



## CHAPTER II DEFINITIONS

**F.R. 9.** Unless there be something repugnant in the subject or context, the terms defined in this chapter are used in the rules in the sense here explained:-

(1) The "**Act**" means the Government of India Act.

<sup>1</sup>(1-A) "**Allotment**" means grant of a licence to a Government servant to occupy a house owned, leased or requisitioned by the Government or a portion thereof, for use by him as residence.]

(2) "**Average pay**" means the average monthly pay earned during the 12 complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay;

Proviso <sup>2</sup> [Deleted]

**A.G.I.1.** The term 'month' means "a calendar month" as in rule 9 (18). Definition of month.

A.G.I.2<sup>3</sup>[Deleted]

A.G.I.3<sup>4</sup>[Deleted]

A.G.I.4<sup>5</sup>[Deleted]

A.G.I.5<sup>6</sup> [Deleted]

A.G.I.6<sup>7</sup> [Deleted]

(3) <sup>8</sup> [Dejeted]

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<sup>1</sup> Inserted by F.D. Notification No. 284-R-331-IV-R-I-69, Dated 21.3.70.

<sup>2</sup> Deleted by F.D. Notification No. , Dated

<sup>3</sup> Deleted by F.D. Notification No. , Dated

<sup>4</sup> Deleted by F.D. Notification No. , Dated

<sup>5</sup> Deleted by F.D. Notification No. , Dated

<sup>6</sup> Deleted by F.D. Notification No. , Dated

<sup>7</sup> Deleted by F.D. Notification No. , Dated



(4) "**Cadre**" means the strength of a service or a part of a service sanctioned as a separate unit.

(5) "**Compensatory allowance**" means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a travelling allowance, but does not include a sumptuary allowance nor the grant of a free passage by sea to or from any place outside India.

Classification of allowances for loss of private practice.

**A.G.I.** The allowances granted to professors of medical colleges who are denied the privilege of private practice should be treated as compensatory allowance.

**N.B.-** See S.S.O.2 under F.R. 9 (25).

Reasons to be recorded.

**L.G.R.** The reasons for the grant of a compensatory allowance should ordinarily be recorded in the order sanctioning the allowance so as to enable the audit office to watch the classification of the allowance. In cases in which an official record in an open order is considered to be undesirable, the reasons should be communicated confidentially to the audit authority.

[G.I.F.D. letter No. F-9-V-C-R-27, dated the 15th February, 1927.]

(6) "Duty".- (a) Duty includes-

- (i) Service in India as a probationer or apprentice, provided that such service is followed by confirmation.

Scope of the term probationer.

**A.G.I.** (a) The term "probationer" in Fundamental Rule 9 (6) (a) (i) does not cover a Government servant who holds substantively a permanent post in a cadre and is merely appointed on "probation" to another post. Such a Government servant not being a probationer, the proviso in Fundamental Rule 9 (6) (a) (i) does not apply to him and the service rendered by him is duty for all the purposes of the Fundamental Rules without any restriction or

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<sup>8</sup> Deleted by F.D. Notification No. , Dated



limitation under Fundamental Rule 26 (a) such duty should be counted for increment in the post in which the service is actually rendered, that is, the post which he holds on probation. In such a case, therefore, it is permissible for the Government servant to draw an increment even before the end of his probation (Vide Controller of Civil Account's Letter No. M.T.-940-A-158-27, dated the 14th August, 1928, received with the Accountant-General's letter No. G.A. 32-3-1116, dated the 18th September, 1928).

(b) 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, such as the condition that he must remain on probation pending the passing of certain examinations.

(c) The status of a probationer is to be considered as having the attributes of a substantive status except where the rules prescribe otherwise.

(ii) Joining time.

(iii) Extra leave on average pay granted to a Government servant undergoing treatment at a Pasteur Institute.

(iv) In the case of an officer of the Indian Civil Service, the Indian Police or the Indian Forest Service recruited overseas the period prior to assumption of duties on first appointment during which he draws pay.

(b) A local Government may issue orders declaring that in circumstances similar to those mentioned below, a Government servant may be treated as on duty.-

(i) During a course of instruction or training in India.

