" k dk 300 fnu rd dh I hek rd dk
uxnhdj.k Lohdr fd; k tk I drk gA 300 fnu rd dh
I qo/kk 01-07-99 I s inku dh x b z gA bl ds i m z 240 fnu
FkA I s dky ea ngklr ij ml ds [kkrs ea ml frfFk rd

03-07-2000

tek vftir vodk" k dk uxnhdj.k Lohdr fd; k tk l drk gA jktif=r vf/kdkfj; ka dks Hkh ml ds foHkxk/; {kka }kjk mijkDr uxnhdj.k dh Lohdr inku dh tk l drh gA

1/2 fpdfRI k iek.k i= ij vodk" k 1/2 Leave on Medical Certificate

ewy fu; e 81&B (2)

ewy fu; e 81-B(2) ds LFkk; h ljdkjh l oDka dks iwZ l oK ea dy 12 1/2 ekjg 1/2 ekj dk fpdfRI k iek.k i= ij vodk" k ijs oru ij Lohdr fd; k tk l drk gA bl dh l ekfir ds i"pkrl LFkk; h ljdkjh l oDka dks 6 ekj dk fpdfRI k iek.k i= ij vodk" k v)Z oru ij Lohdr fd; k tk l drk gA ; fn eSMdy ckMZ dk iek.k i= iLrq fd; k tk; A

vLFkk; h ljdkjh l oDka dks ftudh fu; fer fu; qDr gkS rhu o'kZ dh yxkrkj l oK iwZ gks ij] 12 ekj dk fpdfRI k iek.k i= ij vodk" k ijs oru ij ns gks tkrk gS ; fn mudk dk; Z , oavkpj.k l arsktud gkS mudsfo:) dkbZ vuqkkl fud dk; bkg h u py jgh gks rFkk lR; fu' Bk iekf.kr gkS os l oXhZ in ij fu; qDr gla rFkk l fonk 1/2 Contract 1/2 ij fu; qDr u gkA

Lgk; d fu; e 157-A(2)

rhu o'kZ l s de l oK okys vLFkk; h ljdkjh l oDka dks dOy 4 ekj dk fpdfRI k iek.k i= ij vodk" k ijs oru ij Lohdr fd; k tk l drk gA

Lgk; d fu; e 89 l s 93 rd "kkOvkns'k l o l k&4&1752@nl & 20001/21/77] fn0 20-06-78

jktif=r vf/kdkfj; ka dks 3 ekj rd fpdfRI k vodk" k fdl h , d i kf/kdr fpdfRI k vf/kdkjh 1/4 h0, e0vk0 vFkok l h0, e0, l 0 ; k eSMdy dkyst ds ikQd j ; k jhMj 1/2 ds iek.k i= ij Lohdr fd; k tk l drk gA bl l s vf/kd ds fy, eSMdy ckMZ ds iek.k ckMZ ds iek.k i= dh vko"; drk gkschA

l gk; d fu; e 95 rFkk 96

vjktif=r dePkfj; ka dks , d ekj rd dk fpdfRI k vodk" k fdl h jftLVMZ MkDvj] oS]] gdhe vkfn ds iek.k i= ds vk/kkj ij Lohdr fd; k tk l drk gA bl l s vf/kd ds fy, ftyk vLirky ds eq; fpdfRI k v/kh{k d dks LokLF; ij h{kk grq l nfhkZ dj nsuk pkfg, A

fpdRI k vodk" k rHkh Lohdr djuk pkfg, tc ljdkjh l oD ds LoLFk gks dj M; Wh ij oki l vkus dh l Hkkouk gkA gk; d fu; e 87/A fdlrq ljdkjh l oDka dks

vl fjo/kk u glš bl vfhkik; l s "kk l u us foKflr l d; k
l k&4&525@nl fn0 19-08-96 rFkk l k&4&526@nl]
fnukad 19-08-96 }kj euy fu; e 81-B(2) rFkk l gk; d
fu; e 157-A(2) ea bl vk" k; dk l škkku dj fn; k fd
; fn fu; ekuđ kj fpfdRI k iek.k i= iklr gkrk gš rks 60
¼ kB½ fnu rd dk fpfdRI k vodk" k rjlr Lohdr dj nsuk
pkfg,] pka ckn ea ngklr dh D; ka u gsk tk; š

½ futh dk; Z ij vodk" k ¼) Zoru ij ½

Leave on Private Affairs on Half Pay)

euy fu; e 81-B(3)

euy fu; e 81-B (3) ds vuđ kj ; g vodk" k LFkk; h
l jdkjh l ođka dks dy l ok ea 365 fnu rd dk] v) bru
ij Lohdr fd; k tk l drk gš ; g vodk" k Hkh vc vftz
vodk" k dh Hkkar] 1 tuojh dks 16 fnu rFkk 1 tgykbl dks
15 fnu vodk" k [kk rsea tek fd; k tkrk gš

euy fu; e 157-A(3)

