

**FINANCE DEPARTMENT****NOTIFICATION****Sachivalaya, Gandhinagar.****Dated the, 15-11-2002*****Constitution of India***

No. : GN-34-GCS/102001/998/CH In exercise of the powers conferred by the proviso to Article-309 of the Constitution of India, the Governor of Gujarat hereby makes the following rules, namely :-

**CHAPTER - I – GENERAL**

- 1. Short Title and Commencement :** (1) These rules may be called the “**Gujarat Civil Services (Additions to Pay) Rules” 2002.**  
(2) They shall come into force on and from the date of their publication in the Official Gazette.
- 2. Extent of application :** Except where it is otherwise expressly or impliedly provided, these rules shall apply to -
  - (a) all members of services and holders of posts whose conditions of service; the Government of Gujarat is competent to prescribe, **and**
  - (b) the person in respect of whose service conditions, pay and allowances and pension or any of them, special provision has been made under an agreement, in respect of any matter not covered by the provisions of such agreement.
- 3. Right to Interpret :** If any question relating to the interpretation of these rules arises, it shall be referred to the State Government in Finance Department whose decision thereon shall be final.
- 4. Power to Relax :** Where the Government is of opinion that the operation of any of these rules may cause undue hardship to any person or class of persons, it may, by written order, for reasons to be recorded in writing, relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner :  
**Provided** that no such order shall be made except with the prior concurrence of the Finance Department.
- 5. Validity of terms of contract :** The terms and conditions of a specific contract enforceable at law entered into by the Government with any person relating to service shall prevail over the provisions of these rules.
- 6. Regulation of claims to pay, allowances, leave :** A Government employee’s claim to pay and allowances is regulated by the rules in force at the time in respect of which the pay and allowances are earned and claim to leave shall be regulated by the rules in force at the time the leave is applied for and granted, and which would have been admissible but for the introduction of such changes.
- 7. Exercise and delegation of powers :** (1) The nature of powers specified in column 3 of **Appendix-I**, annexed to these rules shall be exercised by the authority specified in Column-4 to the extent specified in column 5 thereof.  
(2) Subject to the provision of sub-rule (1), the powers under these rules shall not be exercised or delegated except in consultation with the Finance Department.

**Provided** that the Finance Department may, by general or special order, specify the cases or class of cases in which it shall not be necessary to consult it.

8. **Reasons for concessions to be communicated to Audit Officer :** When a competent authority, to whom the powers are delegated under **Appendix-I** other than the Government, communicates to the Audit Officer an order granting concessions under these rules to any Government employee in cases in which it is directed that the reasons therefore should be recorded, it shall at the same time forward to audit officer a copy of reasons.

## **CHAPTER - II DEFINITIONS**

9. Unless the context otherwise requires -

- (1) **“Actual travelling expenses”** means the actual cost of transporting a Government employee with his domestic employees and personal luggage, including charges for ferry and other tolls, if paid, and for carriage of camp equipment, if necessary and does not include charges for accommodation in hotels and traveller's bungalows, or for refreshments, or for the carriage of stores or conveyances or for presents to drivers and like or any allowance for incidental losses or expenses such as the breakage of crockery, wear and tear of furniture, and the employment of additional domestic employees.
- (2) **“Allotment”** means grant of licence to a Government employee to occupy a residential accommodation owned, leased or requisitioned by Government or a portion thereof for his use as residence.
- (3) **“Annexure”** means annexure appended to these rules.
- (4) **“Appendix”** means appendix appended to these rules.
- (5) **“Appointing Authority”** means the authority which is competent to make appointment to the service or post from which the Government employee seeks retirement.
- (6) **“Apprentice”** means a person deputed for training in a trade or business with a view to employment in Government service, who is paid at monthly rates by Government during such training but is not employed in or against a substantive vacancy in the cadre of a department.
- (7) **“Audit Officer”** means an Accounts Officer or Audit Officer appointed by the Comptroller and Auditor General of India whatever his official designation, in whose circle of audit a public servant is serving, or (in respect to verification of service) has served.
- (8) **“Cadre”** means the strength of a service or a part of a service sanctioned as a separate unit.
- (9) **“Camp Equipage”** means an apparatus for moving a camp.  
**Note :** This definition distinctly shows that nothing is meant except moving apparatus or "carriage" which can only include baggage-camels, pack bullocks, carts, (together with the coolies who carry camp equipment and necessary bullocks, or horses etc.) drivers of the bullocks etc., coolies who carry camp equipments, and possibly employees employed as tent pitchers, but does not include private or extra employees.
- (10) **“Camp Equipment”** means an apparatus for moving a camp and includes tents and the requisites for pitching and furnishing them, or, where tents are not carried, such articles of camp furniture as it may be necessary in the interests of public service for a Government employee to take with him on tour.

- (11) **“Class-IV service”** means service performed by a Government employee on a post classified as Class-IV services and such other unclassified Non-gazetted posts the maximum of the scale of which does not exceed Rs. 4000/-.
- Note : This service has been defined as ‘Inferior Service’ under Clause (ii) of rule-2 of Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.*
- (12) **“Compensatory Allowance”** means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed and includes travelling allowance.
- (13) **“Competent Authority”** means in relation to the exercise of any power, means Government, or any authority to which the power is delegated by or under these rules.
- (14) **“Consolidated Fund of India or the State or the Union Territory”** All revenues received by the Government of India, all loans raised by that Government by the issue of treasury bills, loans or ways and means advances and all moneys received by that Government in repayment of loans shall form one consolidated fund to be entitled “the Consolidated Fund of India” and all revenues received by the Government of a State/ Union Territory, all loans raised by that Government/Union Territory by the issue of treasury bills, loans or ways and means advances and all moneys received by that Government/Union Territory in repayment of loans shall form one consolidated fund to be entitled “the Consolidated Fund of the State/Consolidated Fund of the Union Territory”.
- (15) **“Constitution”** means the Constitution of India.
- (16) **“Conveyance Allowance”** means an allowance granted to a Government employee, whose pay has not been fixed with special reference to the expenditure likely to be incurred upon touring in the performance of his duties and whose duties involve an extraordinary amount of travelling within a limited area.
- (17) **“Date of first appointment”** means the date on which the Government employee assumes the duties of his first post in Government service, or, if this be earlier, the date of his assumption of any duty which is treated as service counting for pension.
- (18) **“Daily Allowance”** means an allowance granted to a Government employee for each day of his absence from headquarters, which is intended to cover the ordinary daily expenses incurred by a Government employee in consequence of such absence.
- (19) **“Day”** means the period beginning from a midnight and ending with the next midnight.
- (20) **“Death-cum-Retirement Gratuity”** means the gratuity payable under rule-81 of Gujarat Civil Services (Pension) Rules, 2002.
- (21) **“Director of Pension and Provident Fund”** means the Director of Pension and Provident Fund or any other officer for the time being authorised to discharge the duties and functions of or on his behalf and it includes District Assistant Examiner in respect of the sanction of the retirement benefits to Class-IV employees.
- (22) **“Disbursing Authority for Pension”** means (i) branch of a Nationalised Bank or (ii) treasury including sub-treasury, and pension payment office from where the retired Government employee is receiving pension authorised under the Gujarat Civil Services (Pension) Rules, 2002.
- (23) **“Duty”** Duty includes -
- (a) service as a probationer;
  - (b) joining time;
  - (c) a course of instructions or training authorised by or under the orders of Government;

**Note 1 :** The time reasonably required for the journeys between the place of training and the station from which a Government employee proceeds in order to undergo training, is part of the period of training.

**Note 2 :** The period spent by candidates at the Police Training College or School, for training and the interval between the satisfactory completion of the course and their assumption of duty should be regarded as duty for the purpose of this rule.

**Note 3 :** The period spent by candidates in the Prohibition and Excise Department for training and interval between the completion of the course and their assumption of duty, should be regarded as duty for the purpose of this rule.

**Note 4 :** When one or more holidays follow the period of training, the training period may be deemed to have been extended to cover such holidays.

- (d) the period occupied -
- (i) in appearing for a language examination prescribed by Government at which a Government employee has been granted permission to appear,
  - (ii) in attending an obligatory departmental examination,
  - (iii) in attending an examination which a Government employee must pass to become eligible for a higher post in any branch of the Public Service, including the time reasonably necessary for going to and from the place of examination.

This concession should not be allowed more than twice for each obligatory examination.

**Note :** If an examination is taken immediately before leave, the leave shall be held to have commenced from the date following that of the completion of the examination. In cases where an examination is taken in interruption of leave or immediately after leave, the time occupied in appearing for the examination, including the time necessary for going to and from the place of examination, shall be treated not as duty but as leave.

- (e) The period for which a Government employee is required to wait compulsorily until receipt of his posting orders in the cases mentioned below :-
- (i) whose orders of transfer are held in abeyance, cancelled or modified while in transit, or
  - (ii) who, on return from leave or deputation or on abolition of the post held by him, has to await receipt of posting orders, or
  - (iii) who, on arrival at the headquarters of the post to which he is posted is not in a position to take charge of the post from the Government employee to be relieved.

The period availed of to resume duties after the receipt of posting orders shall not exceed the joining time admissible under the rules and shall be treated as continuation of the period of compulsory waiting.

- (f) the period intervening between the date on which a Government employee is engaged temporarily for special or other duty and the date on which he takes over charge, provided the period does not exceed the joining time that would be permissible to a Government employee entitled to joining time.
- (g) the period spent by Government employee on training mentioned below :-

- (i) annual training courses of instruction or military service in accordance with the regulations framed under Territorial Army Act, 1948.
- (ii) On Home Guard training or Home Guard duties with permission of the Head of office.
- (iii) in training or in the camp in accordance with the rules of the National Cadet Corps and also such period of the vacations as are spent by National Cadet Corps Officers (Senior Division) who are Government employees holding officiating charge of units during the absence of regular Commanding Officers.
- (iv) training at a Boy Scouts' camp;

**Note :** No travelling or halting allowance shall be admissible in respect of this duty.

- (h) the period spent by a Government employee where he is summoned by Court of Law whether criminal or civil or by a court of martial or by a authority constituted under any law, to give evidence regarding facts which came to his knowledge in the discharge of his public duties or to produce official documents in a civil suit.
- (i) the period spent by a Government employee in connection with work on the various University bodies in the Gujarat State -
  - (a) as representatives of Government or ex-officio,
  - (b) by virtue of his official position such as Principal of a College, and
  - (c) for attending the meeting of a Board of Studies.

(24) **“Emoluments”** means -

- (i) Pay,
- (ii) payments from the Consolidated Fund of India or of the State or of the Union Territory and only that portion of the fees received by a Government employee which he is allowed to retain under the rules, if such payments or fees are received in the shape of a fixed addition to monthly pay and allowance as part of the authorised remuneration of a post.
- (iii) compensatory allowances other than travelling allowance, uniform allowance, clothing allowance, outfit allowance, special outfit allowance, uniform grant and grant for horse and saddlery whether drawn from the Consolidated Fund of India or of the State, or of the Union Territory.
- (iv) Pension and pension equivalent of death-cum-retirement gratuity except the following :-
  - (a) wound or injury pension and Family Pensions drawn under the provisions of Gujarat Civil Services (Pension) Rules, 2002.
  - (b) compensation received under the Workmen's Compensation Act, 1923.
- (v) in the case of a Government employee under suspension and in receipt of a subsistence allowance, the amount of the subsistence allowance

**Provided** that, if such Government employee is subsequently allowed to draw pay for a period of suspension, the difference between the house rent recovered on the basis of the subsistence allowance and the house rent due on the basis of the emoluments ultimately drawn shall be recovered from him:

**Provided** further that if such Government employee is subsequently reinstated and the period of suspension is treated as leave, the difference between the house rent recovered on the basis of the subsistence allowance and the house rent due on the basis of emoluments defined in Note-2 below shall be recovered from him.

