

## **“JOINING TIME”**

### **A. Cases in which joining time is admissible;**

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 vide Rule 4 (1) of C.C.S ( Joining Time) Rules, 1979.
2. Joining time may also be granted to join a new post in a new station on return from Vacation or Leave of any kind or any duration except **Casual Leave**.

*[Analogy to Rule 6 (2)]*

Notes: - (a) That joining time may be combined with vacation and /or regular Leave of any kind or duration except Casual Leave.

*[Vide Rule 6(2)]*

(b) No joining time is admissible in cases of Temporary transfer for a period not exceeding 180 days. Only the actual transit time, as admissible in cases of journeys on Tour may be allowed.

*[Vide Rule 4 (1)]*

3. To surplus staff transferred from one post to another under the Scheme regulating redeployment of surplus staff.

*[Rule 4 (2)]*

4. Government servants who are discharged due to reduction of establishment in one office reappointed to another 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 the Department provided that the break does not exceed 30 days and the officials concerned have rendered not less than 3 years continuous service on the date of his discharge.

*[Rule 4 (3)]*

5. For the appointment to the post under the Central Government on the result of a competitive examination and /or interview open to Government servants and others:-

(a) Joining time is admissible:-

- (i) to all Central Government employees, whether permanent , or temporary;
- (ii) to State Government employees only if they are permanent or provisionally permanent;

(b) Joining time pay is admissible:-

- (i) to permanent and provisionally permanent Central and State Government employees.
- (ii) to temporary Central Government employees who have completed 3 (three) years of regular continuous service.

*[ Rule 4 (4)]*

- 6. Once in a Calendar year, while proceeding on leave from a place in a remote locality or to a place in a remote locality.
- 7. Once in a Calendar year, while returning from leave from a place in a remote locality or to a place in a remote locality.
- 8. Once in a Calendar year, to officials domiciled in the Union Territories of Andaman and Nicobar Islands, Lakshadweep, while proceeding on leave to their home town in another Island and the Union Territory and returning from home town.

*Vide G.I.O (1)*

B. Time and place from which joining time is Calculated:-

- 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.

*[ Rule 5(1)]*

- 2. The joining time shall be calculated from the old headquarters in all cases including where a government servant receives his transfer order 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.

*[ Rule 5(2)]*

**C. Amount of Joining Time:-**

1. Note more than one day's joining time shall be allowed to a Government servant to join 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 suburban municipalities, notified areas or cantonments as are contiguous to the named municipality, etc.

[ vide Rule 5(3)]

2. 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) of travel as indicated in the following schedule :-

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 kms.
1.	2.	3.
1. 1000 km or less	10 days	12 days
2. More than 1000 km	12 days	15 days
3. More than 2000 km	15 days except in cases of travel by Air for which maximum will be 12 days	15 days

When holiday(s) follow(s) joining time, the normal joining time may be deemed to have been extended to cover such holiday(s).

[Rule 5(4)]

**Note:-** Distance means actual distance and not weighted mileage for which fare is charged by the Railways in certain ghat/hill sections. [ vide Rule 5(4)].

**D. Extension of Joining Time**

Extension of joining time beyond the limits indicated in clause "C" 2 above under Rule 5(4) can be granted upto the maximum limit of 30 days by the Head

of Department and beyond 30 days by the Department of the Government of India, the guiding principle being that the total period of joining time should be approximately equal to 8 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, or the period spent awaiting the departure of the steamer.

*[Vide Rule 5(5)]*

**E. If transferred while in transit:**

*[Rule 6(3)]*

If a Government servant on transfer in transit is directed to proceed to a place different from that indicated in the initial transfer order, he shall be entitled to:-

(i) Joining time already availed of upto the date of receipt of the revised orders;

“Plus”

(ii) 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 cases shall be calculated from the place at which he received revised orders as if he is transferred from that place.

*[vide Rule 6(3)]*

**F. If transferred while on leave:**

If a Government servant is transferred while on leave, his joining time will be calculated from the old headquarters to the new headquarters, since joining time can be combined with leave of any kind and duration except Casual Leave.

*[vide Rule 5(2) read with Rule 6 (2)]*

**G. If Leave is taken while on Leave:-**

(1) If a Government servant 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.

On the expiry of leave, the Government servant may be allowed normal joining time.