Hkkjr ds vlnj , d ckj ea ; g 90 fnu rd dk rFkk
Hkkjr ds ckj 180 fnu rd dk Lohdr fd; k tk l drk gš
vLFkk; h l jdkjh l ođka dks ij h vLFkk; h l ok ea dy
120 fnu rd dk nš gskA nks o'kz dh yxrkj l ok ds
i" pkr ; g vuđ; gsk rFkk , d ckj ea dy 60 fnu rd
dk Lohdr fd; k tk l drk g rFkk 60 fnu rd l s vf/ kd
dk tek Hkh ughaf; k tk; skA

euy fu; e 81-B(4)

mijDr vodk" k rHkh Lohdr fd; k tkuk pkfg, tc
l jdkjh l ođ dh M; wh ij oki l vkus dh l EHkkouk gka

¼ jk" kdr vodk" k ¼ Commuted Leave ½

rduhdh ; kx; rk iklr djus grj dy LFkk; h l jdkjh
l ođka dks Hkkjr ds vlnj , d ckj ea dy 45 fnu rd dk
Lohdr fd; k tk l drk g rFkk Hkkjr ds ckj 90 fnu rd
dk rFkk mijDr dh Øe" k% nq; uh vof/ k; ka vFkkz 90 fnu
rFkk 180 fnu] v) Zoru ij nš futh dk; Z ds vodk" k l s
?kV k nh tk; sxh D; kfd ; g vodk" k ijs oru ij nš gkrk
gš

euy fu; e 83 rFkk 83-A
rFkk "kkOvknsk l o
th&1&914@nl] 201@80]
fn0 15-04-82 rFkk euy fu; e
9½ ½ ½ ½ ¼ ½

**½ fo" k fodylark vodk" k ½ Special Disability
Leave ½**

mfpr idkj l s M; wh djrs le; pkv igpk; s tkus
vFkok l a kso" k pkv yx tkus ds dkj. k] ; g vodk" k

LFkk; h rFkk vLFkk; h l o dka dks fuEu izdkj l : ns gkrs g8 %
¼1½ i Fke 6 ekg M; Wh ekuk tk; sxA
½2½ rRi "pkr-119 fnu ijs oru ij fo"ksk vodk"k
½3½ rRi "pkr-14 ekg , d fnu v)Zoru ij vodk"k
dy 24 ekg

; g vodk"k eMdy ckMZ dh l rfr ij "kkl u }kjk
rFkk ekuuh; mPp U; k; ky; }kjk Lohdr fd; k tk l drk
gA

½½fcuk oru dk vl k/kj.k vodk"k

½Extra-Ordinary Leave without Pay½

ey fu; e 81-B (5), l i fBr ey fu; e 18 , oa 85 ds
vuq kj LFkk; h ljdkjh l o dka dks , d ckj ea yxkrkj 5
¼1½ o'kZ rd dk fcuk oru dk vl k/kj.k vodk"k Lohdr
fd; k tk l drk gA ;fn vl; izdkj ds vodk"ka ds
vfHkØe ea fy; k tk; s rks Hkh l eLr izdkj ds vodk"ka dks
feykdj ikp o'kZ l s vf/kd ugha gsuuk pfg, A fo"ksk
ifjLFkr; ka ea "kkl u }kjk ey fu; e 18 ds vlrxr bl l s
vf/kd dk vodk"k Hkh , d ckj ea yxkrkj Lohdr fd; k tk
l drk gA

vLFkk; h de p kfj; ka dks fcuk oru dk vl k/kj.k
vodk"k fuEu izdkj l s Lohdr fd; k tk l drk g8 %
¼1½ rhu o'kZ l s de fujUrj l o k okya dks , d l e; ea
dy 3 ekgA

½2½ rhu o'kZ ; k vf/kd l o k okya dks 6 ekg] ;fn ; g
fpdRI k iek.k i = ds vk/kkj ij fy; k tk; sxA

½3½ ri s nd ¼T.B.½ rFkk dqBjks ds mi pkj gsrq , d o'kZ dh
vuojr l o k okya dks 18 ¼BBkjg½ ekg] ;fn ljdkjh
vLirky] l s hVksj; e ; k dqB vkJe ea bykt djok jgk gks
vFkok ?kj ij l h0, e0vkØ l s bykt djok jgk gA

¼4½ 3 o'kZ ; k vf/kd dh vuojr l o k okya dks Hkjr ea
vFkok ckj tufgr ea mPp v/; ; u gsrq , d ckj ea 24 ekg
dk rFkk iwZ vLFkk; h l o k ea dy 36 ekg rd dk fcuk
oru dk vodk"k Lohdr fd; k tk l drk g8 fdUrq ml l s
bl vk"k; dk vuqU/k i = Hkjok ysuuk pfg, fd v/; ; u ds
i "pkr-og de l s de 3 o'kZ rd "kkl u dh l o k djsxk
vl; Fkk ml l s 10 ekg ds oru , oa HkRrka ds cjkj /kujkf"k

