

18. If an employee assumed or relinquishes charge of a post after 12 Noon on any day, he shall be deemed to have assumed or relinquished the charge on the following day.

- Note:** (1) Ordinarily, the duties of a post shall be assumed and given up by the relieving and relieved employee simultaneously at headquarters both of them being present. In the case of employees in Class I or II service both should sign a certificate indicating the place and the date and hour at which the change in the incumbency of the post has taken place. The transfer should ordinarily not taken place on a Sunday.
- (2) The Board in the case of the Chief Engineer, the Chairman in the case of the Secretary, the <sup>1</sup>Assistant Secretary to the Board and other officers of the Personnel & General Services and the Chief Engineer in the case of other Class I and II service employees may direct that the transfer shall be effected at a specified place other than the headquarters or that the two employees concerned shall communicate to one another by post or telegram that they have respectively assumed or given up the duties of a post with effect from the specified date.

The above direction may be issued only for special reasons of a public nature. The exact nature of the reasons should be recorded as a part of the order, full consideration being given to the financial effect which the order will produce.

- (3) Transfer of an employee in Class I or II Service is not completed until the certificate of transfer of charge has been signed by both the relieving and the relieved employees. When once signed, the relieved employee must be regarded as on joining time and must take charge of his new office before its expiry. Ordinarily, the transfer should be completed before the expiry of the joining time of the relieving employee and it is his duty to arrive at the place of transfer in time to enable him, within his joining time to complete the transfer. In cases in which the relieving employee does not sign the transfer certificate within this period, he should be treated as having exceeded his joining time.

23. Unless his lien is suspended under regulation 24 or transferred under Regulation 26 an employee holding substantively a permanent post retains a lien on that Post:-
- (a) while performing the duties of that post;
  - (b) while on foreign service, or holding a temporary post, or officiating in another post;
  - (c) during joining time on transfer to another post, unless he is transferred substantively to a post on lower pay in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post.
  - (d) While on leave other than the refused leave granted after the date of compulsory retirement;
  - (e) While under suspension; and
  - (f) While absent during a course of instruction or training or on deputation.

- 33 (f) (1) Joining time counts for increment in the time-scale applicable to the post on which an employee holds a lien or would hold a lien had his lien not been suspended as well as in the time-scale applicable to the post the pay of which is received by an employee during the period in the following cases:-
- (a) to join a new post which he was appointed while on duty in his old post; or
  - (b) (i) to proceed from a specified station to join a post in place in a remote locality which is not easy of access;
  - (ii) to proceed on relinquishing charge of a post in a place in a remote locality which is not easy of access to a specified station.
- (1) In the following cases joining time counts for increment in the time-scale applicable to the post or posts on which the last day of leave before the commencement of the joining time counts for increments:-
- (a) to join a new post -
    - (i) on return from leave on average pay of not more than four months duration; or when he has not had sufficient notice of his appointment to the new post, on return from leave other than that specified in sub-clause (i); or
    - (b) to travel from the post of debarkation or, in the case of arrival by aircraft, from its first regular port in India and organize his domestic establishment when he return from leave, study leave or deputation out of India of more than four months duration.

**59. Admissibility of Joining Time:-** Joining time may be granted to an employee to enable him:-

- (a) to join a new post which he is appointed while on duty in his old post; or
- (b) to join a new post -
  - (i) on return from earned leave of not more than 120 days duration; or
  - (ii) when he has not had sufficient notice of his appointment to the new post, on return from leave other than that specified in sub-clause (i) or
- (c) to travel from the port of debarkation or, in the case of arrival by air-craft, from its regular port in India and organize his domestic establishment when he returns from leave, study leave, or deputation out of India of more than 120 days duration; or
- (d) (i) to proceed from a specified station to join a post in a place in a remote locality which is not easy of access;  
to proceed on relinquishing charge of a post in a place in remote locality which is not easy of access to a specified station.

**Note: (1)** Probationers holding training posts which they may be considered as taking with them on transfer are entitled to joining time on transfer under this regulation. An employee deputed to undergo a course of training, if the training is at a fixed centre and the course of training exceeds two months, may be allowed joining time as on transfer for the journeys to and from the place of training. If the course of training does not exceed two months or is not confined to a particular station, he may be allowed only the time actually required for the journey to and from the place of training.