**Note 1 :** Allowances attached to the President's Police and Fire Services Medal, the Police Medal, or the Indian Order of Merit, Param Vir Chakra, Maha Vir Chakra, VIr Chakra are not included in the emoluments.

**Note 2 :** The emoluments of a Government employee on leave mean the emoluments drawn by him for the last complete calendar month of duty performed by him prior to his departure on leave.

(25) **“Executive Engineer”** means an officer appointed as such and incharge of the different types of Government residential accommodation and includes any other officer to whom the powers are delegated by the Government in respect of Gujarat Civil Services (Occupation of Residential Accommodation) Rules, 2002.

(26) **“Family”** means a Government employee's wife or husband, as the case may be, residing with the Government employee and legitimate children and step-children residing with and wholly dependent upon the Government employee. It includes, in addition, parents, sisters and minor brothers if residing with and wholly dependent upon the Government employee.

**Note 1 :** Not more than one wife is included in the term “family” for the purpose of these rules.

**Note 2 :** An adopted child shall be considered to be legitimate child if, under the personal law of the Government employee, adoption is legally recognised as conferring on it the status of a natural child.

**Note 3 :** A legitimate child or step child/parent/sister/minor brother who resides with the Government employee and whose income from all sources including pension (inclusive of temporary increase in pension) does not exceed Rs. 500 p.m. may be deemed to be "wholly dependent" upon the Government employee.

(27) **“Fee”** means a recurring or non-recurring payment to a Government employee from a source other than the Consolidated Fund of India or the Consolidated Fund of a State or the Consolidated Fund of a Union Territory, whether made directly to the Government employee or indirectly through the intermediary of Government, but does not include-

- (i) unearned income such as income from property, dividends, and interest on securities; and
- (ii) income from literary, cultural, or artistic, scientific or technological efforts if such efforts are not aided by the knowledge acquired by the Government employee in the course of his service.

**Note 1 :** The above definition is not applicable to the fees payable from the Consolidated Fund under the Gujarat Law Officers (Appointment and Condition of Services) Rules, 1965.

**Note 2 :** When a Government Department undertakes the work for a non-Government organisation and, in its turn, assign the work to its official, suited for the purpose, the payment therefore is made to the Department in the first instance and forms a part of the revenue of Government. The subsequent

payments to the official concerned are, therefore, payments from the Consolidated Funds of Government and should accordingly be classed as honorarium.

- (28) **“First Appointment”** means the appointment of a person who is not holding any appointment under Government, even though he may have previously held such an appointment.
- (29) **“Flat Rate Rent”** means a monthly rate of flat rate rent to be recovered from a Government employee for the authorised occupation of Government residential accommodation. The rates for the same shall be as laid down in rule-18 the Gujarat Civil Services (Occupation of Government Residential Accommodation) Rules, 2002 as amended from time to time.
- (30) **“Foreign Service”** means service in which a Government employee receives his pay with the sanction of Government from any source other than the Consolidated Fund of India or of a State, or of a Union Territory.
- (31) **“Form”** means a form appended to these rules.
- (32) **“Gazetted Government employee”** is one who is a member of an All India Service or State Service or a person appointed in accordance with the terms of a contract or agreement and whose appointment is gazetted by Government. Members of the Subordinate Civil Services, whose appointments are Gazetted by Heads of Departments and who are Non- gazetted Government employees. Notifications investing Government employees with powers under different Acts, in order that the Courts may take judicial cognisance of them, do not constitute the persons invested with such powers as Gazetted Government employees within the meaning of this sub rule.
- Provided** that in respect of any category of Government employees in whose case the conditions of this clause have not been fulfilled, Government may by order treat them as Gazetted Government employees for the purposes stated in the said order.
- Exception :** Officers whose appointments to Class II services or posts are made by the Heads of Departments or Heads of Offices subordinate to them and are not published in the Gazette should be treated as Gazetted Government employees.
- (33) **“Government”** unless the context otherwise requires in respect of anything done or to be done after the commencement of the Constitution, shall mean the Government of Gujarat.
- (34) **“Head of Departments”** this term includes the officers from Appendix-II who have been declared as such or any others officers whom Government may from time to time declare to be Heads of Department.
- (35) **“Head of Office”** means a Gazetted officer declared as such by Government and includes such other authority or person whom the competent authority may by order, specify as Head of Office.
- (36) **“Head-Quarters”** means the station which has been or may be declared to be the headquarters of a Government employee by the appointing authority or a competent authority, or in the absence of such declaration the station where the records of his office are generally kept.
- (37) **“Holiday”** means -
- (a) a holiday declared or notified under Negotiable Instruments Act, 1881; **and**
  - (b) in relation to any particular office, a day on which such office is ordered by Government, or by a duly constituted authority, by notification in the Gazette or otherwise, to be closed for the transaction of Government business without reserve or qualification.

- (38) **“Honorarium”** means a recurring or non-recurring payment sanctioned to a Government employee from the Consolidated Fund of India or the Consolidated Fund of the State or of a Union Territory as remuneration for special work of an occasional character.
- (39) **“House Rent Allowance”** means a monthly allowance towards defraying house rent granted to a Government employee in locations where such rents are high or granted in lieu of free residential accommodation.
- (40) **“Joining Time”** means the time allowed to a Government employee to join a new post or to travel to or from a station to which he is posted.
- (41) **“Leave”** means permission to remain absent from duty granted by a competent authority under the Gujarat Civil Services (Leave) Rules, 2002.
- (42) **“Leave Salary”** means the monthly amount paid by Government to a Government employee on leave.
- (43) **“Lien”** means the title of a Government employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.
- (44) **“Local Allowance”** is an allowance granted on account of the expensiveness or unhealthiness of an area. It is admissible to Government employees who have their headquarters within the area for which it is sanctioned and not to Government employees merely travelling in that area.
- (45) **“Medical Authority”** means Civil Surgeon/Superintendent of Civil Hospital or as the case may be the Medical Board.
- (46) **“Medical Board”** means a board constituted under Rule 13 of Gujarat Civil Services (General Condition of Services) Rules, 2002.
- (47) **“Mileage Allowance”** means an allowance calculated on the distance travelled and given to a Government employee to meet the cost of a particular journey. It can be drawn in the form of rail fare, bus or road mileage of the journey performed by road.
- (48) **“Ministerial employee”** means a Government employee of Class III services, whose duties are entirely clerical and any other class of employees specially declared as such by Government.
- (49) **“Minor”** means a person who has not completed the age of eighteen years.
- (50) **“Month”** means a calendar month. In calculating a period expressed in terms of months and days complete calendar months, irrespective of the number of days in each, should first be calculated and thereafter the odd number of days should be calculated subsequently.

**Instruction :** Calculations of period expressed in terms of months and days shall be made as under :-

- (a) To calculate 3 months and 20 days on and from the 25th January, the following method should be adopted :-

|                              | <b>Y.</b> | <b>M.</b> | <b>D.</b> |
|------------------------------|-----------|-----------|-----------|
| 25th January to 31st January | 0         | 0         | 07        |
| February to April            | 0         | 3         | 00        |
| 1st May to 13th May          | 0         | 0         | 13        |
| <b>Total</b>                 | <b>0</b>  | <b>3</b>  | <b>20</b> |



- (b) The period commencing on 30th January, and ending with 2nd March should be deemed as 1 month and 4 days as indicated below :-

|                            | Y.       | M.       | D.       |
|----------------------------|----------|----------|----------|
| 30th January to 31 January | 0        | 0        | 2        |
| February                   | 0        | 1        | 0        |
| 1st March to 2nd March     | 0        | 0        | 2        |
| <b>Total</b>               | <b>0</b> | <b>1</b> | <b>4</b> |

- (51) **“Non-Official Member”** means any person other than a Government employee who is required to attend a meeting or conference of a Commission of Inquiry or of a Board or of a Corporation or Committee or is required to perform any public duties in an honorary capacity.
- (52) **“Officiate”** means Government employee who officiates in a post when he performs the duties of a post on which another person holds a lien. A competent authority, may if it thinks fit, appoint a Government employee to officiate in a vacant post on which no other Government employee holds a lien.
- (53) **“Pay”** means the basic pay in the revised scales of pay prescribed under the Gujarat Civil Services (Revision of Pay) Rules, 1998 and includes stagnation increments.
- (54) **“Permanent Travelling Allowance”** means a monthly travelling allowance granted by Government to a Government employee whose duties require him to travel extensively. Such an allowances is granted in lieu of all other forms of travelling allowance for journeys within the Government employee's sphere of duty and is drawn all the year round whether the Government employee is absent from his headquarters or not.
- (55) **“Pension”** means any class of service pension including compensation pension referred to in rule 44 of Gujarat Civil Services (Pension) Rules, 2002 and gratuity but does not include temporary increase/dearness relief, granted by Government to a pensioner as compensation for higher cost of living.
- (56) **“Pensionable Pay”** means the average pay earned by a Government employee during the last ten months service as per provisions contained in rule 43 of the Gujarat Civil Service (Pension) Rules, 2002.
- (57) **“Pensioner”** means a retired Government employee who has been granted pension.
- (58) **“Pension Payment Office”** means an office declared as such for making payment to the pensioners and includes treasury and sub-treasuries.
- (59) **“Pension Payment Order”** means an order in a form approved by Government for sanctioning the payment of pension, to be issued by the Director of Pension and Provident Fund.
- (60) **“Pension Sanctioning Authority”** means a competent authority of the Government to whom the powers to sanction pension have been delegated.
- (61) **“Permanent Post”** means a post carrying a definite rate of pay sanctioned without limit of time.
- (62) **“Pay and Accounts Officer”** means the officer entrusted with pay and accounts functions of State transactions arising in Ahmedabad and Gandhinagar.
- (63) **“Personal Pay”** means additional pay granted to a Government employee -

- (a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or due to any reduction of such substantive pay otherwise than as a disciplinary measure; or
- (b) in exceptional circumstances, on other personal considerations.
- (64) **“Presumptive Pay”** of a post, when used with reference to any particular Government employee, means the pay to which he would be entitled if he held the post substantively and was performing its duties; but it does not include special pay unless the Government employee performs or discharges the work or responsibility, in consideration of which special pay was sanctioned.
- (65) **“Probationer”** means a Government employee on probation in or against a substantive or temporary vacancy in the cadre of a department.
- Note 1 :** No person appointed substantively to a permanent post in a cadre is a probationer, unless definite conditions of probation have been attached to his appointment.
- Note 2 :** A Government employee (other than one who holds substantively a permanent post) appointed on promotion to a temporary post will be treated for all purposes as a temporary Government employee.
- Note 3 :** The status of a probationer is to be considered as having the attributes of a substantive status except where the rules prescribe otherwise.
- (66) **“Public Account of India or the State”** means all other public moneys excluding those referred to in sub-rule (14) received by or on behalf of the Government of India or the Government of a State.
- (67) **“Public Conveyance”** means a train, steamer, aircraft or other conveyance which plies regularly, though not necessarily at fixed intervals, a regular course for the conveyance of passengers and does not deviate therefrom according to the wishes of the passengers.
- (68) **“Qualifying Service”** means service rendered while on duty or otherwise which may be taken in account for the purpose of pension and gratuity admissible under Gujarat Civil Services (Pension) Rules.
- (69) **“Registered Medical Practitioner”** means a medical practitioner registered under the Gujarat Medical Council Act, 1967 or the Gujarat Medical Practitioner Act, 1963 or a practitioner registered and entered in the Register maintained under the Gujarat Homeopathic Act, 1963 (Guj.XXXVI of 1963) or any other law corresponding thereto and in force in the State of Gujarat, or the respective Medical Registration Acts, of the several State Governments.
- (70) **“Rent”** means a monthly rate of compensation made by Government employee or a person not in Government service to Government for the use and possession of residential accommodation allotted or leased to him.
- (71) **“Residential Accommodation”** means building, bungalow, quarter or flat owned by Government and allotted for residential purpose. It also includes building, bungalow, quarter or flat hired, requisitioned or leased by the Government for the said purpose.
- Note :** Requisitioned means requisitioned under the provisions of Requisition and Acquisition of Immovable Property Act, 1952.
- (72) **“Selection Grade”** means a scale of pay which has been sanctioned specifically as a selection grade by an order of Government.