ey fue; 84 I ifBr
I gk; d fu; e 146-A
foRrh; fu; e I xg] [k.M&2]
Hkkx 2&4

I gk; d fu; e 155 &156

"kk0vkn'sk I 4&394@nl
fn0 0406-99

dh ol y/h dh tk; xhA

1/2 v/; ; u vodk" k 1/2 Study Leave 1/2

LFkk; h I jdkjh I doka dks ftUgkua 5 o'kz dh I ok iwkZ dj
yh gS rFkk ftudks I ok fuoRr gkus ea 3 o'kz ; k bl s vf/kd
"ksk gk] dks o'kZ fud rduhdh v/; ; u gsrq ; g vodk" k ijh
I ok ea 24 ekg dk] v)Z oru ij Lohdr fd; k tk I drk
gS fdUrq , d ckj ea 12 ekg I s vf/kd dk ugha Lohdr fd; k
tk I drk gA fo"ksk ekeys ea ; g vl; vodk" kka I s feyk dj
28 ekg rd dk iwkZ I ok eagks I drk gSA

1/2 & 1/2 pfdrI ky; vodk" k 1/2 Hospital Leave 1/2

I gk; d fu; e 155&156 ds vuq kj ; g vodk" k , d s
vl; oru eku okys de'pkj; ka dks ftudh M; W/h ea tku
dk [krjk gk] tS s fd I eLr foHkkxka ds I g {kk xkM] ty
okMj] ou j {kd] tgjhyh xS ka ea dke djus okys rFkk
I jdkjh enzkky; ka ea dke djus oky ka dks ns gskk gS
ftudk mYy [k I gk; d fu; e 155 ea fd; k x; k gS rFkk
ftudk oru 1&1&1996 I s Lohdr oruekuka ea : 0
1180@& ifr ekg I s vf/kd u gkA

, d ckj ea ; g 6 ekg rd dk fey I drk gA iFke 3
ekg ijs oru rFkk "ksk v)Z oru ij gskhA

1/2 iI fir vodk" k 1/2 Maternity Leave 1/2

ey fue; e 101 rFkk I gk; d fu; e 153&154 ds vUrxZ
LFkk; h rFkk vLFkk; h nkska idkj dh efgyk de'pkj; ka dks
Mfyojh 1/2 Ppk gksa dh n"kk ea vodk" k ij tkus dh frFk
I s dty 135 1/4 d I ks i s ha 1/2 fnu dk ns gskkA ; g vodk" k
vc iwkZ I ok ea doy nks ckj vuq; gskk rFkk ijs oru
ij feyskA nks iI fir vodk" kka ds e/; nks o'kZ dk vUrj
gskk pkfg, A bl ds I kFk vl; idkj dk vodk" k Hkh fy; k
tk I drk gA

xHkZ I ko ; k xHkZ kr dh n"kk ea ; g 6 I lrg dk ijs
oru ij ns gskkA I okdky ea bl iz kst u gsrq vl hfer
ckj Lohdr fd; k tk I drk gA

iI fir vodk" k ds fy, ftyk efgyk pfdrI ky; dh
e[; v/khf {kd] dk iek.k i = vi s {kr gskkA

Sr 202 F.H.B. Vol. II
Parts II to IV

10½ I x vojšk vodk'k ¼ Quarantine Leave½

I gk; d fu; e 202] foRrh; fue; I xg] [k.M&2] Hkkx
2&4 ds vuq kj] fdl h I jdkjh I od ds ifjokj ea mDr
fu; e ea mfYyf[kr Nqk Nir dh chekjh tS s fd ppd]
gStk] lyx] fMIFkfj; k] eSufUtKbZVI vkfn gks tk; s vFkok
ml dks lyx dSi ea jkd fy; k tk; } rks ml s; g vodk'k
fTyk LokLF; vf/kdkjh dh I Lrfir ds vuq kj vf/kdre 21
fnu rd dk fn; k tk I drk gS vkSj fo'ksk ij fLFkfr; ka ea
30 fnu rd dk 1 ekg ijs oru ij ns gksrk gS rFkk M; Wh
ekuk tkrk gS

Sr 201 rFkk iSk 1081 I s
1088 rd M.G.O.

11½ vkdfLed vodk'k ¼ Casual Leave½

; g vodk'k ijs dS yMj o'kZ ea 14 fnu rd dk fn; k
tk I drk gS bl ds vfrfjDr dN fnu ¼ A few days½ dk
fo'ksk vkdfLed vodk'k Hkh Lohdr fd; k tk I drk gS
; g M; Wh ekuk tkrk gS bl ds chp ea rFkk vkxs i hNs i Mus
okys jfookj rFkk vU; NqVV; ka dks ugha tkMk tkrkA ; g
, d ckj ea 10 fnu rd dk fy; k tk I drk gS ¼ iSk 1082]
M.G.O.½ eQ; ky; NkMus dh vuqfr Hkh iklr djuk pkfg,
rFkk ckj dk irk Hkh I fpr djuk pkfg, A ¼ iSk 1083½