In the case of person granted commission in the Army in India Reserve of Officers and of persons deputed for training in the Indian Territorial Force, the period of training will not, however, include the time spent in journeying to and from the station at which training is carried out.

- Note: (2)** Probationers and approved probationers in one service when appointed to the same or another service by direct recruitment shall be allowed joining time and transit pay, but not traveling allowance.
- Note: (3)** Joining time under this regulation is reckoned from the date of debarkation at an Indian Port.
- Note: (4)** Joining time under clause (c) is admissible to an employee for organising his domestic establishment even if he does not make any journey from the port of debarkation.
- Note: (5)** Where Board employee on return from leave has compulsorily to wait for orders of posting and such period of waiting is treated as duty, the joining time shall be allowed to the Board employee in continuation of such waiting.

#### **ADMISSIBILITY OF JOINING TIME TO EMPLOYEE SENT FOR TRAINING**

- Note: (6)** If, for those employees for whom no joining time is admissible under regulation 60 in addition to the time actually required for the journey to and from the place of training, the need of a few days relief from work to prepare for departure exists, there is no objection to the grant of casual leave for the purpose, provided the grant of the leave does not cause any evasion of the regulations regarding date of reckoning allowances and charge of office.
- Note: (7)** An employee on return from earned leave of not more than 120 days duration and transferred to a post which he was in a additional charge at the time of his proceeding on leave, may be granted joining time as under clause (b)(i) provided there is a change of headquarters.
- Note: (8)** An employee who is deputed for training should be deemed to be on duty, while on training in the post he was holding immediately before proceeding on training and if he is posted at

the end of the training to a different place he should be allowed joining time under clause (a) less the time of preparation, if any, availed of while returning to the old place of duty after training.

**60.**(1) Not more than one day is allowed to an employee in order to join a new post when the appointment to such post does not necessarily involve a change of residence from the station to another. A holiday or Sunday counts as a day for the purpose of this regulation. No joining time is admissible in cases where the change of post does not involve an actual change of office.

(2) In cases involving a change of station, the joining time allowed to an employee is subject to a maximum of 30 days. Six days are allowed for preparation and, in addition, a period to cover the actual journey is calculated as follows:-

(a) A Board employee is allowed

(i)	for the portion of journey Which he travels by air	Actual time occupied in the journey.
(ii)	for the portion of the journey which he travels or might travel	One day for each
	by railway	500 Kilometers
	By ocean steamer	350 KM or any longer time.
	By river steamer or by motor or steam launch	150 KM actually occupied in the journey.
	By motor vehicle or horse drawn conveyance	150 Kilometers
	in any other way	25 Kilometers

(b) For any fractional portion of any distance prescribed in clause (a) an extra day is allowed.

(c) When part of the journey is by steamer, the limit of six days for preparation may be extended to cover any period unavoidably spent in waiting for the departure of the steamer.

(d) Travel by road not exceeding 8 Kilometers to or from a railway station at the beginning or end of the journey does not count for joining time.

(e) A Sunday does not count as a day for the purpose of calculation in this regulation, but Sundays are included in the maximum period of 30 days.

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<sup>1</sup>(f) The period of curtailed joining time may be treated as special casual leave when the transferee is not returning from leave, subject to the condition that such special casual leave is availed for bonafide purposes connected with transfer within a period of six months from the date of joining at the new station.

(3) By whatever route an employee actually travels, his joining time shall, unless the Chief Engineer in the case of employees in his office and the office under his control and the Chairman in the case of employees in the Board's Office, for special reasons otherwise orders, be calculated by the route which he makes over charge.

(4) If an employee is authorised to make over charge of a post elsewhere than at its headquarters, his joining time shall be calculated from the place at which he makes over charge.