(ii) In the case of student, stipendiary or otherwise, who is entitled to be appointed to the service of Government on passing through a course of training at a university, college or school in India, during the interval between



the satisfactory completion of the course and his assumption of duties.

- (iii) During preparation in India for an examination in any oriental language.
- (iv) On the first arrival in India of Government servants appointed in England who do not before they report themselves at the seat of the local Government concerned, receive orders to take charge of a specified post, during the interval between the date of such report and the date on which they take charge of their duties.

**G.I.O.** The time reasonably required for the journey from a Government servant's headquarters to the place of training and for the journey from the place of training to the station to which a Government servant is posted after the period of training should be treated as part of the period of training and not as joining time. This ruling does not apply to probationers holding "training posts" which they may be considered as taking with them on transfer. Such probationers are entitled to joining time when transferred.

[G.I.F.D. letter No. F-76-R-I-29, dated the 20th June, 1929.]

**N.B.-** See Note 2 to clause (i) of the S.R. below F.R.9(6)(b).

**A.G.I.** [Deleted]

**L.G.R. 1.** For the purpose of the above G.I.O. "the time reasonably required" should be held to be such time as the Head of the Department may consider reasonable but not exceeding the joining time calculated as for a journey on transfer under the Supplementary Rules below Fundamental Rule 106 without the concession of "5 days for preparation." Preparation time for 5 days may be allowed only for the return journey from the place of training in case in which a Government servant is posted at the end of his training to a new station. In the case of Assistant Commissioners undergoing training in the judicial Department and in the case of Subordinate Judges (Central Provinces Civil Service,



Judicial Branch) undergoing magisterial training, the reasonable time for the journeys to and from the place of training should, however, be held to be the full joining time admissible for a journey on transfer.

L.G.R.2. The period of transit allowed to Apprentice Engineers of the Public Works Department for proceeding from one place of training to another is as follows:-

(1) When the new place of training is in the same station but not in the same office-One day.

(2) When the new place of training is in a different station,

(a) two days for preparation, and

(b) for the actual journey, the time calculated as for a journey on transfer under Supplementary Rule 2 below Fundamental Rule 106. Sundays not actually spent in travelling being excluding for the purposes.

[P.W.D. memo No. 134-H.E, dated the 13th December 1941]

<sup>9</sup>  
S.R. [Deleted]

<sup>10</sup>  
[(6-A) "**Fee**" means a recurring or non-recurring payment to a Government servant from source other than the Consolidated Fund of India or the Consolidated Fund of a State whether made directly or through the intermediary of Government.]

<sup>11</sup>  
[(7) "**Foreign service**" means service in which a Government servant receives his pay with the sanction of Government from any source other than the Consolidated Fund of India or the Consolidated Fund of any State or the Consolidated Fund of a Union Territory.]

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<sup>9</sup> Deleted by F.D. Notification No. \_\_\_\_\_, Dated \_\_\_\_\_

<sup>10</sup> Substituted by F.D. Notification No.3287-IV-R-II, Dated 7-8-62

<sup>11</sup> Substituted by F.D. Notification No. \_\_\_\_\_, Dated \_\_\_\_\_



(8) "**General revenues of India**" include the revenues allocated to a local Government and exclude the revenues of local funds.

<sup>12</sup>  
(9) "**Honorarium**" means a recurring or non-recurring payment granted to a Government servant from the Consolidated Fund of India or from the Consolidated Fund of a State as remuneration for special work of an occasional or intermittent character.]

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

<sup>13</sup>  
(11) [Deleted]

(12) "**Leave-salary**" means the monthly amount paid by Government to a Government servant on leave.

(13) "**Lien**" means the 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.

(14) "**Local fund**" means -

- (a) revenues administered by bodies which by law or rule having the force of law come under the control of Government whether in regard to proceedings generally or to specific matters, such as the sanctioning of their budgets, sanction to the creation or filling up of particular posts, or the enactment of leave, pension or similar rules; and
- (b) the revenues of any body which may be specially notified by the Governor-General in Council as such.

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<sup>12</sup> Substituted by F.D. Notification No.3287-IV-R-II, Dated 7-8-62

<sup>13</sup> Deleted by F.D. Notification No. , Dated



(15) "**Local Government**" for the purposes of these rules, does not include a Chief Commissioner.