dkfeD vuqkx 4 dk G.O.
No. 08/41-4 fn0 20-05-83
fu; Dr ¼ k½ foHkkx dk
G.O. No. ch&820@AA& B
fn0 27-05-55

ifjokj dY; k.k gsrq ul dlnh vkijsku rFkk yw yxokus
gsrq yefgyk dePkfj; ka dks fo'ksk vkdfLed vodk'k Hkh
Lohdr fd; k tk I drk gS

ekU; rk iklr I ok I aka ds v/; {k@egke=h dks 7 fnu
rFkk vU; dks 4 fnu dk fo'ksk vkdfLed vodk'k Lohdr
fd; k tk I drk gS

jkVh; @varjkZh; Lrj ij f[kyMh ds : i ea p; u
gksus ij 30 ¼ rh ½ fnu rd dk fo'ksk vkdfLed vodk'k
Lohdr fd; k tk I drk gS

iSk 1089 M.G.O. rFkk
fu; Dr 3 vuqkx G.O.
I Q; k 3@2@72 fn0 26-07-
73

12½ ifrdj vodk'k ¼ Compensatory Leave½

; fn fdl h vjktif=r dePkjh dks jfookj vkfn
NqVV; ka ea dk; ky; cyk; k tkrk gS rks bl ds LFkku ij ml s
fdl h vU; fnu ifrdj vodk'k fn; k tk I drk gS , d
ekg eank fnu I svf/kd dk ugha gkuk pkfg, A

eny fu; e 9½ ¼ d½ ¼ iii½

**13½ & ikxy dhrk vfn dkus ij , Whjcd VWeV
vodk'k**

ilxy dlrk vkfn dKvus ij , bVhj fcd VhVeb/ grj
 ftyk LokLF; vf/kdkjh }kjk l rfr tks vof/k mi pkj grq
 vko"; d gk ml sM; wh ekuk tk; skA

vodk" k l s l EcfUkr vU; "krā

- 1- ey fu; e 66] l i fBr l gk; d fu; e 35&36 foRrh; fu; e l xg] [k.M 2] Hkkx
 2&4 ds vuq kj fdl h l jdkjh l od dks vodk" k ml ds fu; qDr i kf/kdkjh }kjk
 Lohdr fd; k tk l drk gS vFkok ftl dks bl grq vf/kdkjka dk ifrfu/kk; u
 ¼Delegation½ dj fn; k x; k gkA ifrfu/kk; u ds fy, di; k n[ka fooj.k i=
 l [; k IV Hkkx IV] foRrh; fu; e l xg] [k.M Hkkx II l s IV rdA
- 2- vodk" kka ds vkxs i hNs i Mus okys jfookjka rFkk vU; NqVV; ka dks l a kfr djus dh
 vuqfr Lohdrkz vf/kdkjh }kjk inku dh tk l drh gA
- 3- vodk" k dk nok vf/kdkj ds : i ea ugha fd; k tk l drkA l {ke vf/dkjh tufgr
 ea vodk" k vLohdr dj l drk gA
- 4- fpdfRI k vodk" k l s oki l vkus ij LoLFkrk dk iek.k i= iLrfr djuk vfuok; Z
 gA
- 5- fuyfEcr depkj; ka dks vodk" k ugha Lohdr djuk pkfg, A
- 6- vukf/kdr : i l s M; wh l s vuqfLFkr gks tkus dh i dfr dks jkus grq foRr
 ¼ keU; ½ vuHkkx 2 }kjk fuEufyf[kr vkns'k tkjh fd; s x; s %
 1- ; fn dkbZ depkjh fcuk i kFkZuk i= ds vuqfLFkr gks tkrk gS rks , d l l rkg ds
 vUnj bl vk" k; dk ukfVI Hkstuk pkfg, fd D; ka u ml ds fo:) vuqkkl fud
 dk; bkg dh tk; A ; fn og 15 fnu ds vUnj dkbZ i kFkZuk i= ugha iLrfr
 djrk gS rks ml ds fo:) vuqkkl fud dk; bkg djuh pkfg, A
- 2- fcuk vodk" k ds 5 o'kka l s vf/kd vuqfLFkr jgus ij fcuk fu; qDr i kf/kdkjh
 dh i wZ vuqfr ds ml s dk; Bkj xg.k djus dh vuqfr u inku dh tk; A
- 7- vodk" k fu; eka ds vlrXr ns fdl h , d i dkj ds vodk" kka ds l kfk fdl h vU;
 i dkj dk vodk" k fy; k tk l drk gA tS sfd viire vodk" k ds i "pkr fpdfRI k
 vodk" k vFkok v) bsr u dk futh dk; Z vodk" k vkfnA

APPOINTMENT (B) DEPARTMENT

MISCELLANEOUS

July 21, 1956

No. 2867/II-B-118-54 – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Uttar Pradesh makes the following rules to regulate the conduct* of government servants employed in connection with the affairs of the State of Uttar Pradesh :

THE UTTAR PRADESH GOVERNMENT SERVANTS CONDUCT RULES, 1956

1. Short title – These rules may be called the Uttar Pradesh Government Servants' Conduct Rules, 1956.
2. Definitions – In these rules unless the context otherwise requires :-
 - (a) "Government" means the Government of Uttar Pradesh ;
 - (b) "Government servant" means a person appointed to public services and posts in connection with the affairs of the State of Uttar Pradesh.