*[vide Analogy of Rule 6 (2)]*

- (2) In cases where leave on medical grounds is taken after availing of normal joining time, the split up of the spell of absence allowing joining time first and leave afterwards may be allowed to stand.

*[Proviso of S.R. 299]*

#### **H. Overstayal of Joining time:-**

- (1) A Government servant who overstays his joining time, is entitled to no pay or leave salary after the end of the joining time and such a period will be treated as non-duty and will therefore postpone the date of next increment.
- (2) Wilful absence from duty after the expiry of joining time may be treated as Misbehavior for the purpose of F.R.15 (a).

*[vide F.R. 108]*

- (3) The competent authority may, however, regularise the period of overstayal of joining time by the grant of extraordinary leave.

And under the proviso to F.R. 26 (b) the extraordinary Leave is specially allowed to count for increments.

*[vide Analogy to A.I. (2) below F.R. 26]*

#### **I. Unavailed portion of Joining Time:-**

When a Government servant joins a new post without availing full joining time, the number of days of joining time admissible 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 300 days (with effect from 1.1.99) including the number of days for which encashment has been allowed along with Leave Travel Concession while in service).

*[vide Rule 6(1) read with Rule  
26(1)(ii) of MCS(Leave) Rules 1979  
as amended]*

#### **Miscellaneous Items of Joining Time:-**

##### **1. Route by which joining time is calculated:-**

The joining time shall be calculated with reference to the distance between the old headquarters and the new headquarters by direct route and ordinary mode of travelling.

*[Rule 5(4)]*

## **2. Counting of joining time for increment:-**

- (a) Joining time counts for increment in the substantive post as well as in the post the pay of which is drawn during joining time-

*[vide F.R. Rule 26 (e) (i)]*

- (b) Joining time in continuation of leave will count for increment in the time-scale applicable to the post /posts in which the last day of Leave before the commencement of joining time counts for increment.

*[F.R. 26 (e) (ii)]*

- (c) Joining time for transfer at own request is treated as Dies-non and it does not count for increment, Leave or pension.

*[ A.I. below F.R. 26]*

- (d) Joining time counts for increment in the substantive posts, as the Government servant holds a lien on that post, However, in the case of officiating and temporary service, all leave including extraordinary leave on medical certificate counts for increment, if the certificate of continued officiation is given. Therefore, joining time in continuation of such leave counts for increment in the officiating post.

## **3. Joining time for transfer at own request:-**

- (a) The amount of Joining Time admissible is the same both in the case of transfer in public interest and transfer at own request.
- (b) The only difference is that in the case of transfer at own request, the official is not entitled to joining time pay.
- (c) However, the period of joining time may be treated as leave.

*[vide C & A. G,s Den. Below F.R. 107]*

## **4. Joining Time Pay.**

A Government servant on joining time shall be regarded as on duty during that period and shall be entitled to:-

- (i) Joining time pay equal to the pay which was drawn before relinquishment of charge in the old post. – FRs 105 (a) & (b) & 107(a)
- (ii) Dearness allowance, if any, appropriate to the joining time pay.
- (iii) Compensatory Allowance, and House Rent allowance as applicable to the old station form which he was transferred.

- (iv) He shall not be allowed Conveyance Allowance or Permanent Travelling Allowance. – Vide Rule 7 read with SR 7-A & SR 27
- (v) “Pay” includes Special Pay if any

*[Vide A.I. below F.R. 20]*

**5. When transfer is cancelled:-**

When the order of transfer is cancelled after the employee has handed over charge of the old post but before taking over charge of the new post, the period intervening between the dates of handing over and taking over is treated as joining time. *C. & A.G.D. (1)*

**“ In respect of Manipur Government Employees”**

Joining Time Rules have been modified to some extent by the Government of India in respect of the Central Government Employees with the introduction of C.C.S (J.T.) Rules, 1979.

The Rules *ibid* have not been adopted so far by the State Government of Manipur and as such the rules and provisions as they stood on 21.1.1972, i.e., the date of attaining Statehood and amendments made thereafter by the State Government have been applied for regulation of joining time in respect of State Government Employees.

**The salient feature of joining time in respect of employees of the State Government of Manipur.**

1. Preparation time:-

On transfer, the preparation time will be 10 (ten) days but the intervening Sundays and other Holidays will be included for calculating joining time. This come into force from 30.8.89 vide Government of Manipur, Finance Department (PIC) O.M. No. 2/21/89-PIC, dated 30.8.89 read with S.R. 294.