(16) (a) "**Military commissioned officer**" means a commissioned officer other than -

- (i) a departmental commissioned officer;
- (ii) a commissioned officer of the Indian Medical Department.

It does not include a Warrant Officer.

(b) "**Military Officer**" means any officer falling within the definition of military commissioned officer, or included in sub-clause (i) or (ii) or clause (a) above, or any warrant officer.

(17) <sup>14</sup> [Deleted]

(18) "**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, first be calculated and the odd number of days, calculated subsequently.

**A.G.I.** In calculating a period of 3 months and 20 days from 25th January, 3 months should be taken as ending on 24th April, and 20 days on 14th May. In the same way the period from 30th January to 2nd March should be reckoned as 1 month and 2 days because one month from 30th January ends on 28th February.

Broken period of a month, how reckoned.

A period of one month and 29 days commencing from the 1st January will expire, in an ordinary year (in which February is a month of 28 days), on the last day of February, because a period of 29 days cannot obviously mean to exceed a period of full calendar month and leave for two months from 1st January would end on the last day of February. The same would be the case if February were a month of 29 days or if the broken period were 28 days (in an ordinary year).

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<sup>14</sup> Deleted by F.D. Notification No. \_\_\_\_\_, Dated \_\_\_\_\_



(19) "**Officiate**" A Government servant officiates in a post when he performs the duties of a post on which another person holds a lien. A local Government may, if it thinks fit, appoint a Government servant to officiate in a vacant post on which no other Government servant holds a lien.

(20) "**Overseas pay**" means pay granted to a Government servant in consideration of the fact that he is serving in a country other than the country of his domicile.

(21) (a) "**Pay**" means the amount drawn monthly by Government servant as-

- (i) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre, and
- (ii) overseas pay, technical pay, special pay and personal pay, and
- (iii) any other emoluments which may be specially classed as pay by the Governor-General in Council.

(b) In the case of military officer, in receipt of the rates of pay introduced on July 1st, 1924, pay includes the amount which he receives monthly under the following designations:-

- (i) Pay of appointment, lodging allowance and marriage allowance, and
- (ii) Pay of rank, command pay, additional pay, Indian Army allowance, lodging allowance and marriage allowance.

(c) In the case of a military officer, in receipt of the rates of pay in force before 1st July 1924, pay include the amount which he receives monthly under the following designations:-

- (i) Military pay and allowances and staff salary,



(ii) Indian Army pay and staff salary, and

(iii) Consolidated pay.

**G.I.O. 1**<sup>15</sup> [deleted]

**G.I.O. 2**<sup>16</sup> [deleted]

**G.I.O. 3**<sup>17</sup> [deleted]

**G.I.O. 4**<sup>18</sup> [deleted]

**G.I.O. 5**<sup>19</sup> [deleted]

**A.G.I. 1**<sup>20</sup> [deleted]

**A.G.I. 2**<sup>21</sup> [Deleted]

**L.G.R.1**<sup>22</sup> [Deleted]

**L.G.R.2**<sup>23</sup> [Deleted]

(22) **"Permanent post"** means a post carrying a definite rate of pay sanctioned without limit of time.

(23) **"Personal pay"** means an additional pay granted to a Government servant-

(a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a

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<sup>15</sup> Deleted by F.D. Notification No. , Dated

<sup>16</sup> Deleted by F.D. Notification No. , Dated

<sup>17</sup> Deleted by F.D. Notification No. , Dated

<sup>18</sup> Deleted by F.D. Notification No. , Dated

<sup>19</sup> Deleted by F.D. Notification No. , Dated

<sup>20</sup> Deleted by F.D. Notification No. , Dated

<sup>21</sup> Deleted by F.D. Notification No. , Dated

<sup>22</sup> Deleted by F.D. Notification No. , Dated

<sup>23</sup> Deleted by F.D. Notification No. , Dated



revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or

- (b) in exceptional circumstances, on other personal considerations.

(24) "**Presumptive pay of a post**" when used with reference to any particular Government servant, means the pay to which he would be entitled if he held the post substantively and were performing its duties, but it does not include special pay unless the Government servant performs or discharges the work or responsibility, <sup>24</sup> [\*\*\*] in consideration of which the special pay was sanctioned.