Explanation – A government servant whose services are placed at the disposal of a company, a corporation, an organization, a local authority the Central government or the Government of another State by the U.P. Government, shall, for the purposes of these rules be deemed to be a government servant notwithstanding that his salary is drawn from sources other than from the Consolidated Fund of Uttar Pradesh;

- (c) "Member of the family" in relation to government servant, includes :-
 - (i) the wife, son, step son, unmarried daughter or unmarried step daughter of such government servant whether residing with him or not, and, in relation to government servant, who is a woman, the husband, son, step sons, unmarried daughters or unmarried step daughters dependent on her and residing with her or not, and
 - (ii) any other person related, whether by blood or by marriage, to the government servant or to such government servant's wife or her husband, and wholly dependent on such government servant;

But does not include a wife or husband legally separated from the government servant or a son, step son, unmarried daughter or unmarried step daughter who is no longer, in any way dependent upon him or her, or of whose custody, the government servant has been deprived by law.

3. General – (1) Every government servant shall at all times maintain absolute integrity and devotion to duty.
 - (2) Every government servant shall at all times conduct himself in accordance with the specific or implied orders of Government regulating behaviour and conduct which may be in force.
4. Equal treatment for all – (1) Every government servant shall accord equal treatment to people irrespective of their caste, sect or religion.
 - (2) No government servant shall practice un-touchability in any form.

4. (A) Consumption of intoxicating drinks and drugs – A government servant shall –
- (a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being ;
 - (b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duty at any time is not affected in any way by the influence of such drink or drug ;
 - (c) refrain from consuming any intoxicating drink and drug in a public place;
 - (d) not appear in a public place in a state of intoxication;
 - (e) Not use any intoxicating drink or drug to excess.

Explanation I – For the purposes of this rule, ‘public place’ means any place or premises (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.

Explanation II – any club:-

- (a) which admits persons other than government servants as members ; or
 - (b) the members of which are allowed to invite non-members as guests thereto even though the membership is confined to Government servants, shall also, for purposes of Explanation I, be deemed to be a place to which the public have or are permitted to have access.
5. Taking part in politics and elections – (1) No government servant shall be a members of, or be other wise associated with any political party or any organization which takes part in polities, nor shall be take part in, subscribe in aid of, or assist in any other manner, any movement or organization which is, on tends directly or indirectly to be subversive of the Government as by law established.

Illustration

X, Y, Z, are political parties in the State.

X is the party in power and forms the Government of the day.

A is a government servant.

The prohibitions of the sub-rule apply to A in respect of all parties, including X, which is the party in power.

- (2) It shall be the duty of every government servant to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly, to be, subversive of the Government as by law established and where a government servant fails to prevent a members of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect to he Government.

Illustration

A is a government servant.

B is a member of the family of A, as defined in rule 2 (e).

M is a movement or activity, which is, or tends directly or indirectly to be, subversive of Government as law established.

A becomes aware that B's association with M is objectionable under the provisions of the sub-rule. A should prevent such objectionable of B, he should report the matter to the Government.

(3) *****

If any question arises whether any movement or activity falls within the scope of this rule, the decision of the Government thereon shall be final.

(4) No government servant shall canvass or otherwise interfere or use his influence in connection with, or take part in, an election to any legislature or local authority:

Provided that:-

- (i) a government servant qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted ;
- (ii) a government servant shall not be deemed to have contravened the provisions of this rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation – The display by a government servant on his persons, vehicle, or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub rule.

Illustration

Acting as Returning Officer, Assistant Returning Officer, Presiding Officer, Polling Officer or Polling Clerk in connection with an election does not contravene the provisions of sub-rule (4).

5-A. Demonstrations and strike – No government servant shall –

- (1) engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence, or
- (2) resort to, or in any way abet, any form of strike in connection with any matter pertaining to his service or the service of any other government servant.

5-B. Joining of associations by government servants – No government servant shall join, or continue to be a member of an association, the objects or activities of which are prejudicial to the interest of the sovereign by and integrity of India or public order or morality.

6. Connection with press or radio – (1) No government servant shall except with the previous sanction of the Government own wholly or in part of

conduct or participated in editing or managing of any newspaper or other periodical publication.

- (2) No government servant shall, except with the previous sanction of the Government or any other authority empowered by it in this behalf, or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical:

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

7. Criticism of Government – No government servant shall in any radio broadcast or in any document publish anonymously or in the name of any other person, or in any communication to the Press, or in any public utterance, make any statement of fact or opinion -

- (i) which has the effect of any adverse criticism of any decision of his superior officers or of any current or recent policy or action of the Uttar Pradesh Government or the Central Government or the Government of any other State or a local authority; Or
- (ii) which is capable of embarrassing the relations between the Uttar Pradesh Government and Central Government or the Government of any other State; or
- (iii) which is capable of embarrassing the relations between the Central Government and the Government of any foreign State;

Provided that nothing in this rule shall apply to any statement made or views, expressed by a government servant in his official capacity or in the due performance of the duties assigned to him.