- (73) **“Service Book”** means service book and includes service roll, if any.
- (74) **“Special Pay”** means an addition, of the nature of pay, to the emoluments of a post or of a Government employee granted in consideration of -
- (a) the specially arduous nature of duties,
- (b) a specific addition to the work or responsibility.
- (75) **“Sphere of duty”** means the area to which the duties of a Government employee are confined.
- (76) **“Standard Rent”** means a monthly rate of standard rent for different types of residential accommodation as laid down in rule-18 of the Gujarat Civil Services (Occupation of Government Residential Accommodation) Rule, 2002.
- (77) **“Subsistence Allowance”** means a monthly allowance granted to a Government employee who is not in receipt of pay or leave salary.
- (78) **“Substantive Pay”** means the pay other than special pay, personal pay which a Government employee is entitled on account of a post to which he has been appointed substantively or by reasons of his substantive position in a cadre.
- (79) **“Superintending Engineer”** means an officer appointed as such and to whom the powers are delegated by Government under the relevant rules.
- (80) **“Superior Service”** means any kind of service not being Class IV service.
- (81) **“Table”** means a table appended to these rules.
- (82) **“Temporary Post”** means a post carrying a definite rate of pay sanctioned for a limited time.

**Note :** Substantive appointments to temporary posts should be made in a limited number of cases only, as for example, when posts are, to all intents and purposes, quasi-permanent or when they have been sanctioned for a period of not less than, or there is reason to believe that they will not terminate within a period of, three years. In all other cases, appointments on temporary posts should be made in an officiating capacity only.

- (83) **“Temporary Transfer”** means a transfer to duty in another station which is expressed to be for a period not exceeding one hundred twenty days. For the purpose of these rules it includes deputation. Subject to the limit of four months, the title to compensatory allowance, if the temporary duty is subsequently extended beyond four months in all, will remain intact up to the date of the orders of the extension.
- (84) **“Tenure Post”** means a permanent post which an individual Government employee may not hold, for more than a limited period without re-appointment.

**Note :** The following posts have been declared by Government to be tenure posts :-

|     |   | <b>Period of Tenure</b> |   |
|-----|---|-------------------------|---|
|     |   | <b>(Years)</b>          |   |
| (1) | Chief Engineer in the Gujarat Service of Engineers (Class-I)                                    | -                       | 5 |
| (2) | Three posts of Assistant Directors of Social Welfare  | -                       | 3 |
| (3) | All technical posts of Under Secretaries and Deputy Secretaries in the Public Works Department. | -                       | 5 |
| (4) | The following posts in the Legal Department :   |                         |   |
| (i) | Deputy Secretaries (Three posts)  | -                       | 3 |

- |       |  |     |
|-------|--|-----|
| (ii)  | Solicitor and Ex-officio Deputy Secretary to Government Ex-Officer (one post)  | - 3 |
| (iii) | Special Officer and Ex-officio Under Secretary to Government (one post)  | - 3 |
| (5)   | Nineteen cadre posts of Deputy Secretaries in the Secretariat Department excluding posts of Deputy Secretaries in the Legal Department and technical posts in the Public Works Department.   | - 5 |
| (6)   | Eight posts of Under Secretaries out of the total number of temporary and permanent posts on the Secretariat cadre excluding post of Under Secretaries on the Legal side of the Legal Department and Technical posts in the Public Works Department. | - 5 |

Provided that where a tenure post of an Under Secretary or a Deputy Secretary is held by a Secretariat Officer, such post shall, so long it is held by such officer, cease to be a tenure post.

- (85) **“Time-Scale Pay”** means pay which, subject to any conditions prescribed in these rules, rises by periodical increments from a minimum to a maximum.

**Note-1 :** Time scales are said to be identical if the minimum, the maximum, the period of increment and the rate of increment of the time-scales are identical.

**Note-2 :** A post is said to be on the same time-scale as an another post on a time scale if the two time-scales are identical and the posts fall within a cadre or a class in a cadre, such cadre or class having been created in order to fill all posts involving duties of approximately the same character or degree of responsibility in a service or establishment or group of establishments; so that the pay of the holder of any particular post is determined by his position in the cadre or class and not by the fact that he holds that post.

- (86) **“Transfer”** means the movement of a Government employee from one headquarter station in which he is employed to another such station, either -

- (a) to take up the duties of a new post; or
- (b) in consequence of a change of his headquarters.

- (87) **“Transit Time”** means the actual time required to reach the destination of tour from the headquarters or from one outstation to another outstation by the ordinary mode of travel.

- (88) **“Travelling Allowance”** means an allowance granted to a Government employee to cover the expenses which he incurs in travelling in the interest of the public service. It includes allowance granted for the maintenance of conveyance.

- (89) **“Treasury”** means the treasury established at the headquarters of a district and includes a sub-treasury / Pay and Accounts office.

### CHAPTER - III

#### COMPENSATORY ALLOWANCES

10. **General :** The amount of a compensatory allowance shall be so regulated that the allowance is not on the whole a source of profit to the recipient. All general or special orders are subject to this principle.

**11. Kinds of Compensatory Allowances :** The following kinds of compensatory allowances may be sanctioned by the Government :-

- (1) Compensatory Local Allowance (CLA)
- (2) House Rent Allowance (HRA)
- (3) Project Allowance
- (4) Dangs Allowance
- (5) Non-Practising Allowance (NPA)

#### CHAPTER - IV

#### COMPENSATORY LOCAL ALLOWANCE (CLA) AND HOUSE RENT ALLOWANCE (HRA)

**12. Classification of cities for granting Compensatory Local Allowance (CLA) :** For the purpose of granting compensatory local allowance the various cities shall be classified as under :

| <u>Class</u> | <u>Cities</u>                      |
|--------------|------------------------------------|
| A-1          | Delhi, Mumbai, Kolkata and Chennai |
| A            | Ahmedabad (UA)                     |
| B-1          | Vadodara (UA), Surat (UA)          |
| B-2          | Bhavnagar*, Jamnagar* and Rajkot   |

\* **Provisional**

**Note 1.** UA = Urban Agglomeration. The localities which are included in urban agglomeration of different cities are based on census 1991. The same are reproduced in **Annexure** to these rules.

**Note 2.** The classification of other cities outside Gujarat State for the purpose of admissibility of compensatory local allowance to the State Government employees having their headquarters at those places, shall be as per classification done by the Central Government for their employees working in those cities.

**Note 3.** For the purpose of granting compensatory local allowance, Gandhinagar shall be treated as Class 'A' city.

**13. Rates of Compensatory Local Allowance (CLA) :** The rates of compensatory local allowance admissible to Government employees having their headquarters in the classified cities as referred to in rule-12, shall be as may be laid down by the Government from time to time. The existing rates of compensatory local allowance which came into effect from 1<sup>st</sup> August 1997 are as under :-

| Sr. No. | Pay Range (Rs.) | Amount of Compensatory Local Allowance per month |                       |                         |                         |
|---------|-----------------|--|-----------------------|-------------------------|-------------------------|
|         |                 | A-1 Class Cities<br>Rs.                          | A Class Cities<br>Rs. | B-1 Class Cities<br>Rs. | B-2 Class Cities<br>Rs. |
| 1       | Upto 3000       | 90   | 65                    | 45                      | 25                      |
| 2       | 3000 to 4499    | 125  | 95                    | 65                      | 35                      |
| 3       | 4500 to 5999    | 200  | 150                   | 100                     | 65                      |
| 4       | 6000 and above  | 300  | 240                   | 180                     | 120                     |

**Note 1.** Pay includes basic pay, non-practising allowance and stagnation increments.

**Note 2.** A Government employee permitted by the competent authority to stay at a place other than his headquarters shall be entitled to draw compensatory local allowance admissible at the place of his/her headquarters or at the place of his/her residence whichever is less.

- 14. Classification of cities for granting House Rent Allowance (HRA) :** For the purpose of granting house rent allowance, the various cities shall be classified as under :-

| <b>Class</b>            |                 | <b>Cities/Towns/Villages</b>       |
|-------------------------|-----------------|------------------------------------|
| <b>A-1 Class Cities</b> |                 | Delhi, Mumbai, Kolkata and Chennai |
| <b>A. Class City</b>    |                 | Ahmedabad                          |
| <b>B-1 Class Cities</b> |                 | Surat, Vadodara                    |
| <b>B-2 Class Cities</b> |                 | Bhavnagar*, Rajkot                 |
| <b>C. Class Cities</b>  |                 |                                    |
| Amreli                  | Himatnagar      | Patan* (Junagadh District)         |
| Anand                   | Jamnagar        | Petlad                             |
| Anjar                   | Jetpur          | Porbandar                          |
| Ankleswar               | Junagadh        | Savarkundla                        |
| Bharuch                 | Kalol (Mehsana) | Sidhpur                            |
| Bhuj                    | Keshod          | Surendranagar                      |
| Botad                   | Khambhat        | Unjha                              |
| Dabhoi                  | Kheda*          | Upleta                             |
| Dahod                   | Mahuva          | Valsad                             |
| Deesa                   | Mehsana         | Veraval                            |
| Dhoraji                 | Morvi           | Viramgam                           |
| Dhrangdhra              | Nadiad          | Visnagar                           |
| Gandhidham              | Navasari        | Wadhvan*                           |
| Godhra                  | Palanpur        |                                    |
| Gondal                  | Patan (Mehsana) | <b>* Provisional</b>               |

**Note-1.** The classification of other cities outside Gujarat state for the purpose of admissibility of house rent allowance to the state Government employees having their headquarters at those places, shall be as per classification done by the Central Government for their employees working in those cities.

**Note-2.** For the purpose of granting house rent allowance Gandhinagar shall be treated as Class-'A' city.

- 15. Rates of House Rent Allowance :** The rates of house rent allowance admissible to Government employees having their headquarters in the classified cities as classified under rule 14 and other unclassified places shall as may be laid down by the Government from time to time. The existing rates of house rent allowance which came into effect from 1<sup>st</sup> August 1997 are as under :-

|                |                      |
|----------------|----------------------|
| A-1 Class City | 30% of the basic pay |
| A Class City   | 15% of the basic pay |
| B-1 Class City | 15% of the basic pay |

|                |                       |
|----------------|-----------------------|
| B-2 Class City | 15% of the basic pay  |
| C Class City   | 7.5% of the basic pay |
| Unclassified   | 5% of the basic pay   |

**Provided** that the Government shall have powers to prescribe higher rate of house rent allowance for any particular city, town or village.

**Note-1.** Pay includes basic pay, personal pay granted to protect substantive pay and stagnation increments.

**Note-2.** A Government employee permitted by the competent authority to stay at a place other than his headquarters shall be entitled to draw House Rent Allowance admissible at the place of his/her headquarters or at the place of his/her residence whichever is less.