(5) (i) Within the maximum of 30 days, the Chief Engineer or the Chairman, as the case may be, may extend the joining time admissible -

(a) When the employee has been unable to use the ordinary mode of travelling or, notwithstanding due diligence on his part, has spent more time on the journey than is allowed by regulations – to the extent of the time actually taken; or

(b) When such extension is considered necessary for the public convenience or for the saving of such expenditure as is caused by unnecessary or purely formal transfers to the extent necessary; or

(c) When the regulations have in any particular case operated harshly; as, for example, when an employee though no fault on his part missed a steamer or fallen ill on the journey - to the extent necessary, on such condition as to allowances or otherwise as the Chief Engineer or the Chairman as the case may be, may think fit.

(ii) All other cases require the sanction of the Board.

**Note:** The Chairman in the case of employees in the Board's office and the Chief Engineer in the case of employees in his office and the office under his control are empowered to regularize the excess joining time availed of by employee in Class I and II service due to late receipt of posting orders.

(6) When an employee, returning from leave or deputation out of India exceeding 120 days, takes joining time before joining his post, his joining time shall begin from the date of his arrival at the port of disembarkation, or, if he returns by air in which he returns arrived at its first regular port in India, and be calculated from such port as prescribed in sub-regulation (2) provided that where the joining time so calculated is less than ten days he may avail himself of joining time for ten days.

If, however, an employee on return from such deputation takes earned leave not exceeding 120 days and is transferred on return from leave to a different station from the one from which he proceeded on deputation he may be granted joining time under regulation 59(b)(e).

(7) If an employee is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he receives the order of appointment but no second period of six days for preparation is admissible. If an employee while in transit from one post to another is reposted to the original post, such position shall be construed as appointment to a new post for the purpose of this regulation.

(8) If an employee takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post must be included in his leave, unless the leave is taken on medical certificate. In the latter case, he may be allowed the joining time calculated for the journey from his old station to the place to which he has proceeded on his route to the new station.



- (9) If an employee is appointed to a new post while on earned leave of not more than 120 days duration his joining time shall be calculated from his old station or from the place at which he received the order of appointment, whichever calculation will entitle him to the less joining time. If however, such an employee actually performs the journey to his old Headquarters for joining time shall be calculated actually performs the journey to his joining time shall be calculated from the old headquarters to the new headquarters irrespective of the place where he spends leave or receives posting orders. If the leave is being spent out of India, and the order of appointment to the new post reaches him before he arrives at the port of debarkation, the port of debarkation is the place in which he received the order for the purpose of this regulations.

In cases falling under this regulation in which an employee joins his post before the expiry of his leave plus full joining time admissible, the period short-taken shall be considered as leave not enjoyed and a corresponding portion of the leave sanctioned shall be cancelled without any reference to the authority which granted the leave.

**Note:** A certificate to the effect that the employee had actually performed the journey from the station where he was spending leave to the old headquarters for winding up personal affairs should be furnished by the employee concerned with his charge report for assumption of the post at the new headquarters. The responsibility for obtaining the certificate from an officer of Class I or Class II would rest with the Audit Officer concerned and for employees of Class III and Class IV with the Head of Office.

- (10) The authority which granted the leave will decide whether the notice referred to in regulation 59(b)(ii) was insufficient.

**Note:(1)** The authority sanctioning the transfer may in special circumstances, reduce the period of joining time admissible under the above regulations.

**Note: (2)** The transfers which do not involve change of building should not be treated as involving change of office for the purpose of this regulation and no joining time is admissible in such cases.

A joining time of one day may be sanctioned by the Chairman in the cases of employees in Board's office and by the Chief Engineer in the case of employees in his office and other offices under his control in cases where the transfer of charge of the post and taking over by the relieved employee of another post cannot be done in the same morning, even though no change of building is involved, with reference to the facts of each case.

- Note: (3)** Applications from employees in Class I and II Service for extension of joining time should be forwarded through the Audit Officer.
- Note:(4)** The Sunday immediately following the joining time when the employee returns to duty on the following Monday does not form part of the joining time. It should be affixed to joining time of under the leave Regulations.
- Note: (5)** The period of joining time admissible to an employee who proceeds on earned leave not exceeding 120 days from his old post and is at the end of it transferred to a new post at another station where he is spending his leave and receives the order of posting is only one day under regulation 60(1).
- Note: (6)** For the purpose of regulation 60(9) the 'Period short taken' should be calculated with reference to the officer's actual date of joining his new post and the assumed date of joining, i.e., the date on which he would have joined his new post had he availed himself of the full period of joining time admissible to him under the regulations.
- Note: (7)** The principle underlying Regulation 60(9) is applicable also to the balance of joining time admissible on return from leave in the case of an employee who proceeds on earned leave for a period not exceeding 120 days on medical certificate while in transit from one post to another. The balance of joining time to which the employee will be entitled is the full joining time admissible under regulation 59(b)(i) reduced by the period of joining time actually availed of with reference to regulation 60(8) prior to the commencement of the leave on medical certificate. Should the employee join his new appointment before the expiry of such leave plus the balance of joining time