Illustration

- (1) A, a government servant is dismissed from service by the Government. It is not permissible for B another government servant, to say publicly that the punishment is wrongful, excessive or unjustified.
- (2) A public officer is transferred from station A to station B. No government servant can join the agitation for the retention of the public officer at station A.
- (3) It is not permissible for a government servant to criticize publicly the policy of Government on such matters as the price of sugarcane fixed in any year, nationalisation of transport, etc.
- (4) A government servant cannot express any opinion on the rate of duty imposed by the Central Government on specified imported goods.
- (5) A neighbouring State lays claim to a tract of land lying on the border of Uttar Pradesh. A government servant cannot publicly express any opinion on the claim.
8. Evidence before committee or any other authority – (1) Save as provided in sub-rule (8) no government servant shall, except with the previous

sanction of the government, give evidence in connection with any enquiry conducted by any person, committee or authority.

- (2) Where any sanction has been accorded under sub-rule (1) no government servant giving such evidence shall criticize the policy of the Uttar Pradesh Government, the Central Government or any other State Government.
- (3) Nothing in the rule shall apply to –
 - (a) evidence given at an inquiry before an authority appointed by the Government, by the Central Government by the Legislature of Uttar Pradesh or by, Parliament, or
 - (b) evidence given in any judicial inquiry.
9. Unauthorised communication of information – No government servant shall, except in accordance with any general or special order of the Government or in the performance, in good faith, of the duties assigned to him communicate, directly or indirectly, any official document or information to any government servant or any other person to whom he is not authorized to communicate such document or information.

Explanation – Quotation by a government servant in his representation to his official superiors, of or from the notes on any file shall amount to unauthorized communication of information within the meaning of this rule.

10. Subscriptions – No government servant shall, except with the previous sanction of the government ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever.
11. Gifts – A Government servant shall not without previous approval of government –
 - (a) accept directly or indirectly on his own behalf or on behalf of any other person, or
 - (b) permit any member of his family who is dependent on him, to accept, any gift, gratuity or reward from any person other than a close relation:

Provided that he may accept or permit any member of his family to accept from a personal friend, a wedding present or a present on a ceremonial occasion, of a value not exceeding Rs. 51. All government servants shall, however, use their best endeavour to discourage even the tender of such presents.

Illustration

The citizens of a town decide to present to 'A' a Sub-Divisional Officer, a watch exceeding Rs. 51 in value in appreciation of the services rendered by him during the flood.

'A' cannot accept the present without the previous approval of the Government.

- 11.A. No government servant shall –
 - (i) give or take or abet the giving or taking of dowry; or
 - (ii) demand, directly or indirectly from the parents or guardian of a bride or bridegroom, as the case may be any dowry.

Explanation – For the purposes of this rule the word ‘dowry’ has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).

12. [Deleted]

13. [Deleted]

14. Public demonstrations in honour of government servants – No government servant shall, except, with the previous sanction of the Government receive any complimentary or valedictory address, or accept any testimonial or attempt any meeting or public entertainment held in his honour, or in the honour of any other government servant :

Provided that nothing in this rule shall apply to a farewell entertainment of a substantially private or informal character and held in honour of a government servant on the occasion of his retirement or transfer or of any person who has recently quitted service of the Government.

Illustration

A, a deputy collector, is due to retire. B, another deputy collection in the district, may give a diner in honour of A to which selected persons are invited.

15. Private trade or employment – No government servant shall except with the previous sanction of the Government, engage directly or indirectly in any trade, business or undertake any employment:

Provided that a government servant may, without such sanction undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer and that he informs his Head of Department, and when he is himself the Head of the Department, the Government, within one month of his undertaking such a work, but he shall not undertake, or shall discontinue, such work if so directed by the Government.

16. Registration, *promotion and management of companies* – No Government servant shall, except with the previous sanction of the Government take part in the registration, promotion or management of any bank or other company registered under the Companies Act, 1956 or under any other law for the time being in force :

Provided that a government servant may take part in the registration, promotion or management of a co-operative society registered under the Uttar Pradesh Co-operative Societies Act, 1956 (U.P. Act no. XI of 1966), or under any other law for the time being in force or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (Act XXI of 1860), or under any corresponding law in force, but he will not take part in, or associate himself with the collection of funds or raising subscriptions of selling shares or any other financial transactions of such society;

Provided further that, if a government servant attends any bigger co-operative society or body as a delegated of any Co-operative Society, he will not seek

election for any post of that bigger society or body. He may take part in such election only for purposes of casting his vote.