Scope of the first part of the rule.

**A.G.I.** The first part of the definition is intended to facilitate the use of the term in relation to a Government servant who has been absent from a post for sometime but still retains a lien on it.

(25) "**Special Pay**" means an addition, of the nature pay, to the emoluments of a post or of a Government servant, granted in consideration of-

- (a) the specially arduous nature of the duties; or
- (b) a specific addition to the work or responsibility; or
- (c) <sup>25</sup> [Deleted]

**S.S.O.1.**[Deleted]

Special pay and compensatory allowances not inter-dependent.

**S.S.O.2** The circumstances which justify the grant to an officer of special pay are entirely different in character from those which justify the grant of a compensatory allowance, a difference emphasized in the definitions of those terms embodied in the Fundamental Rules. Those definitions should be strictly construed and an exact compliance required with the conditions stated in them as antecedent to

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<sup>24</sup> The words " or is exposed to the unhealthy conditions" deleted by F.D. Notification No.1291-R-107/IV-R-I-71 Dated 31.10.72

<sup>25</sup> Deleted by F.D. Notification No.1291-R-107/IV-R-I-71 Dated 31.10.72



the grant of either special pay or compensatory allowance. The grant of compensatory allowance is a matter the control of which has been delegated to local Government, with whose use of the discretion entrusted to them the Secretary of State would normally be reluctant to interfere. The Secretary of State desires, however, to make it clear that for the reasons given above he is unable to recognize any necessary inter-dependence between special pay and compensatory allowance, or to agree either that, where the cost of living would justify the grant to an officer of a compensatory allowance, he should be rendered ineligible for such allowance because he has already been granted special pay in recognition of the duties and responsibilities of his post, or that, if the attachment of special pay to a post is justified under the terms of the Fundamental Rules, it should be subject to reduction, because for reasons essentially different a compensatory allowance, as defined in Fundamental Rule 9 (5), is subsequently granted.

[G.I.F.D. letter No.F-6-C.S.R-26, dated the 4th May 1926]

**L.G.O. 1** [Deleted]

**L.G.O. 2** The reasons for the grant of a special pay should ordinarily be recorded in the order sanctioning it so as to enable the audit office to watch the classification of the charge. In case in which an official record in an open order is considered to be undesirable, the reasons should be communicated confidentially to the audit authority.

Reasons to be recorded.

[G.I.F.D., letter No. F.9-V-C.S.R.-27, dated the 15th February, 1927.]

**L.G.O. 3.** The following criteria should be strictly adhered to in determining the admissibility or otherwise of the special pay under clauses (a) and (b) of Fundamental Rule 9 (25) and in regulating its rate:-



(i) Any Government servant on a time-scale of pay may be called upon to fill any post on that scale without additional remuneration, provided he is given no more than a full day's work. Special pay should not be justified on the ground that the duties of a particular post in a time-scale are more onerous or responsible than those of other posts on that time-scale. If the duties of all the posts in the same cadre are interchangeable, i.e., if they are performable by any member of the cadre, special pay is not justified.

(ii) special pay may be granted where it is in effect a device used in the interest of economy. Two classes of cases may fall under this head:-

(a) Where it is possible to draw a definite distinction as to the nature of the duties to be performed, it is cheaper and administratively more convenient to grant special pay than to create a special post on a rate of pay higher than the time-scale for any given cadre.

(b) In temporary vacancies, or even as a permanent arrangement, it is sometimes cheaper for Government to grant special pay to a Government servant for work in excess of a full day's work (neglecting of course occasional rushes of work which must be treated as incidental to Government service) or work which is not strictly the sort of work the Government servant was recruited to do than to appoint extra staff or fill a vacancy.

(iii) The amount of special pay should not exceed 20 per cent of the average of the new scale, i.e., the post-1931 scale, applicable to the post to which it is attached.

Nte:-The average of the scale for this purpose should be worked out by the simple formula of

$$\frac{\text{minimum} + \text{maximum of the scale}}{2}$$

[Finance Deptt. Memorandum No. 7013-969-R-VI-II/49,  
dated the 29th September, 1950, F.D.(R) File 1329/1950]



L.G.R.<sup>26</sup> [Deleted]

A.G.I.<sup>27</sup> [Deleted]

26. [Deleted]

(27) "**Subsistence grant**" means a monthly grant made to a Government servant who is not in receipt of pay or leave-salary.