admissible the leave should be readjusted in the manner indicated in regulation 60(9).

**Note:(8)** The road journeys exceeding 8 kilometers performed by an employee at either end of rail journey should be taken together for the purpose of calculating joining time.

**Note: (9)** The joining time pay for the first spell of joining time granted under Regulation 60(8), shall be regulated under Regulation 61(a), while joining time pay for the second spell of joining time be regulated under Regulation 61(b)(ii).

**61.Pay during joining time:-** An employee; on joining time shall be regarded as on duty and shall be entitled to be paid as follows:-

- a. If on joining time under clause (a) of regulation 59, he is entitled to the pay which he would have drawn if he had not been transferred, i.e., if he had continued in the old post or the pay which he will draw on taking charge of his new post, whichever is less.
- b. If on joining time under clause (b) or (c) of regulation 59 he is entitled –
  - i. When returning from extraordinary leave, other than extraordinary leave not exceeding fourteen days granted in continuation of other leave to no payment at all.
  - ii. When returning from leave of any other kind, to the leave salary which he last drew on leave at the rate prescribed for payment of leave salary.
  - iii. When returning from deputation out of India of more than 120days duration, the pay which he last drew while on deputation.
- c. If on joining time under clause (d) of regulation 59, he is entitled to pay as though he were on duty in his post in the remote locality even in the case of an employee on straight transfer.

**Note: (1)** An employee on transfer is not entitled to the joining time except the actual minimum journey time unless his transfer is made in the interests of the Board.

**Note: (2)** An employee of the Board may be granted the necessary regular leave by the competent authority under the leave regulations admissible to him even if the transfer is at his own request to cover the period after handing over charge at an old station and before taking over at another if the employee of the Board applied for it.

**Note: (3)** No extra pay (when the transfer involves the grant of extra pay) can be drawn in any case by a relieving employee until the transfer is complete; but, as far as ordinary pay and allowances are concerned an exception may be made to the general rule in all cases in which the charge to be transferred (Whether division or sub-division or other charge) consists of several scattered works which the relieving and relieved employee are required by the orders of a superior officer to inspect together before the transfer can be completed. The relieving employee will be considered by the Chief Engineer or the Superintending Engineer or any other employee of equivalent rank in if so far as they relate to employees subordinate to him to be excessive. While so taking over charges, the relieving employee will draw -

- (a) (i) if he is transferred from a post which he held substantively, his presumptive pay in that post.
- (ii) if he is transferred from a post which he held in an officiating capacity, the officiating pay admissible in that post or the pay he would draw after the transfer is complete, whichever is less.
- (b) City Compensatory Allowance/House Rent Allowance as admissible at the new station on the basis of the pay drawn as at (a) (i) or (ii) above, as the case may be.
- (c) If he returns from leave, the presumptive pay of the post from which he went on leave while working in the post by him substantively or the officiating pay of that post or the pay which will be admissible to him in the new post, after taking over charge whichever is less, if he went on leave while working in a post in an officiating capacity.

The period of taking over charge will count for probation in the post which he takes charge.

In each case where the Chief Engineer or the Superintending Engineer or any other employee of equivalent rank to whom the powers are delegated decides to treat the period of taking over charge of a relieving employee as 'duty' under the provisions of the above Note, a declaration in the following form should be invariably issued.

### DECLARATION

I, ..... (Name and Designation) declare that Sri ..... (Name and designation of the employee to be relieved) and Sri ..... designation of the relieving employee were engaged in joint inspection of several scattered works and or stores during the period from ..... to ..... in connection with handing over and taking over charge and I do not consider the above period as excessive during which Sri ..... (Name of relieving employee) shall be treated as on duty.