**16. Conditions for the drawal of House Rent Allowance (HRA) :** (a) A Government employee shall not be entitled to house rent allowance if -

- (i) he shares Government residential accommodation allotted rent-free to another Government employee; or
- (ii) he resides in a residential accommodation allotted to his parents, son or daughter by the Central Government, State Government, an autonomous public undertaking or local body, Nationalised Bank, Life Insurance Corporation of India, etc., **or**
- (iii) his spouse has been allotted a residential accommodation at the same station by the State Government, Central Government, an autonomous public undertaking or local body, whether he/she resides in that accommodation or he/she resides separately in accommodation rented by him/her.

(b) Government employees shall be eligible for house rent allowance at the rates specified in rule 15 even if they share Government accommodation allotted to other Government employees (excluding those mentioned in sub-rule (a)) or private accommodation of other Government employees [including those mentioned in sub-rule (a) (ii) and (iii)] subject only to the condition that they pay rent or contribute towards rent or house or property tax but without reference to the amount actually paid or contributed.

**Note :** In cases where a residential accommodation is allotted to a Government employee and the same is shared by two or more other employees excluding wife/husband, the House Rent Allowance shall be admissible to any one of the other Government employees at their choice.

**Explanation :** For the purpose of this note, the other employees includes employees of State Government/Central Government, Autonomous Public Undertakings, Local Bodies etc.

**17. Drawal of House Rent Allowance by husband and wife when both of them happen to be Government employees and are living in hired/owned accommodation :** When husband and wife happen to be Government employees, there shall not be any restriction on the admissibility of house rent allowance only on the ground that husband/wife is also a Government employee and is living together in the hired/owned accommodation. In such cases, normal amount of house rent allowance may be granted to them as per their entitlement subject to fulfillment of other conditions for drawal of the same.

**18. HRA when Government residential accommodation is allotted or surrendered during leave :** (1) If a Government employee is allotted Government residential accommodation during the period of leave, the house rent allowance shall be paid to him up to the date preceding that of allotment, at the rate drawn by him on the day preceding the date of commencement of leave or at the rate that would be admissible on return from leave had the Government employee not been allotted the Government residential accommodation, whichever is less.

(2) If a Government employee surrenders the Government residential accommodation during leave, the allowance shall be paid to him from the date of such surrender if the surrender is from forenoon or from the date following, if it be in the afternoon, at the rate that would have been admissible on the day preceding the date of commencement of leave had the Government employee not been in occupation of a Government residential accommodation or the rate that would be admissible on return from leave, whichever is less.

**19. Admissibility of HRA to Government employees owing houses :** (1) A Government employee living in a house owned by him, his wife, children, father or mother shall also be eligible for house rent allowance under these rules.

**Note.** The grant of house rent allowance in each case shall be subject to the fulfillment of the same conditions as applicable to a Government employee residing in private rented accommodation.

(2) In the case of a Government employee who owns a house at a place of duty but resides in a rented house instead, house rent allowance shall be paid in respect of the rented house, if otherwise admissible.

**20. Admissibility of CLA or HRA to a Government employee entitled to rent free Government residential accommodation :** These rules, in so far as they relate to the grant of house rent allowance, shall not apply to the Government employees who are entitled to house rent allowance in lieu of rent-free accommodation as a condition of service. The grant of compensatory local allowance to such Government employees shall, however, be regulated under these rules.

**21. HRA not admissible if staying in circuit house/guest house/rest house/pathikashram :** Government employee staying in circuit house/guest house/rest house/pathikashram owned or run by Government or local body in the Headquarters of his/her posting shall not be entitled to draw house rent allowance for the period during which he stays therein.

**22. Admissibility of HRA to a Government employee on transfer :** A Government employee who was not in occupation of Government residential accommodation at his old station and who, on transfer, leaves his family behind at the old station because he has not rented a house or has not been allotted Government residential accommodation at the new station, shall be eligible for house rent allowance for a period of six months from the date of his assumption of charge at the new station or till he rents a house or is allotted Government residential accommodation at the new station, whichever is earliest. The house rent allowance in such cases shall be regulated as follows :-

(1) During the first two months from the date of assumption of charge at the new station. At the same rate at which it was drawn at the old station.

(2) For the next four months. At the rate at which it was being drawn by him at



the old station or the amount that would have been admissible to him at the new station, had he taken a residence on rent there, whichever is less :

**Provided** that in either case the grant of House Rent Allowance under these provisions shall not be admissible beyond the date on which he is allotted Government residential accommodation at the new station.

**23. HRA to a Government employee in occupation of Government Residential Accommodation after transfer :** A Government employee, who, on transfer, has been permitted to retain Government residential accommodation at the old station shall not be entitled to HRA at the new station for the period beyond eight months from the date of his transfer.

**24. Admissibility of HRA to female Government employees not paying rent themselves :** In the case of a married female Government employee residing with her husband, and in the case of an unmarried Government employee residing with her father or other members of the family, who are not Government employees, the rent paid by her husband or, as the case may be, by her father or other members of the family, shall be deemed to be the rent paid by her. Such Government employees shall be eligible for house rent allowance, if otherwise admissible under these rules.

**25. Regulation of CLA and or HRA during leave :** The drawal of compensatory local allowance and or house rent allowance during leave shall be regulated as below :-

(i) A Government employee shall be entitled to draw compensatory local allowance and house rent allowance during leave at the same rate at which he was drawing these allowances before he proceeded on leave. For this purpose leave means total leave of all kinds not exceeding 180 days and the first 180 days of the leave if the actual duration of the leave exceeds that period. When vacation or holidays are combined with leave, the entire period of vacation or holidays and leave should be taken as one spell of leave.

**Note 1.** In cases, where a Government employee who is sanctioned leave whether on medical grounds or otherwise, does not join duty after availing himself of such leave, and resigns, he shall not be eligible for compensatory local allowance and house rent allowance for the entire period of such leave. The appointing authority concerned shall ensure that the entire amount drawn on this account is recovered before resignation, etc., is accepted.

**Note 2.** In the case of Government employees who are originally granted leave on medical certificate not exceeding 180 days and have ultimately to retire from Government service on grounds of invalidity, the recovery of compensatory local allowance and house rent allowances already drawn need not be effected. Cases of Government employees who are originally granted leave on medical grounds or otherwise but do not join duty after expiry of such leave owing to death/invalidation during such leave; may also be regulated in the same manner.

**Note 3.** The drawal of these allowances during periods of vacation combined with leave or not shall be regulated in the same way as during leave.

**Note 4.** The drawal of these allowances during the period of leave in excess of first 180 days availed of on grounds other than medical grounds mentioned in sub-para (ii)

below shall be subject to furnishing of the certificates prescribed in rule 34.

**Note 5.** For the purpose of this sub-rule 'leave' includes all kinds of leave including extraordinary leave and study leave in India.

- (ii) The limit of 180 days shall be extended to eight months for the purposes of the grant of these allowances in the case of Government employees suffering from TB, Cancer, Leprosy or Kidney diseases or such other ailments during the period of their leave taken on medical certificates when such certificates are in the forms prescribed under the relevant rules. It is immaterial whether the leave is on medical certificate from the very commencement or is in continuation of other leave as referred to in sub-clause (i) above. In the case of employees suffering from these diseases who remains on leave for a period exceeding eight months, the grant of house rent allowance and compensatory local allowance for the period of leave beyond eight months, may be decided by the authorities granting such leave irrespective of the period of leave involved so long as the Medical Certificate as prescribed under relevant rules is available.

**Explanation :** In this sub-clause the term ailment shall include maternity.

- 26. Admissibility of CLA/HRA during temporary transfer :** (1) During the period of temporary transfer not exceeding 120 days, a Government employee shall draw compensatory local allowance and house rent allowance at the same rates at which he was entitled to him at the time of transfer. The quantum of the allowances shall, however, be determined with reference to the pay which a Government employee would have drawn but for his transfer. For period of transfer exceeding 120 days, the grant of these allowances shall be regulated with reference to new headquarters. If a transfer, initially made for a period not exceeding 120 days, is later on extended, the compensatory local allowance and house rent allowance shall be paid up to the date of issue of orders extending the transfer or for a period of 120 days, whichever is less.

**Note 1.** For temporary transfer, initially made for a period not exceeding 120 days, but later on extended beyond this period, the benefit of the above provisions shall be allowed to a Government employee from the date of issue of the order converting the transfer into a permanent one or at the end of 120 days whichever is earlier.

**Note 2.** The admissibility of compensatory local allowance and house rent allowance during a combined period of temporary transfer and leave upto 120 or 180 days shall be regulated under rule 25.

- (2) Drawal of these allowances, during temporary transfer shall be subject to the following conditions that -
- (1) the authority, sanctioning the transfer certifies that the Government employee is likely, on the expiry of the temporary duty, to return to the station from which he is transferred;
  - (2) the Government employee draws no allowances of the same kind in the post to which he is transferred; **and**
  - (3) the Government employee certifies that he kept his family, for the period for which the allowance is claimed at the station from which he proceeded on transfer.

- 27. Admissibility of CLA/HRA during joining time :** (1) During joining time, a Government employee shall continue to draw compensatory local allowance and house rent allowances at the same rates at which he was drawing these allowances at the station from where he was transferred. Where, however, where joining time is affixed to leave, joining time shall be added to the period of 180 days referred to in rule-25 unless, otherwise expressly provided.
- (2) During the period occupied in handing over and taking over charge of the post, both relieved and relieving officers shall be entitled to compensatory local allowance and house rent allowance admissible to them had they been on duty at that place during the said period.

- 28. Admissibility of CLA/HRA during suspension :** A Government employee under suspension shall be entitled to compensatory local allowance and house rent allowance admissible from time to time on the basis of pay of which the Government employee was in receipt on the date of suspension to such extent and subject to such conditions as the authority suspending the Government employee may direct.

**Provided** that the Government employee shall not be entitled to these allowances unless the said authority is satisfied that the Government employee continues to meet the expenditure for which they are granted.

**Note 1.** The compensatory local allowance and house rent allowance sanctioned at the discretion of the suspending authority under this rule can be drawn only if the Government employee under suspension certifies that he or his family or both resided for the period for which the allowance is claimed at the station where he was on duty at the time of suspension.

**Note 2.** If the headquarter of a Government employee under suspension is changed in the public interest by an order of a competent authority, he shall be entitled to the allowances as admissible at the new station, provided he furnishes the requisite certificate with reference to such station.

**Note 3.** The authority suspending a Government employee may withhold the payment of compensatory local allowance and or house rent allowance to a Government employee under suspension and adjust the same towards the amount which may be due to the Government.

- 29. Admissibility of CLA/HRA during training in India :** A Government employee, whether permanent or temporary, who is sent on training in India, and whose period of training is treated as duty, shall be entitled to draw during the entire period of such training compensatory local allowance and house rent allowance at the rates admissible to him, either at the place of training or at the place of duty from where he proceeded on training, whichever are more favourable to him. For claiming the allowances admissible at the place of duty from where a Government employee proceeded to another station for training, he shall be required to furnish the certificate prescribed in rule 34.

**Note 1.** A Government employee who is allowed travelling allowance as on tour and draws daily allowance at the place of training shall draw compensatory local allowance and house rent allowance only at the rates admissible to him at his headquarters from where he proceeded on training.