<sup>28</sup> [(28) "**Substantive pay**" means the pay inclusive of special pay sanctioned in lieu of higher time-scale of pay, other than special pay, personal pay or emoluments classed as pay under Rule 9 (21) (a) (iii) to which a Government servant is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.]

L.G.R.1<sup>29</sup> [Deleted]

**L.G.R.2** In the case of a person with a lien on a permanent post under a State or Central Government 'substantive pay' means the 'substantive pay' as defined in the relevant rules of the Government concerned.

G.I.O.<sup>30</sup> [Deleted]

(29) "**Technical Pay**" means pay granted to a Government servant in consideration of the fact that he has received technical training in Europe.

(30) "**Temporary Post**" means a post carrying a definite rate of pay sanctioned for a limited time.

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<sup>26</sup> Deleted by F.D. Notification No. 1654/3282/R-I/IV dated 16.9.84

<sup>27</sup> Deleted by F.D. Notification No. , Dated

<sup>28</sup> Substituted by F.D. Notification No.1554-CR-1986-IV-R-I,Dated 18.10.66 effective from 1.10.59.

<sup>29</sup> Deleted by F.D. Notification No. , Dated

<sup>30</sup> Deleted by F.D. Notification No. , Dated



(30-A) "**Tenure Post**" means a permanent post which an individual Government servant may not hold for more than limited period.

**Note.-** In case of doubt a local Government may decide whether a particular post is or is not a tenure post.

(31) (a) "**Time-Scale pay**" means pay which, subject to any condition prescribed in these rules, rises by periodical increments from a minimum to a maximum. It includes the class of pay hitherto known as progressive.

(b) **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.

(c) A post is said to be on the same time-scale as another post on a time-scales, if the two time-scale 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 posts involving duties of approximately the same character or degree of responsibility, in a service or establishment or group of establishment, 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.

**G.I.O. Formula-** Formula calculating average cost of the time-scale of pay-

**Formula (1)**

$$\text{Average Pay} = \frac{A+B}{2} + \frac{(B-A)}{2} [1-(R+1) \frac{(.014+1-.01R)}{F-E}]$$

**Formula (2)**

$$\text{Average Pay} = \frac{A+B}{2} + \frac{(B-A)}{2} [1-(R+1) \frac{(.021+1-.015R)}{F-E}]$$

In the formulae (1) and (2)-

A=minimum pay,

B=maximum pay,



R=period of rise,

E=average age at entry in the grade, and

F=average age at retirement on spurrannuation pension. This may be taken to be 55 in almost every case unless there are special reasons to take it either at a lower or a higher figure.

**Formula(3)**

$$\text{Average Pay} = \frac{A+C}{2} + \frac{(C-A)}{2} [1-(S+1) \frac{.006+1-.004.S}{G-E}]$$

In formula (3)

A=minimum pay

C=pay just before promotion to the second grade,

S=period of rise from A to C,

E=average age at entry in the first grade, and

G=average age at the time of promotion to the second grade.

**Formula (4)**

$$\text{Average pay} = 1/2(A+W1B1+W2B2+XC1+X2C)$$

Where A = the initial pay of the scale,

B1,B2 = the maximum pay of the different sections of the scale such as the ordinary scale, the scale for passed clerks,

W1,W2= the proportion of the establishment which would normally reach the maxim of B1,B2 respectively,

C1,C2= the pay at different efficiency bars, and

X1,X2,= the proportion of the establishment which would normally be detainedat C1,C2 respectively.

**G.O.I. 2.** Formula (1) above is to be used in the case of gazetted appointments while formula (2) in the case of non-gazetted posts.

In case where one grade is the channel of promotion to another grade, that is to say, where everybody in the first grade is ultimately



promoted to the second grade formula(3) may be adopted to find the average cost of appointments in the first grade. The use of formula (4) should be restricted to cases involving an elaborate scale, consisting of two or more sections with efficiency bars at one or more stages.