Station:  
Date :

Name:  
Designation:

**Note: (4)** The concession of house-rent allowance or free quarters ordinarily admissible to an employee should be treated as 'ordinary pay and allowances' within the meaning of the first sentence of Note (3) above and is therefore admissible to both the relieved and the relieving employees.

**Note: (5)** For an employee who, while officiating in a post, proceeds on training or to attend a course of instruction and who is treated as on duty while under training the period of such duty will count for increment in the post in which he was officiating prior to his being sent for training or instruction if he is allowed the pay of the officiating post during such period.

**Note: (6)** For the purpose of regulation 61(a) 'Pay' should be taken to be as defined in regulation 10(12).

**Note: (7)** Whenever an employee officiating in a higher post is in transit consequent on reversion to his substantive post, but is subsequently reappointed to the same officiating post, before taking charge of substantive post the claim for "transit pay" should, be based only on his substantive pay and such period of joining time will not count for increment in the officiating post.

**Note:(8)** The period spent by the employees holding the posts mentioned in the schedule, appointed by direct recruitment, in taking over charge on their first appointments, should be treated as duty and they should be paid pay and allowances admissible to such posts.

### **SCHEDULE**

[Referred to in Note 8 under regulation 61]

- 1.<sup>1</sup> Assistant Engineer  
(Electrical/Civil/Mechanical/Tele-communication)
  - 2.<sup>2</sup> Additional Assistant Engineer  
(Electrical/Civil/Mechanical)
  3. Chief Store Keeper
  4. Draughtsman I Grade
  5. Draughtsman II Grade
  6. Draughtsman III Grade
  7. Tracers
  8. Transport Overseer I Grade
  9. Transport Overseer II Grade
  - 10.<sup>3</sup> Chemist
62. **Overstayal of joining time:-** An employee who does not join his post within his joining time is entitled to no pay or leave salary after the end of the joining time. Willful absence from duty after the expiry of joining time may be treated as misbehaviour for the purpose of regulation 27.

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63. A person in employment other than in Board's service or on leave granted from such employment, if in the interest of the Board he is appointed to a post under the Board may, at the discretion of the Board, be treated as on joining time while he prepares for and makes the journey to join the post under the Board, and while he prepares for and makes the journey on reversion from the post under the Board, and to return to his original appointment. During such joining time immediately following leave granted by the previous employer to the leave salary, paid to him by his previous employer prior to his appointment to Board Service, or pay equal to the pay of the post in Board's service, whichever is less.

**69. Pay and joining time:-** An employee in foreign service will draw pay from the foreign employer from the date on which he relinquishes charge of his post in Board's service. The amount of his pay, the amount of joining time admissible to him and his pay during such joining time will be fixed by the Board in consultation with the foreign employer.

<sup>1</sup> This regulation will not however operate where due to special reasons, special terms of deputation are agreed upon between the Board and foreign employer.

## Part-II

**25. <sup>1</sup>(e)(2) Time to join a post on appointment by transfer or by promotion including appointment by transfer or by promotion under Regulation 14, otherwise than by Direct Recruitment:-**

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The candidate who joined a post under Regulation 14 including the appointment by transfer or by promotion otherwise than by Direct Recruitment, shall be allowed a joining time of 15 (fifteen) days to join the post from the date of receipt of the order of appointment sent to the candidates by registered post with acknowledgement due or by any other means. An employee who does not join the post within the stipulated time or evades to join the post by proceeding on leave, shall lose his promotion right / offer for the current panel year and the name of the candidate shall be placed before the next Departmental Promotion Committee for consideration in the next panel year subject to availability of vacancy. In case of non-selection posts, the name of the candidate who does not join within the stipulated time in the promotion posts shall be considered for promotion again after a period of one year from the date of offer of appointment subject to availability of vacancy.



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<sup>1</sup>. Reg.16(a)(1) & (2) substituted by B.P.Ms.No.852, dt.31-8-1984. Earlier 16(a) substituted by B.P.Ms.No.971, dt.3-12-1980; Again 16(a) was substituted by B.P.Ms.No.206, dt.25-2-1983.