

Rajasthan Service Rules

GENERAL CONDITIONS OF SERVICE



PROF. R.K. CHOUBISA

Professor of Public Administration

HCM Rajasthan State Institute of Public Administration

JAIPUR-302 017 [Rajasthan] INDIA

Telephone No. 0141-2715211 Fax 0141-2705420

09414168624

www.hcmripa.gov.in

[e-mail: rkchoubisaripa@hotmail.com](mailto:rkchoubisaripa@hotmail.com)

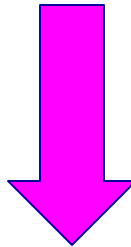
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GENERAL

SPECIFIC



सत्यमेव जयते



**Government
Servant**



**Common
Man**

SUMMARY OF PROVISIONS:

- **Probation – Period (Rule 8)**
- **Age on First Appointment (Rule 8A)**
- **Change of Name (Rule 8)**
- **Production of Medical Certificate (Rule 9 to 12)**
- **Fundamental Conditions of Service (Rule 13, 14)**
- **Lien (Rule 15 to 19)**

SUMMARY OF PROVISIONS:

- **Transfer of Government Servant (Rule 20)**
- **Subscription to Provident Fund, RPMF (Rule 21, 21A)**
- **Power of the Government to order deposit of arrears of DA in GPF Account (Rule 21B)**

SUMMARY OF PROVISIONS:

- **Joining on First Appointment**
- **Pay and Allowances on First Appointment**
- **Bond (Rule 22A(2))**
- **Refund of Payment made during training period. (Rule 22A)**
- **Leave at a time (Rule 23 (1) (2))**
- **Termination of Services (Rule 23-A(1))**
- **Resignation (Rule 23)**

GENERAL CONDITIONS OF SERVICE

PROBATIONER-TRAINEE:

- **A Person appointed through direct recruitment against a clear vacancy in the cadre of service and placed under training on fixed remuneration for a period of 2 Years or extended period, if any.**

(RSR Rule 7(30A))

(Finance (Rules) Department

Notification No. F1(2)FD/Rules/ 2006 dated 13-03-2006)

Changes From 1 October 2017:

- All appointments in Government service on or after 20-1-2006 shall be made as a probationer-trainee for a period of 2 years.
- During the period of probation, he/she will be paid fixed remuneration at such rates as prescribed by the State Government from time to time.
- Minimum L-1 ₹ 12400, Maximum L-24 ₹ 104200
- **Rajasthan Civil Services (Revised Pay) Rules, 2017(Notification F.15(1)FD/Rules/2017 dated 30 October 2017- Rule 16, Schedule IV**

From 1 October 2017:

- **Not entitled to Special Pay, DA, HRA, CCA, Non-Practising Allowance, Non-Clinical Allowance, Mess Allowance, Washing Allowance or any other Allowance called by whatever name.**
- **No *Ad hoc* Bonus**
- **Uniform/Liveries except wearing of uniform is legal compulsion under the rules**
- **No TA for joining as Probationer Trainee**

From 1 October 2017:

- In case of journey on duty, TA as on tour.
- In case of transfer, only Mileage Allowance on the basis of fixed remuneration; only the actual period required for travel will be treated as on duty
- No deduction towards GPF and SI.
- Eligible for 15 days Casual Leave in a Calendar Year; in proportion of completed months.

From 1 October 2017:

- **No deputation allowance in case deputed for foreign service for training.**
- **Option to elect fixed remuneration/old pay**
- **Protection of pay in pay fixation as per rules.**
- **Shall earn no leave during probation.**
Female probationer trainee shall be granted-Maternity Leave (Rule 103 and 104) and Male Probationer Trainee-shall be granted Paternity Leave (Rule 103A)

From 1 October 2017:

- **30 days Extra-ordinary Leave may be sanctioned by the prior approval of appointing authority during the entire probationer period.**
- **Beyond 30 days-less than one year-Administrative Department.**
- **Medi-claim Insurance Coverage during the period of probation period.**
- **Contribution towards New Pension Scheme (NPA) @ of 10% of fixed remuneration.**

From 1 October 2017:

- **Increment after successful completion of probation on 1st July which immediately follows the date of completion of probation period.**
- **After successful completion of probation training, he/she will be allowed pay in revised pay structure made effective from 1 October 2017.**
- **Fixation as per Rule 17 of Rajasthan Civil Services (Revised Pay) Rules, 2017**