2. In addition, a period to cover the actual journey calculated as follows, is also admissible:-

- |      |                                                                             |   |                                                                   |
|------|-----------------------------------------------------------------------------|---|-------------------------------------------------------------------|
| (i)  | By air (For the portion of the of the journey which he travels by aircraft: | - | Actual time taken in the journey, part of a day taken as one day. |
| (ii) | By Rail:                                                                    | - | One day for every 500 kms. or part thereof.                       |

- |       |                                               |   |                                                                    |
|-------|-----------------------------------------------|---|--------------------------------------------------------------------|
| (iii) | By Ocean:                                     | - | One day for every 350 kms.<br>or part thereof.                     |
| (iv)  | By River Steamer:                             | - | One day for every 150 kms.<br>or part thereof.                     |
| (v)   | By motor vehicle or<br>Horse drawn conveyance | - | One day for every 150 kms.<br>or part thereof                      |
| (vi)  | In any other way                              | - | One day for every 25 kms.<br>or part thereof<br>Vide S.R. 294 (d). |
- Travel by road not exceeding 8 kms to or from a Railway station or Steamer ghat at the beginning or end of a journey does not count for joining time.

*Vide S.R. 294 (d).*

Notes :-

1. In the case of journey by Ocean or River steamer, if the actual time occupied in the journey is longer than that admissible as stated above, the actual time taken is allowed as joining time under S.R. 294(c).  
Except in the case of a journey between a place in a remote locality and the specified station the joining time is subject to a maximum of 30 days.
2. Joining time Rules have been modified to some extent by the Government of India in respect of Central Government Employees with introduction of C.C.S. (J.T) Rules, 1979 vide G.I.H.A. (Dept. of Personnel & Adm. Reforms) Notification No. 21011/2/79. Allowance unit dt. 8.5.79. The rules ibid have not been adopted so far by the State Government of Manipur and as such the rules and provisions as they stood on 21.1.1972 i.e., the date of attaining Statehood and amendments made thereafter from time to time by the State Government of Manipur have been applied in respect of regulating of joining time.
3. The period unavoidably spent in awaiting the departure of steamer at the steamer ghat is also admissible in addition to normal joining time vide S.R.294(c).
4. For the purpose of applying the rates of different modes of travel the total distance travelled by each mode should first be worked out and only then the rates mentioned in S.R.294 be applied.

**Joining Time Questions and Answers :**

- Q. 1. (a) Calculate the Joining Time admissible in the following case and indicate when the official should join the new post.



1. Pay – Rs. 5800.
2. Relieved of charge on the afternoon of 9.1.2009(Friday) the following two days were being Second Saturday and Sunday.
3. Road journey from Residence to Railway station was to cover 80 kms.
4. Rail Journey – 1800 kms.
5. Journey by River Steamer, 460 kms.
6. Road journey from Steamer Ghat to Residence 25 kms. The Official had to wait at the Steamer Ghat for 2 days and the River journey itself took 2 days.
7. 26.1.2009 is Public Holiday.

Answer 1 : (a) Calculation of Joining Time is therefore.

1. Date of relieved of charge on 9.1.2009 (AN) (Friday)
2. Date of commencement of Joining time 10.1.2009, Second Saturday, Sunday, Holiday can not be prefixed to Joining time.

The Total distance travelled by the officer :

Sl. No.	Nature of journey	Distance	Remarks
1	Road journey from Residence to Railway station	---- 80 kms	
2	Railway journey	---- 180 0 kms	
3	River Steamer	---- 460 kms	
4	Road journey from steamer ghat to residence	---- 25 kms	
	Total =	2365 kms	

Not necessarily involves continuous travel by road for more then 200 kms. However, total travelled is more than 2000 kms.

He is entitled to 15 days joining time commencing from 10.1.2009 to 24.1.2009 and he should join to the new post on 25.1.99 by the latest, however, 25 & 26 were Sunday and Public holiday.

Sunday, Holiday followed joining time the normal joining time is deemed to have been extended to cover such holiday and Sunday and as such he should join the new post on 27.1.2009.