17. **Insurance business** : A government servant shall not permit his wife or any other relative who is either wholly dependent on him or is residing with him, to act as an insurance agent in the same district in which he is posted.
18. **Guardianship of minors** – A government servant may not, without the previous sanction of the appropriate authority, act as a legal guardian of the person or property of a minor other than his dependent.

Explanation 1- A dependent for the purpose of this rule means a government servant's wife, children and step-children and children's children and shall also include his parents, sisters, brothers, brother's children and sister's children if residing with him and wholly dependent upon him.

Explanation 2- Appropriate authority for the purpose of this rule shall be as indicated below:

For a Head of department, Divisional Commissioner or a Collector	The State Government
For a District Judge	The Administrative Judge of the High Court
For other government servants	The Head of the Department concerned.

19. **Action in respect of a relation-** (1) Where a government servant submits any proposal or opinion or takes any other action, whether for or against any individual related to him, whether the relationship be distant or near, he shall with every such proposal, opinion or action, expressly state whether the individual is or is not related to him and if so related the nature of the relationship.
(2) Where a government servant has by any law, rule or order in force power of deciding finally any proposal, opinion or any other action and that proposal, opinion or action is in respect of an individual related to him, whether the relationship be distant or near and whether that proposal, opinion or action affects the individuals favourably or other wise he shall not take a decision, but shall submit the case to his superior officer after explaining the reasons and the nature of relationship.
20. **Speculation-** (1) No government servant shall speculate in any investment.
Explanation – The habitual purchase or sale of securities of a notoriously fluctuating value shall be deemed to be speculation in investments within the meaning of the rule.
(2) If any question arise whether a security or investment is of the nature referred to in sub-rule (1), the decision of the Government there on shall be final.

21. Investment – (1) No Government servant shall make, or permit any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- (2) If any questions arises whether a security or investment is of the nature referred to in sub-rule (1), the decision of the Government there on shall be final.

Illustration

A District Judge shall not permit his wife, or son to open a cinema house or to purchase a share therein, in the district where he is posted and if he is transferred to a district where a member of his family has already made such an investment, he shall immediately inform his superior authority.

22. Lending and borrowing – (1) No government servant shall, except with the previous sanction of the appropriate authority, lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that a government servant may make an advance of pay to a private servant, or give a loan of a small amount, free of interest, to a personal friend or a relative.

- (2) No government servant shall, save in the ordinary course of business with a bank, Co-operative Society or a firm, or otherwise place himself under pecuniary obligation to any person within the local limits of his authority nor shall he be permit any member of his family, except with the previous sanction of the appropriate authority, to enter into any such transaction:

Provided that a government servant may accept a purely temporary loan of small amount free of interest, from a personal friend or relative or operate a credit account with a bonafide tradesman.

- (3) When a government servant is appointed or transferred to a post of such a nature as to involve him in the breach of any of the provisions of sub-rule (1) or sub-rule (2), he shall forthwith report the circumstances to the appropriate authority, and shall thereafter act in accordance with such orders as may be passed by the appropriate authority.
- (4) The appropriate authority in the case of government servants who are gazetted officers, shall be the Government and in other cases, the Head of he Office.

23. **Insolvency and habitual indebtedness** – A government servant shall so manage is private affairs as to avoid habitual indebtedness or insolvency. A government servant who becomes the subject of legal proceedings for insolvency shall forthwith repot the full facts to the head of the office or department in which he is employed.

24. Movable, immovable and valuable property – (1) No government servant shall except with the previous knowledge of the appropriate authority, acquire or dispose of any immovable property by lease, mortgage,

purchase, sale, gift, or otherwise, either in his own name or in the name of any member of his family.

Provided that any such transaction conducted other wise than through a regular and reputed dealer shall require the previous sanction of the appropriate authority.

Illustration

A, a government servant, proposes to purchase a house. He must inform the appropriate authority of the proposal. If the transaction is to be made otherwise than through a regular and reputed dealer A, must also obtain the previous sanction of the appropriate authority. The same procedure will be applicable if A proposes to sell his house.

(2) A government servant who enters into any transaction concerning any movable property exceeding in value, the amount of his pay for one month or rupees one thousand, whichever is less, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the appropriate authority :
Provided that no government service shall enter into any transaction except with or through a reputed dealer of standing, or with the previous sanction of the appropriate authority.

Illustration

- (i) A, a government servant whose monthly pay is rupees six hundred, purchases a tape recorder for rupees seven hundred, or
 - (ii) B, a government servant whose monthly pay is rupees two thousand sells a car for rupees one thousand five hundred.
- (3) At the time of first appointment and after the interval of five years, every government servant shall make to the appointing authority through the usual channel, a declaration of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, and of shares and other investments, which may, from time to time be held or acquired by him or by his wife or by any members of his family living with, or in any way dependent upon him. Such declaration should state the full particulars of the property, shares and other investment.
- (4) The appropriate authority may, at any time, by general or special order, require a government servant to submit within a period specified in the order a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required by the appropriate authority, include details of the means by which or the source from which such property was acquired.
- (5) The appropriate authority –
- (a) in the case of a government servant belonging to the State service, shall for purposes of sub-rules (1) and (4), be the Government and for sub-rule (2), the Head of the Department.