From 1 October 2017:

- **The period of probation training shall not count for the grant of annual grade increment(s).**
- **In some cases, one year probation period.**

AGE ON FIRST APPOINTMENT:

- **Minimum – 16 Years and Maximum 33 Years, 35 Years *w.e.f.* 24 May 2004 (F.1(6)FD/Rules/98 dated 24.5.2004)**
- **21 Years for Lecturer (School Education) through Direct Recruitment**

Exceptions:

- **Persons below 18 should not be appointed to posts for which security is required.**

AGE ON FIRST APPOINTMENT:

Relaxations in Upper Age Limit:

- **Women General - 42 Years**
- **SC/ST/OBC/Special OBC Male- +5 Years (40)**
- **SC/ST/OBC/Special OBC Female +10 Years (45)**
- **Widow and Divorced - No upper age limit**
- **Reservists of IAF - 50 Years**
- **Pujari in Devasthan- 45 Years**
- **Differently abled General- 10 Years**
- **Differently abled OBC/Special OBC- 13 Years**
- **Differently abled SC/ST- 15 Years**

CHANGE OF NAME:

- Deed changing his name.
- Attested by two witness preferably known to the Head of Office
- Specimen form is available in RSR
- Publication of Deed in local newspapers
- Publication in Rajasthan Rajpatra
- Approval of new name by the Appointing authority. Entry in Service Book.
- A copy of documents in personal file.

DATE OF BIRTH IN RECORD:

- **Final Date of Birth accepted on 1.1.1979.**
- **No Change but now change with the approval of FD RSR (8)(A)(2)(a) substituted, vide Finance (Rules Division) Department Notification No. F.1(2)FD/Rules/2004 Dated 30-4-2007**
- **After 1.1.1979, High/Secondary/Higher Secondary School Certificate or Board of Education.**

DATE OF BIRTH IN RECORD:

- Every person newly appointed to a service or a post under Government shall at the time of appointment, declare the date of his birth by the Christian era with as far as possible confirmatory documentary evidence such as Secondary/Higher Secondary School Certificate or Date of Birth certificate issued by School or the competent authority under the Registration of Birth and Death Act, 1969 according to the entry made in their respective records. **(Rule 131 substituted in GF&AR Vol. I Part I vide, FD Order F.1(4)FD/GF&AR/2006 dated 22-9-2016)**

DATE OF BIRTH IN RECORD:

- **The actual date determined under Rule 131(1) & (2) shall be recorded in the history of service, service book or any other record that may be kept in respect of the Government Servant's service under Government and once recorded, it cannot be altered, except in the case of a clerical error.**

DATE OF BIRTH IN RECORD:

- **Heads of Department are authorized to exercise this power of alteration in case of clerical error in respect of Non-gazetted Government servants under their control. (Rule 131 substituted in GF&AR Vol. I Part I vide, FD Order F.1(4)FD/GF&AR/2006 dated 22-9-2016)**

DATE OF BIRTH IN RECORD:

- If minimum qualification is below Secondary/ Higher Secondary or equivalent, Date of Birth issued by the municipality or Panchayat or School according to entry made. **Rule 8A(2)(b)(iii)**
- Where the minimum qualifications prescribed for appointment to a post under Government is below Secondary/Senior Secondary or equivalent, the date of birth shall be determined with reference to the certificate issued by the School or the competent authority under the Registration of Births and Deaths Act, 1969.

Substituted by F.D. No.F.1(8)FD/Rules/2015 dated 28 September 2017

DATE OF BIRTH IN RECORD:

- In case of non availability of record, date of birth declared by the applicant
- If not known and unable to state the year of birth, procedure laid down in Rule 132 of GF&AR : If he tells Year/Month, 1 July/16 of the month. If he tells approx. age Number of Years representing his age-Date of Appointment=Date of Birth
- Any change in DoB with the permission of FD and DoP.