Note :- In this particular case, the actual time taken for River journey for 2 days and another 2 days, the time unavoidably spent for departure of the steamer at the steamer ghat, altogether 4 days, for which extension of joining time may be considered under the Rules.

"OR"

Question 1(b)

Calculate Joining Time from the above data as given in question No 1 (a),  
Joining Time admissible to a State Government, Employee.

Answer 1 (b) : In the above question (a) in case of the State Government employee,  
the answer will be as under:-

1. Date of relieved of charge - 9.1.2009 (AN) Friday
2. Therefore, Joining time commences on 10.1.2009 Second Saturday  
Holiday can not be prefixed to joining time:-

**Calculation of Joining Time :-**

1. <b>For Preparation time</b> ...	10 days
Vide Govt. of Manipur F.D. , (PIC) O.M. No. 2/21/89 Dated 30.8.89 effective from 30.8.89 onwards.	
2. <b>Road journey:</b>	
Residence to Railway Station - 80 Kms.	
Steamer Ghat to Residence - 25 kms.	
-----	
Total: 105 kms.	
(Presumed that the journey were performed by vehicle one day for every 150 km or part thereof.....)	
3. Rail journey – 1800 km one day for every 500 km. or part thereof -- -- -- .....	1 day 4 days
4. River Steamer 460 kms. ( <u>he had to wait for 2 days at the steamer Ghat and the journey took 2 days</u> ) 1 day for every 150 kms or part thereof. ....	4 days 4 days
5. Unavoidably Spent time for awaiting the departure of steamer at the Steamer Ghat <i>vide S.R. 294 (c)</i> . (Plus) -----	2 days 2 days
-----	
<b>Total: 21 days.</b>	

The Officer is entitled, to 21 days Joining Time commencing from 10.1.2009  
to 30.1.2009 and he should join the new post on 31.1.2009 by the latest.

Notes :(1) The period unavoidably spent in awaiting the departure of Steamer at  
the Steamer ghat is admissible . [Vide SR 294 (c)]

(2) For the purpose of applying the rates of different modes of travel the  
total distance travelled by each mode of journey should first be worked out  
and only then the rates mentioned in SR 294 be applied.

(3) In the case of journey by Ocean or River Steamer, if the actual time occupied in the journey is longer than that admissible, the actual time taken is allowed. However, in this case, the actual time taken 2 days is not longer than 4 days as admissible. *[Vide SR 294(C)]*

Question 1 (c)

In the above case at question 1(b), if the Officer submits a Medical Certificate for grant of 8 days Earned Leave from 20.1.2009 and the same is granted. Indicate when he should join the new post at the latest.

Answer 1(c) :

In cases, where Leave on Medical Certificate is taken after availing of Normal Joining Time, the split up of spell of absence allowing Joining Time first and leave afterwards may be allowed to stand . *Proviso to SR 299*

Therefore, the Joining Time is regulated as under :-

1. Normal Joining Time before leave; ..... 10 days  
10.1.1009 to 19.1.2009
2. Earned Leave for 8 days from..... 8 days  
20.1.2009 to 27.1.2009
3. Remaining portion of Joining time from..... 11 days  
28.1.2009 to 7.2.2009.

Therefore, the officer has to join the new post on 8.2.2009 by the latest. However, 8.2.2009 is Sunday. Sunday, holiday followed joining time, the normal Joining time is deemed to have been extended to cover such holiday and Sunday and he should join on 9.2.2009 by the latest to the new post .  
Vide Rule5 (4) read with S.R.293-A

Question No.2

Calculate the Joining Time admissible in the following case and indicate the date on which the official should join the new post at station 'B'.

- (a) Made over charge on 17.4.2009 (Friday) at Station "A" in the afternoon.
- (b) Has to take the following journeys in the order indicated to reach 'B'.

Road Journey to nearest Railway Station by Bus	-	35 km
Rail Journey	-	900 km
Ocean Steamer	-	400 km
Rail Journey	-	600 km
Railway station to Headquarters 'B' by bus	-	20 km

Answer 2:

**Calculation of joining Time**

1. Date of relieved at Station 'A' - 17.4.2009(AN) Friday
2. Therefore, Joining time commences on - 18.4.2009

The total distance travelled by the officer in the order indicated to reach 'B'

Sl. No.	Mode of Journey	Distance	Remarks
1	Road journey to nearest Railways station by bus	35 km	Not necessarily involves continuous travel by road for more than 200 km
2	Rail Journey	900 km	
3	Ocean journey	400 km	
4	Rail journey	600 km	
5	Railways stn. to Head quarters 'B' by bus	20 km	
		<b>Total =</b>	<b>1995 kms</b>

Therefore , the officer is entitled to 12 days Joining time commencing from 18.4.2009 to 29.4.2009 and he should join to the new post at station 'B' on 30.4.2009 by the latest.