(b) in the case of other government servants, for the purposes of sub-rules (1) to (4) shall be the Head of the Department.

25. Vindication of acts and character of government servants – No government servants shall except with the previous sanction of the Government have recourse [*] to the press of the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Explanation – Nothing in this rule shall be deemed to prohibit a government servant from vindicating his private character or any act done by him in private capacity.

26. [Deleted vide notification no. 3116/II-B-32-52, dated the 13th August, 1960].

27. Canvassing of non-official or other outside influence – No government servant shall bring or attempt to bring whether himself personally or through a member of his family, any political or other outside influence to bear upon any question relating to his interest in respect of matter pertaining to his service.

Explanation – Any set done by the wife or husband, as the case may be, or any member of the family of a government servant and falling within the purview of this rule, shall be presumed to have been done at the instance, or with the connivance of the government servant concerned, unless the contrary shall have been proved.

Illustration

A is a government servant and B a member of the family of A. C is a political party and D is an organization under G, B, gained sufficient prominence in G and became, an office bearer of B. Through D, B, started sponsoring the cause of A to the extent that B sponsored some resolutions against A's official superiors. This action which will be in violation of the provisions of the above rule on the part of B shall be presumed to have been done by B at the instance, or with connivance of A unless A is able to prove that this was not so.

- 27-A. Representation by government servants – No government servant shall whether personally or through a member of his family, make any representation to Government or any cyber authority except through the proper channel and in accordance with such directions as the Government may issue from time to time. The Explanation to rule 27 shall apply to this rule also.

28. Unauthorized pecuniary arrangement – No Government servant shall enter into any pecuniary arrangement with another government servants or any other person so as to afford any kind or advantage to either or both of them in any unauthorized manner or against the specific or implied, provisions of any rule for the time being in force.

Illustration

- (1) 'a' is a senior clerk in an office and is due for officiating promotion. 'A' is diffident of discharging his duties satisfactorily in the officiating post. 'B' a junior clerk privately officer for a pecuniary consideration to help 'A'. 'A' and 'B' accordingly enter into pecuniary arrangements. Both would thereby infringe the rule.
 - (2) If, 'A' the Superintendent of an office, proceeds on leave, 'B' the senior most assistant in the office, will be given a chance to officiate. If 'A' proceeds on leave after entering into arrangement with 'B' for a share in the officiating allowance, 'A' and 'B' both would commit a breach of the rule.
29. Bigamous marriages – (1) No government servant who has a wife living shall contract another marriage without first obtaining the permission of the Government notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.
- (2) No female government servant shall marry any person who has a wife living without first obtaining the permission of the Government.
30. Proper use of amenities – No government servant shall misuse or carelessly use, amenities provided for him by the Government to facilitate the discharge of his public duties.

Illustration

Among the amenities provided to government servant are ears, telephones, residences, furniture, orderlies, article of stationery, etc. Instances of misuse, or careless use, of these are –

- (i) employment of Government ears at Government expense by members of the family of the government servant or his guests, or for other non-government work ;
 - (ii) making telephone trunk calls at Government expense on matters not connected with official work ;
 - (iii) neglect of Government residences and furniture and failure to maintain them properly ; and
 - (iv) Use of Government stationery for non-official work.
31. Payment for purchases – Unless payment by installments is customary, or specially provided, or a credit account is maintained with a bonafide tradesman, no government servant shall withhold prompt and full payment of the article purchase by him whether the purchases are made on tour or otherwise
32. Use of services without payment – No government servant shall without making proper and adequate payment, avail himself of any service or entertainment for which a hire or price or admission fee is charged.

Illustration

Unless specifically prescribed as part of duty, a government servant shall not –

- (i) travel free of charge in any plying for hire ;

(ii) see a cinema show without paying the admission fee.

Note – [Deleted vide notification no 4644/H-B-152(3)-38, dated November 22, 1958]

33. **Use of conveyances belonging to others** – No government servant shall, except in exceptional circumstances, use a conveyance belonging to a private person or government servant who is subordinate to him.
34. **Purchase through subordinates** – No Government servant shall himself ask or permit his wife, or any member of his family living with him to ask any government servant who is subordinate to him, to make purchase locally or from out station, on behalf, of him, his wife or other member of his family, whether on advance payment or otherwise.

Illustration

‘A’ is a superior officer, ‘B’ is subordinate officer under ‘A’

‘A’ should not allow his wife to ask ‘B’ to have cloth purchased for her.

35. **Interpretation** – If any question arises relating to the interpretation of these rules, it shall be referred to the Government whose decision thereon shall be final.
36. **Repeal and saving** – Any rules corresponding to those rule in force immediately before the commencement of these rules and applicable to government servant under the control of the Government of Uttar Pradesh are hereby repealed.
- Provided that an order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

A. N. JHA
Chief Secretary