



# **Govt. Girls' PG College, Ujjain**

**Centre for Excellence of GoMP**

**Internal Quality Assurance Cell**

**Civil Services (Joining Time) Rule,  
1982**

## GOVERNMENT OF MADHYA PRADESH

### FINANCE DEPARTMENT



## The Madhya Pradesh Civil Services (Joining Time) Rule, 1982 Index

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### GOVERNMENT OF MADHYA PRADESH FINANCE DEPARTMENT

Bhopal, the 15th May 1982.

No. 587-2660-81-R-1-IV.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Madhya Pradesh hereby makes the following rules, namely:-

**1. Short title, commencement and application.-** (1) These rules may be called the Madhya Pradesh Civil Services (Joining Time) Rules, 1982.

(2) They shall come into force on the date of issue of this notification and shall apply to transfers effected on/or after that date.

(3) These rules shall apply to all Government servants appointed in Civil Service and Posts under the State Government but shall not apply to:-

- (a) Government servants engaged on contract and those who are not in whole time employment of Government;
- (b) Government servants, employed on work-charged establishment;
- (c) Government servants paid out of contingencies.



**2. Definitions.-** In these rules, unless the context otherwise requires:-

(a) "Joining time" means the time allowed to a Government servant to join a new post or to travel to a station to which he is posted.

(b) "Transfer" means the movement of a Government servant from one post to another either within the same station or to another station to take up duties of a new post or in consequences of change of his headquarters.

**3.** (1) When a Government servant to whom these rules apply is transferred to the control of another Government or organisation which has made separate rules prescribing period of joining time, his joining time for the journey to join his post under that Government/organisation and for the return journey, will be governed by those rules, unless different provisions are expressly made in the terms of deputation/foreign service by mutual agreement between the lending and borrowing authorities.

(2) The joining time of the employees of other Government or any other organisation, who are appointed to Civil Services and posts under the State Government on deputation or on foreign service basis, shall for joining the Civil Services and posts under the State Government and for the return journeys, be regulated in accordance with these rules, unless different provisions are expressly made in their respective terms of deputation/foreign service, by mutual agreement between the lending and borrowing authorities.



**4. Joining Time.-** (1) Joining time shall be granted to a Government servant on transfer in public interest to enable him to join the new post either at the same or a new station. No joining time is admissible in cases of temporary transfer for a period not exceeding One Hundred and Eighty days. Only the actual transit time as admissible in case of journey on tour, may be allowed.

(2) Government servants who are discharged due to reduction of establishment from one State Government Office and reappointed to another State Government Office shall be entitled to joining time, if the orders of appointment to the new post are received by them while working in the old post. If they are appointed to the new post after being discharged from the old post the period of break may be converted into joining time without pay by the Head of Department provided that the break does not exceed Thirty days and the Government servant has rendered not less than three years continuous service on the date of his discharge.

(3) For appointment to posts under the State Government on the results of a competitive examination and/or interview open to Government servants and others, State Government employees and permanent/provisionally permanent Central and other State Government employees will be entitled to joining time under these rules. But temporary employees of the State Government who have not completed three years of regular continuous service, though entitled to joining time, would not be entitled to joining time pay.

**5.** (1) The joining time shall commence from the date of relinquishment of charge of the old post if the charge is made over in the forenoon or the following date if the charge is made over in the afternoon.

(2) The joining time shall be calculated from old headquarters in all cases including where a Government servant receives his transfer orders or makes over charge of the old post in a place other than his old headquarters, or where the headquarters of a Government servant while on tour is changed to the tour station itself or where his temporary transfer is converted into permanent transfer.

(3) Not more than one day's joining time shall be allowed to a Government servant to joining a new post within the same Station or which does not involve a change of residence from one Station to another. For this purpose, the term same station will be interpreted to mean the area falling within the jurisdiction of the municipality or corporation including such of sub-urban municipalities, notified areas or cantonments as are continuous to the named municipality and the like.

(4) In cases involving transfer from one station to another and also involving change of residence, the Government servant shall be allowed joining time with reference to the distance between the old headquarters and the new headquarters by direct route and ordinary mode(s) or travel as indicated in one following schedule. When holiday(s) follows joining time the normal Joining time may be deemed to have been extended to over such holiday(s).

Distance between the old headquarters and the new headquarters	Joining Time admissible	Joining Time admissible Where the transfer necessarily involves continuous travel by road for more than 200 kilometers.
(1)	(2)	(3)
1,000 Kilometers or less	10 days	12 days
More than 1000 Kilometers	12 days	15 days
More than 2,000 Kilometers.	15 days except in case of travel by air for which the maximum will be 12 bays.	15 days

**Note:-** Distance means actual distance, and not weighted mileage for which fare is charged by the Railways in certain ghat/hill section.

(5) Extension of joining time beyond the limits indicated in sub-rule (4) may be granted up to the maximum limit of 30 days by the Head of department [and beyond thirty days by the Administrative Department], the guiding principal being that the total period of joining time should be approximately equal to Eight days for preparation plus reasonable transit time plus holidays, if any, following the extended joining time. While computing the transit time, allowance could be made for the time unavoidably spent due to disruption of transport arrangements caused by strike or natural calamities. (Substituted for "State Government" by F.D. Notification No. C-8/43/89/IV, dt. 22.7.95)

**6.** [(1) When a Government servant joins a new post without availing full joining time by reasons that-

(a) he is ordered to join the new post at a new place of posting without availing of full joining time to which he is entitled; or

(b) he proceeds alone to the new place of posting and joins the post without availing full joining time and takes his family later within the permissible period of time for claiming travelling allowance for the family;

The number of days of joining time admissible under sub-rule (4) of rule 5 subject to a maximum of 15 days reduced by the number of days of joining time actually availed of shall be credited to his leave account as earned leave:

Provided that the earned leave at his credit together with the unavailed joining time allowed to be so credited shall not exceed 240 days.] (Substituted F.D. Notification No. D-2384/4568/89/R-VI/IV, dt. 6.10.89)

(2) Joining time may be combined with vacation and/or regular leave of any kind or duration except casual leave.

(3) If a Government servant in transit on transfer is directed to proceed to a place different from that indicated in the initial transfer orders; he shall be entitled to joining time already availed of up to the date of receipt of revised orders plus fresh spell of full joining time from the date following the date of receipt of the revised orders. The fresh spell of joining

time in such case, shall be calculated from the place at which he received revised orders as if he is transferred from that place.



**7. Joining Time Pay.-** A Government servant on joining time shall be regarded as on duty during that period and shall be entitled to be paid joining time pay equal to the pay which was drawn before relinquishment of charge in the old post. He will also be entitled to dearness allowance, if any appropriate to the joining time pay. In addition he can also draw compensatory allowances like City Compensatory Allowance, House Rent Allowance as applicable to the old station from which he was transferred. He shall not be allowed conveyance allowance or permanent travelling allowance.

**8. [Deleted.]**  
**(Deleted by F.D. Notification No. G-5/1/96/C/IV, dt. 29.3.96)**

**9. Interpretation.-** If any doubt arises as to the interpretation of these rules, it shall be referred to the State Government in the Finance Department for decision.



**10. Repeal.-** All rules and orders corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed except as respects things done or omitted to be done before such repeal.