[G.I.D. letter No. F-40 Ex.127, dated the 16th July 1927]

**G.O.I. 3.** Formula (3) should be used in working out the average cost of an appointment in the junior scale of an All-India Service and for this purpose such proportion of overseas pay the number of persons drawing overseas pay in the junior scale bears to the total number of persons in that scale should be added to the minimum basic pay as well as to the basic pay just before promotion to the senior scale.

[G.I.F. letter No. F39-II-Ex-I-31, dated 2nd April, 1931]

(32) "**Travelling Allowance**" means an allowance granted to a Government servant to cover the expenses which he incurs in travelling in the interests of public service. It includes allowances granted for the maintenance of conveyances, horses and tents.

**S.R.** Unless there is something repugnant in the subject or context, the terms defined below are in the Supplementary Rules in the sense here explained:-

(1) **Actual travelling expenses** mean the actual cost of transporting a Government servant with his servants and personal luggage including charges for ferry and other tolls and for carriage of camp equipment if necessary. It does not include charges for hotels, travellers' bungalows or refreshments or for the carriage of store or conveyance or for presents to coachmen and the like; or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of additional servants.



(2) **Apprentice** means a person deputed for training in a trade or business with a view to employment in Government service, who draws pay at monthly rates from Government during such training but is not employed in or against a substantive vacancy in the cadre of a department.

(3) **Audit officer** means the Accountant-General, Madhya Pradesh.

(4) **Camp equipage** means the apparatus for moving a camp.

(5) **Camp equipment** means tents and the requisites for pitching them and such articles of camp furniture as it may be necessary, in the interest of public service, for a Government servant to take with him on tour.

(6) **Competent Authority** in relation to the exercise of any powers means the Governor in Council or the Governor acting with his Ministers or any authority to which the power is delegated by or under these rules.

**Note.-** Appendix II Part II contains the authorities subordinate to the local Government which exercise the powers of a competent authority under the various Supplementary Rules made under the Fundamental Rules by the Governor in Council or by the Governor and Ministers in virtue of the power conferred by Fundamental Rule 5.

(7) **Day** means a calendar day beginning and ending at Midnight; but an absence from headquarters which does not exceed twenty-four hours shall be reckoned for all purposes as one day; at whatever time the absence begins or ends.

<sup>31</sup>  
(8) **Family** (a) means a Government servant's wife or husband, as the case may be, residing with the Government servant and legitimate children and step children residing with and wholly dependent upon the Government servant. Except for purposes of

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<sup>31</sup> substituted by F.D.Notification No. D-971/4327/78/R-I/IV Dated 2.8.79.



Section XVI-A of the Supplementary Rules in Appendix V, it includes, in addition, parents, sisters and minor brothers, if residing with and wholly dependent upon the Government servant.

(b) For the purpose of Section XI, it includes in addition unmarried and widowed sisters and minor brothers if residing with and wholly dependent upon the Government servant.]

<sup>32</sup>. [Note.- Government servant's wife or husband, as the case may be, legitimate children, step children, father, mother, step mother, unmarried and widowed sisters, minor brothers who reside with the Government servant and whose income from all sources including pension (inclusive of temporary increase/relief in pension and pension equivalent to death-cum-retirement gratuity benefits) does not exceed <sup>33</sup> [Rs. 500 p.m.] may be deemed to be wholly dependent upon the Government servant.]

[Notes.- (1) Not more than one wife is included in the term 'family' for the purposes of these rules.

(2) An adopted child shall be considered to be a legitimate child if, under the personal law of the Government servant, adoption is legally recognised as conferring on it the status of a natural child.]

(9) **Finance Department** means the Finance Department of the local Government.

(10) **Head of Department** means any authority which the Governor in Council has declared or may by order declare to be the Head of a Department for the purposes of these rules.

**Note.-** The officers named below are to be considered as Heads of Departments for purposes of the Supplementary Rules.-

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<sup>32</sup> Substituted by F.D. Notification No. 6342-IV-R-II Dated 13.12.60.

<sup>33</sup> Substituted by F.D. Notification No.D-405/1502/89/R-I/IV,Dated 29.11.89 effective from date of issue.