**Note 2.** No compensatory local allowance or house rent allowance is admissible during training outside India.

- 30. Admissibility of CLA/HRA during deputation abroad :** The Government employee sent out of India on deputation shall be eligible to draw compensatory local allowance and house

rent allowance at the rates admissible to him from time to time at the station from where he proceed abroad on deputation in the following manner :-

- (i) If the deputation period does not exceed one year compensatory local allowance and house rent allowances shall be admissible for the entire period of deputation.
- (ii) If the deputation period exceeds one year, the Government employee proceedings on deputation out of India for a period exceeding one year shall be eligible for compensatory local allowance/house rent allowance till such time as his family remains at the last place of his duty in India. In the event of a Government employees applying for family passage to the place of deputation abroad or for transfer travelling allowance in respect of his family's journey from the headquarters in India to hometown or any other station, he shall not be required to refund the amount of compensatory local allowance/house rent allowance up to the date up to which the family actually resides at the last headquarters of the Government employee in India.
- (iii) For the period of deputation initially not exceeding one year but subsequently extended beyond one year compensatory local allowance and house rent allowance shall be admissible up to the date of orders extending the period of deputation beyond one year. Thereafter, the allowances shall be admissible as per sub-clause (ii) above.
- (iv) The drawal of allowance under this rule shall be subject to the production of certificates prescribed in rule 34.

**Note.** No compensatory local allowance or house rent allowance shall be admissible in respect of the period treated as leave of any kind during deputation out of India or during study leave.

**31. Admissibility of CLA/HRA to re-employed pensioners :** The drawal of compensatory local allowance and house rent allowance in the case of re-employed pensioners shall be regulated as indicated below :-

- (a) In the case of the Government employee whose pay plus pension exceeds the sanctioned maximum pay of the post, the allowances shall be calculated on that maximum.
- (b) In the case of the Government employees whose pay on re-employment in a civil post is fixed without taking into account the entire pension or a part thereof, the amount of pension so ignored shall also not be taken into account for the purpose of granting compensatory local allowance and house rent allowance.
- (c) In other cases, the allowances shall be calculated on pay plus pension.

**32. Certificates to be furnished by all Government employees :** Each Government employee shall furnish to drawing and disbursing officer alongwith his first claim for house rent allowance certificates in the following form :-

- \* (1) I certify that I have applied for the Government accommodation in accordance with the prescribed procedure but have not been provided with Government accommodation / have not refused the allotment of Government accommodation during the period in respect of which the allowance is claimed.
- (2) I certify that I am residing in a house hired/owned by me/my wife/husband/son/daughter/father/mother/a Hindu undivided family in which I am a coparcener.
- (3) I certify that I am incurring some expenditure on rent/contributing towards rent.

or

\*\*I certify that the rent value of the house owned by me/owned by a Hindu undivided family in which I am a copartner and in which I am residing is ascertainable. I certify that I am paying/contributing toward house or property tax or maintenance of the house.

- (4) I certify that I am not sharing accommodation -
- (i) allotted to my parent/child, by the State/Central Government, an autonomous public undertaking or local body
  - (ii) allotted rent-free to another Government employee.
- (5) I certify that my husband/wife/children/parents who is/are sharing accommodation with me allotted to another employee of the Central/State Government/autonomous public undertakings or local body is/are not in receipt of house rent allowance from the Central/State Government autonomous public undertakings or local body.
- (6) I also certify that my wife/husband has not be allotted accommodation at the same station by the Central/State Government/autonomous public undertakings or local body.

Signature \_\_\_\_\_

Date :

Designation \_\_\_\_\_

\* To be furnished by a Government employee living in his own house or in a house owned by a Hindu undivided family in which he is a coparcener.

\*\* To be furnished when another Government employee being the wife/husband/son/daughter/father or mother of the Government employee owning the house who is sharing accommodation with the later.

**33. Certificates to be furnished by the drawing and disbursing officer :** The following certificates shall be endorsed by the drawing and disbursing officer on the bill in which compensatory local allowance and house rent allowance of the Government employees are drawn by him :-

"(i) Certified that in the case of all Government employees for whom compensatory local allowance and or house rent allowance are drawn in this bill, the eligibility of the allowance(s) has been verified with reference to provisions of Gujarat Civil Services (Additions to Pay) Rules, 2002 as amended from to time to time."

"(ii) Certified that the Government employees for whom house rent allowance is drawn in this bill (have applied for but) have not been provided with any Government residential accommodation."

"(iii) Certified that the certificates prescribed by Government have been obtained from the Government employees for whom house rent allowance has been drawn in this bill and I am satisfied that the claims are in accordance with the rules and orders in force."

**Note.** The words shown in the brackets in clause (ii) may be omitted if the Government employees for whom the allowance is drawn are not eligible for Government residential accommodation.

**34. Certificates to be furnished by drawing and disbursing officer for drawing CLA/HRA during leave/training/suspension etc. :** The certificates required to be furnished by drawing and disbursing officer under rule 25, 28, 29 and 30 shall be as follows :-

(i) **For drawal of Compensatory Local Allowance**

The Government employee concerned or his family or both continued, for the period for which compensatory local allowance is claimed, to reside at the same station (including localities in Urban Agglomeration of different cities) from where he was placed under suspension/proceeded on leave/deputation abroad/training in India.

(ii) **For drawal of House Rent Allowance**

The Government employee concerned continued for the period for which house rent allowance is claimed, to retain the house at the same station from where he was placed under suspension/proceeded on leave/deputation abroad/training in India.

**CHAPTER - V****DANGS ALLOWANCE**

**35. Conditions governing the grant of Dangs Allowance :** Government employees who are called upon to work in Dangs district and are having their headquarters at any place in the said district shall be entitled to Dangs allowance.

**36. Dangs Allowance :** The rates of dangs allowance shall be as may be sanctioned by Government from time to time. The existing rates which came into effect from 1<sup>st</sup> November, 2001 are as under :-

| Sr. No. | Basic Pay plus Non-Practising Allowance plus stagnation Increments<br>Rs. | Rate of Dangs allowance<br>Rs. per month |
|---------|---|--|
| 1.      | Below 3000  | 188                                      |
| 2.      | 3000 to 4999  | 219                                      |
| 3.      | 5000 to 5999  | 250                                      |
| 4.      | 6000 to 8999  | 281                                      |
| 5.      | 9000 and above  | 312                                      |

**CHAPTER - VI****NON-PRACTISING ALLOWANCE**

**37. Non-practising Allowance to whom may be granted :** Compensation for loss of private practice may be sanctioned in the term of non-practising allowance to those medical officers in Government service who are not allowed private practice of all kinds (general practice, consulting practice or private laboratory work.)

**38. Rates of Non-practising Allowance :** The rates of non-practising allowance shall be as sanctioned by the Government from time to time. The existing rate which came into effect from 1<sup>st</sup> January, 1996 is twenty-five percent of the basic pay provided the total of basic pay plus non-practising allowance does not exceed rupees twenty-six thousands.

**39. Grant of Non-practising Allowance during leave :** The non-practising allowance granted is admissible during leave including extraordinary leave without pay up to a period of three months only at a time, subject to the condition that no private practice of any kind is done during the leave period. If private practice of any kind is done while on leave, the whole earnings should be credited to Government. The rate of allowance to an officer during leave shall be the same which he was in receipt prior to his proceeding on leave, irrespective of the actual amount of leave-salary and the nature of leave.

- 40. Admissibility of Non-practising Allowance during joining time :** The non-practising allowance is also admissible during joining time at the rate at which he would have drawn if he had continued in the old post or at the rate at which he shall draw on taking over charge of the new post, whichever is lower, provided it is certified that no private practice was conducted during the joining time.
- 41. Certificates for drawing Non-practising Allowance during leave etc. :** The Government employees drawing non-practising allowance shall give a certificate in the form prescribed below :-

**Form of certificate for drawing non-practising allowance by a Government employee during leave of all kinds (including the first three months of extraordinary leave and joining time)**

- (i) I certify that I have not done any private practice during the period when I was on -
- (a) Earned leave/half pay leave/commuted leave/extraordinary leave/leave not due,
- (b) Joining time.

**or**

- (ii) I certify that I have done private practice during the period from \_\_\_\_\_ to \_\_\_\_\_ when I was on -
- (a) Earned leave/half pay leave/commuted leave/extraordinary leave/leave not due,
- (b) Joining time.

The earnings from the private practice which amounted to Rs. \_\_\_\_\_ Rupees (in words) \_\_\_\_\_ are credited to Government on \_\_\_\_\_ and for which a receipt has been obtained. A copy of receipt is attached.

**CHAPTER - VII**

**HONORARIA AND FEES**

- 42. General :** The honoraria and or fee may be sanctioned and paid subject to the provisions of this chapter.
- 43. General principles for sanctioning honoraria and or fees :** The following principles shall govern the sanction and payment of honoraria and or fees:-
- (1) Unless in any case it be otherwise distinctly provided the whole time of a Government employee is at the disposal of Government and he may be employed in any manner required by the proper authority, whether the services required of him are such as would ordinarily be remunerated from the Consolidated Fund of India or of a State, or from the revenues of a local fund, or from the funds of a body incorporated or not which is wholly or substantially owned or controlled by the Government.
- (2) No honorarium shall be paid in respect of any work which can fairly be regarded as part of the legitimate duties of the Government employee concerned.
- (3) It is one of the liabilities of Government employees to have to work outside office hours in exceptional times and circumstances. No honorarium shall ordinarily be given

on this account but continuous working out of office hours may justify a claim to honorarium. As an exceptional case, Government may accept the need for honorarium for special duty performed on Sundays or public holidays.

- (4) No honorarium shall be paid to Government employee for attending meetings of board and committees financed wholly or partly from the Consolidated Fund of India or of the State.
- (5) The amount of honorarium or fee must be fixed with due regard to the value of the service in return for which it is given. The maximum fee permitted by any rule is not to be given in cases in which any smaller fee would be fair and sufficient.
- (6) When a Government Department undertakes the work for a non-Government organisation and, in its turn assigns the work to the Government employee working in the department and suited for the purpose, the payment therefor is made to the Department in the first instance and forms a part of the revenues of Government. The subsequent payments to the Government employee concerned are, therefore, payments from the Consolidated Fund of the Government and shall accordingly be classed as honorarium.

**44. Reasons for sanctioning honoraria and fees :** In the case of both fees and honoraria, the sanctioning authority shall record in writing that due regard has been given to the general principles enunciated in rule-43 and shall also record the reasons which in his opinion justify the grant of the honoraria and fee.

**Note :** Temporary increase in work due to the holding of special conferences under the auspices of a Department are normal incidents of Government service, and form part of the duty of Government employees according to the general principle enunciated in rule-43. This shall not be ground for granting honoraria and fee.

**45. Tests for sanction of honorarium and fee :** When the service rendered falls within the scope of the ordinary duties of the Government employee performing it, the test of special merits prescribed in rule-43 must be very strictly applied, while sanctioning honorarium or fee.

**46. Honoraria or fees paid by the court :** A Government employee called upon by a court of law to act as a commission to give evidence on technical matters may comply with the request, provided that the case is not of such a nature which is likely to come before him in the course of his official duties, and may accept such fees or honoraria as are fixed by the court.

**Note.** A Government employee may retain for himself the whole amount of the fees or honoraria allowed by the court in cases governed by this rule.

**47. Honorarium or fees to a pensioner and law officers etc. :** The rules in this chapter do not apply to retired Government employee in receipt of pension or to the law officers of the Government. The sanction of Government is, however, required to the payment of a large and exceptional remuneration from the funds of a Ward's estate to a pensioner.

**48. Permission to receive honorarium :** A competent authority may grant or permit a Government employee to receive an honorarium as remuneration for work performed which is occasional in character and either too laborious or of such special merit as to justify a special reward. Except when special reasons, which should be recorded in writing, exist for a departure from this provision, sanction to the grant or acceptance of an honorarium should not be given unless the work has been undertaken with the prior consent of Government and its amount has been settled in advance.



**49. Honorarium for examination work :** (1) The rates of honorarium payable to a Government employee for the work in connection with the examinations, including departmental examinations, conducted by the public service commission and other departments but excluding educational examinations shall be as may be laid down by Government from time to time.