MEDICAL CERTIFICATE:

- **No person may be appointed to a post in Government Service without a medical certificate of health.(Rule 9)**
- **Form under Rule 10 signed by a Medical Officer of and above the ranks of a District Medical Officer.**
- **In case of woman, signed by a woman medical practitioner.**

MEDICAL CERTIFICATE:

- **A Woman may join Government Service during pregnancy. In case she does not join, she may get an extension in joining time up to 9 months on the recommendation of a competent Medical Officer. (Order No. F.15(1)Karmik / Ka-2/74 dated 16-8-2005)**
- **6 Months joining time for those who are appointed by direct recruitment. (Order No. F.7(3)Karmik/Ka-2/06 Part dated 4-10-2013)**

MEDICAL CERTIFICATE:

Exempted from production of M.C.:-

- Recruited through a competitive examination
- In superior service appointed in a temporary vacancy of less than 3 months duration.
- Class IV appointed in a temporary vacancy of less than 6 months duration.
- A temporary Government Servants who has been medically examined in one office and transferred to another office without a break in service.
- A retired Government Servant re-employed immediately after retirement.
- A physically handicapped Government Servant.

FUNDAMENTAL CONDITION

The whole-time of a Government Servant is at the disposal of the Government and he may be employed in any manner required by proper authority, without claim for additional remuneration.

RULE 13

FUNDAMENTAL CONDITION

Two or more Government Servants cannot be appointed substantively to the same permanent post at the same time.

RULE 14(a)

FUNDAMENTAL CONDITION

A Government Servant cannot be appointed substantively except as a temporary measure, to two or more permanent posts at the same time.

RULE 14(b)

FUNDAMENTAL CONDITION

A Government Servant cannot be appointed substantively to a post on which another Government servant holds a lien.

RULE 14(c)

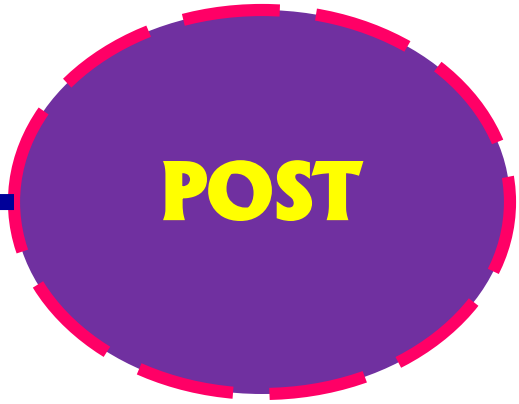
LIEN:

- **What is Lien? (Rule 15)**
- **Conditions on which a Government Servant retains a Lien (Rule 16)**
- **Suspension of Lien (Rule 17)**
- **Termination of Lien (Rule 18)**



Permanent Post

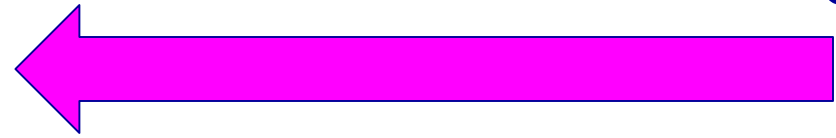
Appointment



Permanent

Government
Servant

Acquires Lien





RSR 15-19

Government Servant

- *Title of a Government Servant 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.*
 - **Conditions:** Regularly appointed, Clear-cut vacant permanent post, confirmation on that post.

पदाधिकार

- एक राज्य कर्मचारी द्वारा किसी स्थायी पद को स्थायी रूप से धारण करने का अधिकार **लियन** कहलाता है।
- जब नियमित रूप से नियुक्त किसी राज्य कर्मचारी को नियमानुसार किसी स्पष्ट रूप से रिक्त स्थायी पद पर स्थायी कर दिया जाता है तो उसे उस पद को धारण करने का अधिकार प्राप्त हो जाता है, इसे ही **लियन** कहते हैं

LIEN:

- **A Government Servant on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.**
- **May be suspended (Rule 17) or terminated (Rule 19).**
- **A Government Servant retains a lien on that post while- (1) performing his duties of that post (2) on foreign service (3) joining time (4) On leave (5) under suspension.**

SUSPENSION OF LIEN:

- *Government shall suspend the lien of Government Servant on a permanent post which he holds substantively if he is appointed in a substantive capacity-*
 - *to a tenure post;*
 - *previously to a post on which another Government servant would hold a lien, had his lien not been suspended under this rule*

TERMINATION OF LIEN:

- **A Government Servant's lien on a post stands terminated on his acquiring a lien on a permanent post (whether under the Government or Central/other State Government) outside the cadre on which he is borne.**

TRANSFER OF LIEN:

- **Government may transfer to another permanent post in the same cadre, the lien of a Government Servant who is not performing the duties of the post to which the lien relates, even if that lien has been suspended.**

TRANSFER:

- **Government may transfer a Government Servant from one post to another**
 - **On his written request ;**
 - **On account of inefficiency or misbehavior**
 - **For the sake of Administrative convenience**

SUBSCRIPTION TO GPF/SI

- **A Government Servant may be required to contribute to the compulsory State GPF, State Insurance and Rajasthan State Medical Concession Scheme**
- **Separate Rules have been framed for GPE, SI and RSMSC.**
- **Any installment of DA or arrears of DA may be credited in GPF account of Government servants. *RULE 21,21A,21B***

CONDITION FOR DRAWING PAY AND ALLOWANCES

- **An official shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.**

RULE 22

REFUND OF PAYMENT MADE DURING TRAINING

- Where a Government servant on appointment to a Gazetted post is required to undergo training for any specified period before he assumes independent charge of that post, such Government servant shall, if he resigns or takes up another employment during the period of such training or within 2 years after the completion thereof, **REFUND** to the Government the emoluments paid to him during training.

RULE 22A

REFUND OF PAYMENT MADE DURING TRAINING

- Refund of emoluments together with other expenses incurred by Government on such training.
- TA/DA paid during such training will not be refunded.
- No such refund if the training imparted is in the opinion of the Government is likely to prove useful in the new appointment also.

RULE 22A

BOND:

- Every Government servant shall execute, before the period of his training starts, a bond in the form provided in Appendix XVIII-B to serve the state after completion of the training for a period as under

Period of Training	Period to serve the State for which bond is to be executed.
Exceeding 3 months but upto 6 months	1 Year
Exceeding 6 months	2 Years.

RULE 22(B)

CEASING TO BE IN GOVERNMENT EMPLOYMENT

- **A Government servant shall not be granted leave of any kind for a period exceeding 5 years continuously.**
- **If he does not resume the duty after remaining on leave for a continuous period of 5 years, he will be removed from service.**

RULE 23(1)(a)(b)

TERMINATION OF SERVICE OF A TEMPORARY EMPLOYEE

- The service of a Government servant shall be liable to termination at any time by a notice in writing given either by the Government servant to the appointing authority or by the appointing authority to the Government servant.

RULE 23A

Government of Rajasthan Decision

RESIGNATION:

- Appointing authority is competent to accept the resignation of the Government Servant.
- No notice is required from a permanent person

RESIGNATION:

- **Circumstances should be considered under which resignation should be accepted.**
- **Competent authority should decide the dates with effect from which the resignation should become effective.**
- **When it becomes effective, the Government servant is relieved of his duties; he ceases to be in Government Service.**
- **No Dues Certificates should be obtained.**

RESIGNATION:

- **A temporary Government Servant may be terminated from service as per Rule 23A.**
- **At any time by a Notice in writing given either by the Government servant to the appointing authority or vice versa.**
- **One month Notice is required. After 3 years service, 3 months notice.**

VOLUNTARY RETIREMENT:

- **Rajasthan Civil Services (Pensions) Rules, 1996 Rule 50(4):**
- **A Government servant who has elected to retire under this rule and has given the necessary notice to that effect to the appointing authority shall be precluded from withdrawing his notice except with the specific approval of such authority.**
- **FD Notification No. F.13(7)FD/Rules/2006 dated 14 January 2016.**

VOLUNTARY RETIREMENT:

- **Rajasthan Civil Services (Pensions) Rules, 1996 Rule 50(4):**
- **The application for withdrawal of notice of voluntary retirement shall be presented to the appointing authority before issue of the order of acceptance of voluntary retirement.**

VOLUNTARY RETIREMENT:

- **Rajasthan Civil Services (Pensions) Rules, 1996 Rule 50(4):**
- **Provided that once the request of a Government servant for voluntary retirement has been accepted and communicated to him in writing by the appointing authority, it shall not be open to the Government servant to withdraw the request of voluntary retirement.**

Thanks

The word "Thanks" is rendered in a bold, bubbly, purple font with a thick black outline. The letter 'h' is replaced by a tan-colored hand with fingers curled in a gesture of appreciation. Three bright green, jagged shapes resembling lightning bolts or sparks emanate from the top of the hand. The entire graphic is set against a light blue, trapezoidal background that is slightly tilted.