### List of Heads of Departments

- 1 Chief Secretary.
- 2 Chairman, M.P. Public Service Commission.
- 3 Secretary, Lok Ayukta.
- 4 Chief Technical Examiner.
- 5 Director General, Academy of Administration.
- 6 Commissioner, M.P. Bhawan.
- 7 Chairman, Human Rights Commission, Bhopal.
- 8 Director General, State Bureau of Investigation of Economic Offe
- 9 Secretary to the Governor.
- 10 Director General of Police.
- 11 Regional Inspector General of Police Bilaspur Zone.
- 12 Regional Inspector General of Police Jabalpur Zone.
- 13 Regional Inspector General of Police Gwalior Zone.
- 14 Regional Inspector General of Police Indore Zone.
- 15 Regional Inspector General of Police Bhopal Zone.
- 16 Regional Inspector General of Police Bhilai Zone.
- 17 Commandant, General Home Guards.
- 18 Director, Medico-Legal Institute.
- 19 Director of Estates.
- 20 Director, Sainik Welfare Board.
- 21 Director, Prosecutions.
- 22 Head of Department, State Garages.
- 23 Inspector General of Prisons.
- 24 Director, Treasuries and Accounts.
- 25 Director, Small Savings and State Lottery.
- 26 Director, Local Funds Audit.
- 27 Director, Life Insurance .
- 28 Director, Institutional Finance.
- 29 Director, Pension and Employees Welfare.
- 30 Commissioner, Sales Tax.
- 31 Excise Commissioner.
- 32 Inspector General of Registration.
- 33 All Commissioners (of Divisions).
- 34 President, Board of Revenue.
- 35 Commissioner, Land Records and Settlement.



- 36 Controller, Stationery and Printing.
- 37 Relief Commissioner.
- 38 Transport Commissioner.
- 39 Director, Sports and Youth Welfare.
- 40 Director, National Cadet Corps.
- 41 Principal, Chief Conservator of Forests.
- 42 Chief Conservator of Forests (Development).
- 43 Chief Conservator of Forests (Production).
- 44 Chief Conservator of Forests (Wild Life).
- 45 Director, Social Forestry.
- 46 Commissioner, Industries.
- 47 Registrar of Firms and Societies.
- 48 Director, Geology and Mining.
- 49 Chief Engineer (Electrical Sefty) and Chief Electrical Inspector.
- 50 Commissioner, Agricultural Marketing.
- 51 Director of Agriculture.
- 52 Director of Horticulture and Farm Forestry.
- 53 Cane Commissioner.
- 54 Commandant General, Land Army.
- 55 Registrar, Co-operative Societies.
- 56 President, Industrial Court.
- 57 Labour Commissioner.
- 58 Director, E.S.I. Schemes.
- 59 Director of Medical Education.
- 60 Director of Medical Services.
- 61 Director of Public Health and Family Welfare.
- 62 Director Epidemic Control.
- 63 Director of Indian System of Medicines and Homeopathy.
- 64 Controller, Food and Drugs Administration.
- 65 Director, Danida Project.
- 66 Director, Rajiv Gandhi Mission for Elimination of Iodine Deficiency Disorders.
- 67 Director, Rajiv Gandhi Mission for Control of Diarrhea.
- 68 Commissioner, Urban Administration.
- 69 Engineer-in-Chief, Public Works Department.
- 70 Chief Engineer (North), Public Works Department.
- 71 Chief Engineer (West), Public Works Department.