(2) The rates for the same as in force are as under :-

| Sr. No. | To whom payable   | Rate of honoraria  |
|---------|---|--|
| 1.      | Officer in charge of examination centre                                 |  |
|         | (1) For the day of the examination                                      | (a) Rs. 110 for one session<br>(b) Rs. 180 for two sessions<br>(c) Rs. 200 for three sessions  |
|         | (2) For the day previous to the day of the examination                  | Rs. 180  |
| 2.      | Paper setter setting question paper                                     | (a) Rs. 175 for a question paper of three hours' duration<br>(b) Rs. 125 for a question paper of less than three hours' duration                                 |
| 3.      | Evaluator evaluating the answer book                                    | (a) Rs. 3.50 per answer book of a question paper of three hours' duration<br>(b) Rs. 2.50 per answer book of a question paper of less than three hours' duration |
| 4.      | Supervisor of the examination   | (a) Rs. 90 for one session<br>(b) Rs. 140 for two sessions<br>(c) Rs. 160 for three sessions   |
| 5.      | Invigilator of the examination  | (a) Rs. 70 for one session<br>(b) Rs. 110 for two sessions<br>(c) Rs. 130 for three sessions   |
| 6.      | Peon engaged for examination work                                       | Rs. 32 per day   |
| 7.      | Person acting as representative of the authority conducting examination | (a) Rs. 90 for one session<br>(b) Rs. 140 for two sessions<br>(c) Rs. 160 for three sessions   |
| 8.      | Sweeper engaged for cleaning examination hall                           | Rs. 6 per hall/room  |
| 9.      | Watchman/Peon engaged for keeping watch over the examination materials  | Rs. 20 per day   |

10. Clerk engaged for writing roll number  
on the benches/tables

Rs. 0.25 per number

(3) No sanction of the competent authority shall be necessary for a Government employee receiving honorarium for work in connection with such examination.

**50. Honorarium for conducting examination of military officers :** A military officer in civil employ or a civil officer, who may be appointed to conduct an examination of military officers is entitled to the same honorarium as is admissible under the Army Regulations to military officers for the performance of similar duties, provided that the amount of honorarium does not exceed the limit of Rs. 500 in any case.

**51. Honorarium to part-time official and non-official guest lecturers :** The rates of honorarium to part-time official/non-official guest lecturers invited for giving lectures in different training courses/schemes organised and conducted by various Government training institutions, shall be as under :-

(i) Rs. 200 per hour, limited to Rs. 400 for a single visit to Secretaries to Government and officers of equal rank, University Teachers and others distinguished non-officials.

(ii) Rs. 150 per hour limited to Rs. 300 for a single visit to Heads of Department, (other than those of the Secretaries rank) Joint Secretaries and Deputy Secretaries to Government and officers of equal ranks.

(iii) Rs. 125 per hour, limited to Rs. 250 for a single visit to others not falling in categories (i) and (ii) above.

(iv) Rs. 150 to Rs. 450 per hour, for a single visit of not more than two hours to highly qualified and distinguished guest speakers as may be decided by the heads of such training institutions.

**52. Fees granted by the University :** When a Government employee is appointed to conduct inspections on behalf of the University, subject to the provisions of this chapter, there shall be no objection to the fee being retained by the Government employee concerned, instead of being credited it to Government. The amount being determined by the University authorities shall be subject to maximum of Rs. 500 for each year.

**Note.** No Government employee within the scope of whose ordinary official duties, the inspection of a college clearly falls shall receive special payment for undertaking inspection on behalf of the syndicate but; on the other hand, any person, official or non-official, of whom this cannot be said, may also be remunerated for inspection duty.

**53. Fee to be credited to the consolidated fund of the State :** When a fee is paid for work done by a Government employee during time which would otherwise be spent in the performance of official duties, it must be credited to the Consolidated Fund of the State provided that a competent authority may, for special reasons to be recorded in writing, direct that the whole or any part of it may be paid to the Government employee.

**54. Permission to receive fee :** A Competent authority may, permit a Government employee, if it is satisfied that this can be done without detriment to his official duties or responsibilities, to perform a specified service or series of services for a private person or body or for a public body, including a local body and to receive as remuneration a non-recurring or recurring fee therefore, if the service is material.

**55. Payment of fees from wards estates :** As an exception to the principle that wards estates are entitled to the gratuitous advice and service of Government employees, Government may, in exceptional and causal case, authorise the payment of fees from the funds of such estates

to their employees.

- 56. Fees for work of examination held on behalf an outside body :** Where an examination is held by Government on behalf of an outside body Government employees employed for the purpose may accept such fees payable by the body in question as Government may prescribe.
- 57. No permission necessary for the receipt of reward etc., :** Any Government employee is eligible to receive and except as otherwise provided by a general or special order of Government to retain without special permission -
- (1) the premium awarded for an essay, sports or play in public competition;
  - (2) any reward offered for the arrest of a criminal, or for providing information or special service in connection with the administration of justice;
  - (3) any reward payable in accordance with the provisions of any Act or regulation or rules framed thereunder :
  - (4) any reward sanctioned for services in connection with the administration of the customs and excise laws.
- 58. Sitting Fees :** (1) The non-official Chairman and Members of various State Level Committees shall be granted as sitting fees an amount of rupees one hundred only for the entire day irrespective of the sessions held on that day. The payment of the sitting fees shall be in lieu of out of pocket expense and the same shall not be payable to -
- (1) the non-officials appointed on ad-hoc committees,
  - (2) members of the standing advisory committees,
  - (3) members of the commissions appointed for limited period and purpose, **and**
  - (4) officers of Central/State Government/ex-officio members.
- (2) Sitting fees payable to Government officers when appointed as Directors/Members on Statutory bodies, Corporation, Public Limited Companies, etc. or when attending to any other assignment for which fees are payable, shall be credited directly to the Government Treasury by the respective Corporation, authorities etc., under intimation to the Government and officer concerned. The said amount shall be credited to the Major Head of Account "065 - Other Administrative Services - (c) Other Services - Other Receipt - Misc. Receipts."

#### CHAPTER - VIII

#### DEARNESS ALLOWANCE

- 59. Conditions governing the grant of Dearness Allowance :** The payment of dearness allowance granted to a Government employee shall be subject to the following conditions :-
- (1) The allowance may also be drawn during the period of leave other than extraordinary leave, in or outside India.
  - (2) The dearness allowance during leave shall be based on the leave salary actually drawn both for the purpose of monetary limits within which the allowance is admissible and for calculation of the amount of the allowance.
  - (3) No dearness allowance shall be admissible to officers on study leave, whether in India or abroad.
  - (4) In arriving at the monthly payment of dearness allowance payable to a Government employee, the fractions of rupee in fifty paise and above, shall be rounded off to the next higher rupee and the fraction of less than fifty paise shall be ignored.

- 60. Rate of Dearness Allowance :** The rates of dearness allowance shall be as may be sanctioned by the Government from time to time.
- 61. Rate of the Dearness Allowance when the pay of a Government employee falls in fraction of rupee :** In case where the pay falls in a fraction of a rupee the same shall be rounded off to the next higher rupee for the purpose of calculation of dearness allowance.
- 62. Payment of Dearness Allowance for a broken period of a month :** The rate of dearness allowance shall be calculated on pay actually drawn during any particular period of a month, and as such the same in respect of any broken period of a month shall be payable at monthly rate of pay for such broken period.
- 63. Admissibility of the Dearness Allowance during Joining Time :** During joining time, as defined in sub-rule-40 of rule-9, the allowance shall be based on the joining time pay admissible under the Gujarat Civil Services (Joining Time, Foreign Service, Deputation out of India, Payment during Suspension, Dismissal and Removal) Rules, 2002, except that in cases falling under sub-rule (2) of rule-10 of the said rules, the allowance shall be drawn by a Government employee at the same rate at which it was drawn before the commencement of the joining time.
- 64. Admissibility of Dearness Allowance during suspension :** The rate of dearness allowance admissible to a Government employee under suspension shall be calculated on the amount of subsistence allowance paid to him :
- Provided** that the authority suspending the Government employee may withhold the payment of dearness allowance to a Government employee under suspension and appropriate the same towards the payment of any amount which may be due to Government.
- 65. Admissibility of the Dearness Allowance during foreign service :** Subject to the sanctioned terms and conditions of appointment of a Government employee on foreign service, he shall draw the allowance on the basis of his pay in foreign service.

#### CHAPTER - IX

#### REPEAL AND SAVINGS

- 66. Repeal and Savings :** The Bombay Civil Services Rules, 1959 (as adapted by Government of Gujarat) so far as they relate to Additions to Pay are hereby repealed :
- Provided** that anything done or any action taken under the old rules shall be deemed to have been done or taken under the corresponding provisions of these rules.

**By order and in the name of the Governor of Gujarat.**

**(SUDHIR MANKAD)**

**Principal Secretary to Government.**

**APPENDIX – I****[See Rule - 7 & 8]*****Authorities to whom powers under the Gujarat Civil Services  
(Additions to Pay) Rules, 2002 have been delegated***

| <b>Sr. No.</b> | <b>No. of Rule</b> | <b>Nature of Power</b>   | <b>Authority to whom the powers are delegated</b> | <b>Scope</b>  | <b>Remarks</b>   | <b>Comment</b>                |
|----------------|--------------------|--|---|---|--|-------------------------------|
| <b>1</b>       | <b>2</b>           | <b>3</b>   | <b>4</b>  | <b>5</b>  | <b>6</b>   | <b>7</b>                      |
| 1.             | 9(23)(e)           | Powers to regularise the period of compulsory waiting to 'duty'.       | Administrative Departments                        | Upto a period of fifteen days   | Upto a period of fifteen days  | Upto a period of fifteen days |
| 2.             | 9(34)              | Declaring an officer as Head of Department.                            | Administrative Departments                        | Full powers subject to observation of the following conditions:<br>1. The officer should be the Head of an identifiable organisation<br>2. The minimum of the pay scale of the officer should not be less than that of the Deputy Secretary to Government.<br>3. These powers should be exercised only by the Secretary of the Administrative Department. |  |                               |
| 3.             | 9(52)              | To make officiating appointment for a period not exceeding two months. | All Gazetted Heads of Offices.                    | Government employees holding Class III posts under their control.   | Appointments should be made from the approved list of candidates if there be any and all appointment should be reported immediately to the appointing authority. |                               |

| Sr. No. | No. of Rule | Nature of Power  | Authority to whom the powers are delegated  | Scope   | Remarks  | Comment |
|---------|-------------|--|---|---|--|---------|
| 1       | 2           | 3  | 4   | 5   | 6  | 7       |
| 4.      | 9(52)       | To make officiating appointments for a period not exceeding twelve months. | All Heads of Departments.   | Government employees holding Class II posts under their control.  | <p>1. Appointments should be made in accordance with approved recruitment rules.</p> <p>2. Appointments otherwise than by promotion or transfer should be made by means of advertisements.</p> <p>3. Appointment should be reported immediately to the Government.</p> <p>4. Appointments should be made on the minimum of the scale of pay for direct recruitment.</p> <p>5. Appointments by promotion should be made from Government employees in the approved select list if any.</p> |         |
| 5.      | 9(52)       | To make officiating appointment for a period not exceeding twelve months.  | <p>1. Director of Education</p> <p>2. Director of Technical Education</p> <p>3. Commissioner of Health, Medical Services &amp; Medical Education.</p> | Government employees under their control holding Class I posts and performing duties in connection with teaching. | Same conditions as in the case of item 4 above.  |         |