- 72 Chief Engineer(East), Public Works Department.
- 73 Chief Engineer (National Highways), Public Works Department.
- 74 Chief Engineer (Central), Public Works Department.
- 75 Chief Architect.
- 76 Chief Engineer (Design and Investigations), Public Works Department.
- 77 Commissioner, Public Instruction.
- 78 Director, State Council Educational Research & Training.
- 79 Director, Adult Education.
- 80 Legal Remembrance.
- 81 President, Arbitration Tribunal.
- 82 Chief Electoral Officer.
- 83 Development Commissioner.
- 84 Director, Panchayat and Social Welfare.
- 85 Director, State Institute of Rural Development.
- 86 Member-Secretary, State Planning Board.
- 87 Director, Economics and Statistics.
- 88 Director, Computer Center.
- 89 Director, Public Relations.
- 90 Commissioner, Tribal Development.
- 91 Director, Scheduled Castes Welfare.
- 92 Director, Backward Classes Welfare.
- 93 Additional Commissioner, Tribal Area Development Planning.
- 94 Director, Tribal and Harijan Research and Development Institute.
- 95 Govt.-member of M.P. Scheduled Castes, Scheduled Tribes and Backward Classes Commission.
- 96 Vice-Chairperson, Narmada Valley Development Authority.
- 97 Rehabilitation Commissioner.
- 98 Director of Food and Civil Supplies.
- 99 Controller, Weights and Measures.
- 100 Director, State Health Management & Communication Center, Gwalior.
- 101 Commissioner, Archaeology, Archives and Museums.
- 102 Director, State Languages and Culture.
- 103 Engineer-in-Chief, Irrigation.
- 104 Commissioner, Land Acquisition and Rehabilitation, Bansagar.
- 105 Chief Engineer, Irrigation, Survey and Investigation.
- 106 Chief Engineer, Ground Water Survey.
- 107 Chief Engineer, Bureau of Designs for Hydel and Irrigation Projects.



- 108 Chief Engineer, Canal Maintenance.
- 109 Chief Engineer, Irrigation, Seoni Zone.
- 110 Chief Engineer, Chambal-Betwa Basin.
- 111 Chief Engineer, Narmada-Tapti Basin.
- 112 Chief Engineer, Mahanadi-Godawari Basin.
- 113 Chief Engineer, Mahanadi, Project.
- 114 Chief Engineer, Hasdeo-Bango, Project.
- 115 Chief Engineer, Bansagar, Project.
- 116 Chief Engineer, Bargi Dam.
- 117 Chief Engineer, Bargi Canal.
- 118 Chief Engineer, Upper Narmada Zone.
- 119 Chief Engineer, Lower Narmada Zone.
- 120 Chief Engineer, Narmada Sagar.
- 121 Chief Engineer (Electrical/Mechanical), Irrigation.
- 122 Environment Commissioner.
- 123 Administrator, Capital Project Administration
- 124 Director, Town and Country Planning.
- 125 Commissioner, Tourism.
- 126 Engineer-in-Chief, Public Health Engineering Department.
- 127 Chief Engineer(East), Public Health Engineering Department.
- 128 Chief Engineer (West), Public Health Engineering Department.
- 129 Chief Engineer (Decade), Public Health Engineering Department.
- 130 Director, Veterinary Services.
- 131 Milk Commissioner.
- 132 Director, Fisheries.
- 133 Commissioner, Collegiate Education.
- 134 Director, Employment and Manpower.
- 135 Director, Technical Education.
- 136 Additional Commissioner, Employment and Director of Manpower
- 137 Director, Aviation.
- 138 Director , Urban Welfare.
- 139 Commissioner, Gas Relief and Rehabilitation, Bhopal.
- 140 Director, Claims for Bhopal Gas Victims.
- 141 Commissioner, Women and Child Development.
- 142 Commissioner, Handlooms.
- 143 Director Sericulture.
- 144 Director, Small Scale Industries.



145 Commissioner, Wakf.

(11) **Hill station** means any place which a competent authority may declare to be a hill station.

**Note.-** Panchmarhi and Chikalda are hill stations.

(12) **Holiday** means (a) holiday prescribed or notified under section 25 of the Negotiable Instruments Act, 1881; (b) a holiday on which, by Government notification in the gazette, any public office is ordered to be closed for the transaction of Government business without reserve or qualification; the term does not include local holidays, which may be granted at the discretion of heads of offices; provided that there are no arrears of work nor does it include such merely permissive or discretionary holidays as the last Saturday of each month.

(13) **Inferior service** means any kind of service which may be specially classed as such by order of the local Government and any other kind of service on pay not exceeding Rs. 10.

**Note.-** (1) A list of the posts which have been specially classed as Inferior is given in Appendix III.

(2) All menials are treated as inferior servants.

(14) **Probationer** means a Government servant employed on probation in or against a substantive vacancy in the cadre of a department.

(15) **Public Conveyance** means a train, steamer or other conveyance which plies regularly for the conveyance of passengers.

(16) **Superior service** means any kind of service which is not inferior.

(17) **Transfer** means the movement of a Government servant 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.