| Sr. No. | No. of Rule          | Nature of Power  | Authority to whom the powers are delegated  | Scope   | Remarks  | Comment |
|---------|----------------------|--|---|---|--|---------|
| 1       | 2                    | 3  | 4   | 5   | 6  | 7       |
| 6.      | 9(52)                | To make officiating appointment in place of Government employees deputed for training.                   | Any authority having power to make appointments during leave vacancies.   | All Government employees under their control. | Same conditions as in the case of item 4 above.  |         |
| 7.      | 9(60)                | Powers to sanction pension   | (1) Administrative Departments of Sachivalaya<br><br>(2) All Heads of Departments<br><br>(3) Appointing Authority | Full powers<br><br>- do -<br><br>- do -       | In respect of Heads of Department<br><br>In respect of all class one and two officers excluding Heads of Department<br><br>In respect of all class three and four Government employees |         |
| 8.      | Note 2 below Rule 13 | Power to allow Compensatory Local Allowance admissible at the place of residence other than headquarters | (1) Head of Department<br>(2) Head of Office  | Full powers                                   | (1) For Gazetted Government employees<br>(2) For Non-gazetted Government employees   |         |

| Sr. No. | No. of Rule          | Nature of Power  | Authority to whom the powers are delegated   | Scope       | Remarks   | Comment |
|---------|----------------------|--|--|-------------|---|---------|
| 1       | 2                    | 3  | 4  | 5           | 6   | 7       |
| 9.      | Note 2 below Rule 15 | Power to allow House Rent Allowance admissible at the place of residence other than headquarters | (1) Head of Department<br>(2) Head of Office | Full powers | (1) For Gazetted Government employees<br>(2) For Non-gazetted Government employees                            |         |
| 10.     | 48                   | Power to grant permission to a Government employee to receive honararium                         | Head of Department                           | Full powers | Full powers (for the Head of Department himself permission of the Administrative Department will be necessary |         |
| 11.     | 54                   | Power to grant permission to a Government employee to receive fees                               | Head of Department                           | Full powers | Full powers (for the Head of Department himself permission of the Administrative Department will be necessary |         |



**APPENDIX - II**

[See Rule - 9 (34)]

*List of Officers who are deemed as Heads of Department for the purpose of various sets of the Gujarat Civil Service Rules, 2002*

**1.0 AGRICULTURE, CO-OPERATION & RURAL DEVELOPMENT DEPARTMENT :**

- 1.1 Secretary to Government.
- 1.2 Director of Agriculture.
- 1.3 Director of Animal Husbandry.
- 1.4 Director of Sugar
- 1.5 Director of Co-operative Societies.
- 1.6 President, Gujarat State Co-operative Tribunal.
- 1.7 Director of Horticulture.

**2.0 EDUCATION DEPARTMENT :**

- 2.1 Secretary (Education) to Government.
- 2.2 Secretary (Technical and Higher Education)
- 2.3 Commissioner of Higher Education
- 2.4 Commissioner of Mid-day-Meals and Schools)
- 2.5 Director of Primary Education
- 2.6 Director of Technical Education
- 2.7 Director of N.C.C.
- 2.8 Director of State Project Gujarat Primary Education Council
- 2.9 Director of Gujarat Council Education Research & Training
- 2.10 Director of Literacy and Continuing Education
- 2.11 Chairman, Gujarat Secondary Education on Board
- 2.12 Gujarat Primary Education Tribunal, Ahmedabad
- 2.13 Director Gujarat Education Technology Bhavan
- 2.14 Chairman, Gujarat State Examination Board
- 2.15 Director of State Project
- 2.16 Chairman, Technical Examination Board

**3.0 ENERGY AND PETROCHEMICAL DEPARTMENT :**

- 3.1 Secretary to Government.
- 3.2 Chief Electrical Inspector and Collector of Electricity Duty.
- 3.3 Secretary, Gujarat Electricity Regulatory Commission.
- 3.4 Director of Petroleum.

**4.0 FINANCE DEPARTMENT :**

- 4.1 Secretary to Government.
- 4.2 Director of Accounts and Treasuries
- 4.3 Commissioner of Sales Tax.
- 4.4 President, Gujarat Sales Tax Tribunal
- 4.5 Director of Insurance.
- 4.6 Director of Pension and Provident Fund.

**5.0 FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS DEPARTMENT :**

- 5.1 Secretary to Government.
- 5.2 Director of Civil Supplies.
- 5.3 Director of Food.
- 5.4 Food and Civil Supplies Controller.
- 5.5 The Registrar, Consumer Disputes Redressal Commission.
- 5.6 Controller of Weights & Measures.

**6.0 FOREST AND ENVIRONMENT DEPARTMENT :**

- 6.1 Secretary to Government.
- 6.2 Principal Chief Conservator of Forests.
- 6.3 Conservator of Forests.

**7.0 GENERAL ADMINISTRATION DEPARTMENT :**

- 7.1 Secretary to Government.
- 7.2 Secretary to Governor.
- 7.3 Comptroller to the Governor
- 7.4 Commissioner of Inquiries and Member Secretary, Concurrent Vigilance Cell
- 7.5 Director, Directorate of Economics & Statistics
- 7.6 Director of Evaluation
- 7.7 Secretary, Gujarat Public Service Commission
- 7.8 Secretary, Subordinate Staff Selection Board
- 7.9 Chief Editor, Gujarat District Gazetteers
- 7.10 Director of Languages
- 7.11 Commissioner of Training and Director, Sardar Patel Institute of Public Administration
- 7.12 Resident Commissioner, New Delhi
- 7.13 Secretary, Gujarat Civil Services Tribunal
- 7.14 Registrar, Office of Hon'ble Lokayukta
- 7.15 Secretary, State Election Commission

**8.0 HEALTH AND FAMILY WELFARE DEPARTMENT :**

- 8.1 Secretary to Government.
- 8.2 Commissioner of Health, Medical and Medical Education
- 8.3 Additional Director (Health) Office of the Commissioner of the Health, Medical Services and Medical Education
- 8.4 Additional Director (Medical) Office of the Commissioner of Health, Medical Services and Medical Education
- 8.5 Additional Director (Medical Education) Office of the Commissioner of Health, Medical Services and Medical Education
- 8.6 Director of Medical Services (E.S.I. Scheme)
- 8.7 Director of Indian System of Medicine and Homeopathy
- 8.8 Commissioner of Food & Drugs Control Administration
- 8.9 Director of Stock Holding Central Medical Stores Organization

**9.0 HOME DEPARTMENT :**

- 9.1 Secretary to Government.

- 9.2 Director General and Inspector General of Police
- 9.3 Cammandant General Home Gards
- 9.4 Additional Inspector General of Police, Police Computer Center
- 9.5 Inspector General of Prisons.
- 9.6 Director of Transport
- 9.7 Secretary, Gujarat Vigilance Commission
- 9.8 Director of Sainik Welfare
- 9.9 Director of civil Defence
- 9.10 Director of Forensic Science Laboratory
- 9.11 Additional Director General of Police Public Prosecution,
- 9.12 Commissioner and Additional Director General of Police, Prohibition & Excise
- 9.13 Director General of Police & Director, Anti-Corruption Bureau

**10.0 INDUSTRIES AND MINES DEPARTMENT**

- 10.1 Secretary to Government.
- 10.2 Industries Commissioner
- 10.3 Commissioner of Cottage Industries
- 10.4 Commissioner of Geology and Mining
- 10.5 Director of Government Printing & Stationery
- 10.6 Commissioner of Tourism
- 10.7 Commissioner of Payment
- 10.8 Commissioner of Trade & Commerce

**11.0 INFORMATION AND BROADCASTING DEPARTMENT**

- 11.1 Secretary to Government
- 11.2 Director of Information
- 11.3 Commissioner of Entertainment Tax

**12.0 NARMADA AND WATER RESOURCES DEPARTMENT :**

- 12.1 Secretary to Government.
- 12.2 Chief Engineers
- 12.3 Superintending Engineers of Circles
- 12.4 Superintendign Engineers of Water Resources Investigation Circles
- 12.5 Area Development Commissioner
- 12.6 Additional Collectors (Irrigation)
- 12.7 Director, Gujarat Engineering Research Institute
- 12.8 Chief Controller of Accounts (Narmada Project)

**13.0 LABOUR AND EMPLOYMENT DEPARTMENT :**

- 13.1 Secretary to Government.
- 13.2 Commissioner of Labour
- 13.3 Commissioner of Rural Labour
- 13.4 Director of Employment and Training
- 13.5 Registrar, Industrial Court and Wage Boards
- 13.6 Registrar of Labour Court

**14.0 LEGAL DEPARTMENT :**

- 14.1 Secretary to Government.
- 14.2 Advocate General
- 14.3 Charity Commissioner
- 14.4 Chief Judge of Court of Small Causes
- 14.5 Chief Magistrate for the City of Ahmedabad
- 14.6 District and Session Judges
- 14.7 Official Trustee and Administrator General
- 14.8 Principal Judge, City Civil and Sessions Court
- 14.9 Registrar, Gujarat High Court
- 14.10 Member Secretary, Gujarat State Legal Services Authority.
- 14.11 Principal Judge, Family Court
- 14.12 Inspecting Officer (Court Fees) and Ex-Officio Chief Inspector (Court Fees)
- 14.13 Registrar, Gujarat Public Works Contract Disputes Arbitration Tribunal.

**15.0 PANCHAYAT RURAL HOUSING AND RURAL DEVELOPMENT DEPARTMENT :**

- 15.1 Secretary to Government.
- 15.2 Development Commissioner
- 15.3 The Gram Vikas Commissioner
- 15.4 The Gujarat Panchayat Service Selection Board
- 15.5 Director of State Institute of Rural Development and Panchayati Raj
- 15.6 Commissioner of Rural Development

**16.0 LEGISLATIVE AND PARLIAMENTARY AFFAIRS DEPARTMENT :**

- 16.1 Secretary to Government.

**17.0 PORTS AND FISHERIES DEPARTMENT :**

- 17.1 Secretary to Government.
- 17.2 Commissioner of Fisheries

**18.0 REVENUE DEPARTMENT :**

- 18.1 Secretary to Government.
- 18.2 District Collectors
- 18.3 Commissioner of Land Reforms
- 18.4 President, Gujarat Revenue Tribunal
- 18.5 Director of Relief
- 18.6 Secretary (Appeals)
- 18.7 Settlement Commissioner and Director of Land Records
- 18.8 Superintendent of Stamps
- 18.9 Inspector General of Registration

**19.0 ROADS AND BUILDINGS DEPARTMENT :**

- 19.1 Secretary to Government
- 19.2 Chief Engineer
- 19.3 Chief Architectural and Town Planner

- 19.4 (C.E. & S.P.) Director Staff Training College
- 19.5 Controller of Accommodation
- 19.6 Director of Parks and Gardens
- 19.7 Superintending Engineers of Circles
- 20.0 SOCIAL JUSTICE AND EMPOWERMENT DEPARTMENT :**
  - 20.1 Secretary to Government.
  - 20.2 Director of Social Defence
  - 20.3 Director of Scheduled Caste Welfare
  - 20.4 Director of Developing Caste welfer
  - 20.5 Commissioner of Disability
- 21.0 URBAN DEVELOPMENT AND URBAN HOUSING DEPARTMENT :**
  - 21.1 Secretary to Government.
  - 21.2 Chief Town Planner
  - 21.3 Director of Municipalities
- 22.0 SPORTS, YOUTH AND CULTURAL ACTIVITIES DEPARTMENT :**
  - 22.1 Secretary to Government.
  - 22.2 Commissioner of Youth Services and Cultural Activities
  - 22.3 Director of Museums
  - 22.4 Director of Archaeology
  - 22.5 Director of Archieves
  - 22.6 Director of Library
  - 22.7 Director General, Sports Authority of Gujarat.
- 23.0 WOMEN & CHILD DEVELOPMENT DEPARTMENT :**
  - 23.1 Secretary to Government.
  - 23.2 Commissioner Women & Child Development
- 24.0 SCIENCE AND TECHNOLOGY DEPARATMENT :**
  - 24.1 Secretary to Government.
- 25.0 GUJARAT LEGISLATURE SECRETARIATE :**
  - 25.1 Secretary to Gujarat Legislature Secretariat

**ANNEXURE****[See Note-1 below rule-12]****The localities which are included in urban Agglomeration (UA)**

[As shown in Table 3 of "Census of India, 1991, Series I - India, Paper I of 1992 - Final Population Totals (Vols. I and II) read with the Annexure thereto issued by the Registrar General and Census Commissioner, India]

**Abbreviations used**

|            |                          |
|------------|--------------------------|
| 1. I.N.A.  | Industrial Notified Area |
| 2. M.      | Municipality             |
| 3. M.Corp. | Municipal Corporation    |
| 4. N.M.    | Non-Municipal            |
| 5. N.P.    | Nagar Panchayat          |
| 6. O.G.    | Out Growth               |
| 7. V.P.    | Village Panchayat        |

**GUJARAT****1 AHMEDABAD (UA)****1 Ahmedabad (MCorp + OG)**

- (1) Ahmedabad (MCorp)
- (2) Asarwa (OG)
- (3) Bagefirdosh (OG)
- (4) Bodakdev (OG)
- (5) Chenpur (OG)
- (6) Gyaspur (Part) (OG)
- (7) Hathijan (OG)
- (8) Maktampur (OG)
- (9) Muthiya (OG)
- (10) Naroda (OG)
- (11) Nikol (OG)
- (12) Odhav (OG)
- (13) Okaf (Part) (OG)
- (14) Rakhiyal (OG)
- (15) Ramol (Part) (OG)
- (16) Shahwadi (OG)
- (17) Vastral (Part) (OG)
- (18) Vatva (OG)

**2 Ahmedabad Cantt.****3 Chandlodiya (VP)****4 Ghatlodiya (NP)****5 Kali (NP)****6 Makarba (VP)****7 Memnagar (VP)****8 Ranip (NP)****9 Sarkhej (VP)****10 Thaltej (VP)****11 Vastrapur (VP)****12 Vejalpur (VP)****2 AMRELI (UA)****1 Amreli (M)****2 Amreli (OG)****3 ANAND (UA)****1 Anand (M + OG)****(1) Anand (M)****(2) Bakrol (Part) (OG)****(3) Gamdi (OG)****(4) Jitodiya (Part) (OG)****(5) Mogari (OG)****2 Karamsad (NP)****3 Vallabhvidyanagar (NP)****4 Vithaludyognagar INA (INA)****4 ANKLESVAR (UA)**

- 1 Anklesvar  
(1) Anklesvar (M)  
(2) Anklesvar  
(New Settlement of  
Divi, Diva &  
Borbhatha) (OG)  
(3) Gadkhol (Part) (OG)  
(4) Piraman (Part) (OG)
- 2 Anklesvar INA (INA)
- 5 BHARUCH (UA)**  
1 Bharuch (M)  
2 Bholav (Part) (OG)  
3 Maktampur (Part) (OG)  
4 Nandelav (Part) (OG)
- 6 BHAVNAGAR (UA)**  
1 Bhavnagar (MCorp)  
2 Ruva (Part) (OG)  
3 Tarsimiya (Part) (OG)
- 7 BHUJ (UA)**  
1 Bhuj (M + OG)  
(1) Bhuj (M)  
(2) Bhuj (OG)  
(3) Mirjhapar (Part) (OG)  
2 Madhapar (VP)
- 8 BILIMORA (UA)**  
1 Bilimora (M)  
2 Bilimora (Talodh OG)
- 9 BODELI (UA)**  
1 Ali-Kherva (OG)  
2 Bodeli (VP)  
3 Dhokaliya (OG)
- 10 CHIKHLI (UA)**  
1 Chikhli (VP)  
2 Khundh (Part) (OG)  
3 Majigam (Part) (OG)  
4 Samaroli (OG)  
5 Thala (OG)
- 11 DAKOR (UA)**  
1 Dakor (NP)  
2 Rakhial (Part) (OG)
- 12 DHOLKA (UA)**  
1 Dholka (M)  
2 Dholka Rural (Part) (OG)  
3 Maflipur (OG)
- 13 DHORAJI (UA)**  
1 Dhoraji (M)  
2 Dhoraji (OG)
- 14 DAHOD (UA)**  
1 Dahod  
(1) Dahod (M)  
(2) Dahod (OG)  
(3) Usarvan (Part) (OG)  
2 Freelandgunj (NM)
- 15 GODHRA (UA)**  
1 Godhra (M)  
2 Jafrabad (Part) (OG)  
3 Vavdi Bujarg (Part) (OG)
- 16 GONDAL (UA)**  
1 Gondal (M)  
2 Gondal (OG)
- 17 HALOL (UA)**  
1 Duniya (OG)  
2 Halol (NP)  
3 Kanjari (Part) (OG)  
4 Pratappura (Part) (OG)
- 18 IDAR (UA)**  
1 Idar (NP)  
2 Javanpura (OG)
- 19 JAMNAGAR (UA)**  
1 Bedi (NP)  
2 Jamnagar (MCorp + OG)  
(1) Jamnagar (MCorp)  
(2) Jamnagar (OG)  
(3) Port Area (OG)  
(4) Rly. Colony (OG)  
(5) Vibhapar (OG)  
3 Navagam Ghed (VP)
- 20 JETPUR (UA)**  
1 Jetpur (M)  
2 Jetpur (OG)

- 3 Navagadh (OG)
- 21 JUNAGADH (UA)**
- 1 Joshipura (VP)
- 2 Junagadh (M + OG)
- (1) Dolatpara (OG)
- (2) Junagadh (M)
- (3) Junagadh (OG)
- (4) Khamdhrol (Part) (OG)
- (5) Sabalpur (OG)
- (6) Timbavadi (OG)
- 22 KADI (UA)**
- 1 Kadi (M)
- 2 Kadi (OG)
- 3 Kundal (Part) (OG)
- 4 Nanikadi (Part) (OG)
- 23 KALOL (UA) (MAHESANA)**
- 1 Kalol (M)
- 2 Saij (VP)
- 24 KALOL (UA) (PANCHMAHALS)**
- 1 Derol Station (OG)
- 2 Kalol (NP)
- 25 KHAMBHAT (UA)**
- 1 Kansari (OG)
- 2 Khambhat (M)
- 3 Metpur (OG)
- 4 Shakarpur (OG)
- 26 KOSAMBA (UA)**
- 1 Kosamba (NP)
- 2 Kumvarda (OG)
- 3 Tarsadi (OG)
- 27 MAHESANA (UA)**
- 1 Dediyanasan (Part) (OG)
- 2 Mahesana (M)
- 3 Mahesana (OG)
- 4 Nagalpur (Part) (OG)
- 5 Palavasna (Part) (OG)
- 28 MAHUVA (UA)**
- 1 Mahuva (M)
- 2 Mahuva (OG)
- 29 MANGROL (UA)**
- 1 Mangrol (M)
- 2 Mangrol (OG)
- 30 MORVI (UA)**
- 1 Morvi (M + OG)
- (1) Amreli (Part) (OG)
- (2) Bhadiyad (Part) (OG)
- (3) Madhapar (OG)
- (4) Mahendranagar (Part) (OG)
- (5) Morvi (M)
- (6) Ravapara (OG)
- (7) Trajpar (OG)
- (8) Vajepar (OG)
- 31 NADIAD (UA)**
- 1 Nadiad (M + OG)
- (1) Kamla (Part) (OG)
- (2) Manjipura (Part) (OG)
- (3) Nadiad (M)
- 32 NAVSARI (UA)**
- 1 Jalalpore (NP)
- 2 Kaliawadi (VP)
- 3 Navsari (M + OG)
- (1) Chhapra (Part) (OG)
- (2) Chovisi (OG)
- (3) Jamalpore (OG)
- (4) Kabilpor (OG)
- (5) Navsari (M)
- 4 Vijalpor (VP)
- 33 PADRA (UA)**
- 1 Padra (M)
- 2 Padra (OG)
- 34 PALANPUR (UA)**
- 1 Palanpur (M)
- 2 Palanpur Rural (OG)
- 35 PATAN (UA) (JUNAGADH)**
- 1 Patan (M + OG)
- (1) Patan (M)
- (2) Patan Rural (Part) (OG)
- 2 Veraval (M + OG)
- (1) Bhalpara (Part) (OG)



- (2) Veraval (M)
- (3) Veraval Rural (Part)  
(OG)
- 36 PATAN (UA) (MAHESANA)**
- 1 Gungdipati (Part) (OG)
- 2 Hansapur (Part) (OG)
- 3 Matarvadi (Part) (OG)
- 4 Patan (M)
- 37 PORBANDAR (UA)**
- 1 Chhaya (NP)
- 2 Porbandar (M + OG)
- (1) Bokhira (OG)
- (2) Khapat (OG)
- (3) Porbandar (M)
- (4) Zavar (Part) (OG)
- 38 RAJKOT (UA)**
- 1 Raiya (VP)
- 2 Rajkot (MCorp + OG)
- (1) Anandpar (OG)
- (2) Madhapar (OG)
- (3) Manharpur (OG)
- (4) Mavdi (OG)
- (5) Mota Mava (OG)
- (6) Munjka (OG)
- (7) Nana Mava (OG)
- (8) Rajkot (MCorp)
- (9) Vavdi (OG)
- 39 SAVARKUNDLA (UA)**
- 1 Savarkundla (M)
- 2 Savarkundla (OG)
- 40 SIDHPUR (UA)**
- 1 Sidhpur (M)
- 2 Sidhpur (OG)
- 41 SURAT (UA)**
- 1 Amroli (VP)
- 2 Surat (MCorp + OG)
- (1) Mota Varachha (OG)
- (2) Surat (MCorp)
- 42 VADODARA (UA)**
- 1 Bajwa (VP)
- 2 Chhani (NP)
- 3 Jawaharnagar Gujarat Refinery (NM)
- 4 Karachiya (VP)
- 5 Petrochemical Complex INA (INA)
- 6 Tarsali (VP)
- 7 Vadodara (MCorp + OG)
- (1) Bapod (OG)
- (2) Harni (OG)
- (3) Kapurai (Part) (OG)
- (4) Karodiya (OG)
- (5) Sama (OG)
- (6) Sayajipura (OG)
- (7) Undera (OG)
- (8) Vadodara (MCorp)
- 43 VALSAD (UA)**
- 1 Abrama (VP)
- 2 Kosamba (VP)
- 3 Mogarwadi (VP)
- 4 Nanakwada (VP)
- 5 Valsad (M + OG)
- (1) Bhagdakhurd (OG)
- (2) Bhagdawada (OG)
- (3) Pardi Sandhpor (OG)
- (4) Valsad (M)
- (5) Valsad (OG)
- 44 VIJAPUR (UA)**
- 1 Vijapur (M)
- 2 Vijapur Rural (Part) (OG)
- 45 VISNAGAR (UA)**
- 1 Kansa (Part) (OG)
- 2 Visnagar (M)
- 46 WADHWAN (UA)**
- 1 Surendranagar (M + OG)
- (1) Dudhrej (Part) (OG)
- (2) Surendranagar (M)
- 2 Wadhwan (M + OG)
- (1) Wadhwan (M)
- (2) Wadhwan (OG)

**FINAL DRAFT**

**NOTIFICATION**

**THE GUJARAT CIVIL SERVICES  
(ADDITIONS TO PAY)  
RULES, 2002**