Question No.3 An Officer was transferred from station 'X' to station 'Y', 'X' and 'Y' are 900 km. distant apart connected by road only.

While in transit and travelling by Motor vehicle between the stations he had an accident and availed Earned Leave on Medical Certificate for 10days from 10<sup>th</sup> June 2009. He reported for duty on the due date after availing the full permissible Joining time .State the date on which he joined the duty at station 'Y'. He was relieved at station 'X' on 3.6.2009.

Answer 3: Since the officer covers 900 km by road only from X to Y, also necessarily involves continuous travel by road for more than 200 km, he is entitled to 12 days joining time commencing from 3.6.2009 to 14.6.2009, he should join the new post at 'Y' on 15.6.2009 however, he availed Earned Leave for 10 days from 10.6.2009 the arrangement will be made as under:-

- 1 Period of joining time already availed before Leave- 3.6.2009 to 9.6.2009 - 7 days
- 2 Period of leave for 10 days from 10.6.2009 to 19.6.2009 - 10 days
- 3 Portion of Joining Time on expiry of Leave

from 20.6.2009 to 24.6.2009

- 5 days

Therefore, he should join on 25.6.2009 by the latest.

Note: In cases, where Leave on Medical ground is taken after availing of normal Joining time the split up of the spell of absence allowing joining time, first and Leave afterwards may be allowed to stand

*Vide proviso to S.R. 299*

Question No.4. With the help of the following data, calculate the Joining Time admissible to a Government Servant who is transferred from station A to C :-

- (a) The official held substantively from 1.1.2002 post 'X' on the time scale of pay of Rs.4500-125-7000
- (b) Was on Leave from 2.1.09 to 10.1.09 and drew Leave salary of Rs.5375 and House Rent Allowance of Rs.403 p.m. in addition.
- (c) He travelled the following distance:-
  - (i) A to B, 400 km. by rail - travelled by Air and took six hours on 11.1.09
  - (ii) B to C - 520 km by rail-travelled by road and took one day.
  - (iii) One Sunday and Gazetted holiday fell during the days of transit
- (d) 21.1.2009 is a holiday.
- (e) The new post is on the time scale of Rs.5000-150-8000. No House Rent Allowance is attached to this post.  
And also work out the Pay and Allowances for the period of joining time and Duty pay of the new post.

Answer 4 : **Calculation of Joining time :-**

Date of commencement of Joining time - 11.1.2009

The total distance from station A to C :-

Sl.No.	Nature of journey	Distance	Remarks
1.	A to B by rail	400 km	Not necessarily involves continuous travel by road for more than 200 kms.
2.	B to C rail	520 kms	
		<b>Total =</b>	<b>920 kms</b>

Therefore, the officer is entitled to 10 days joining time commencing from 11.1.09 to 20.1.09 and he should join the new post on 21.1.09, however 21.1.09 is a

holiday and as such the normal joining time is deemed to have been extended to cover such holiday and he should join on 22.1.09 by the latest.

*Vide Rules 5(4)*

- |    |                  |   |                         |
|----|------------------|---|-------------------------|
| 1. | Joining time pay | - | Rs.5375 + Rs.403 H.R.A. |
| 2. | Duty Pay         | - | Rs. 5600 p.m.           |

**Note :** Joining time is regarded as duty and pay equal to the pay drawn before relinquishment of charge in the old post is admissible during joining time. In addition (a) D.A. appropriate to the pay, (b) HRA and (c) SCA at old station rate are admissible. *Vide Rules 7.*

**Question No.5.** (A) Calculate the Joining time admissible in the following case and indicate the last date by which the officer should join the new post at station "B".

- (i) Handed over charge on the afternoon of 15.4(Friday) at station 'A'.
- (ii) He had to undertake the following journey in the order indicated for reaching 'B'.
  - (a) Road journey by bus to Railway station - 85 km
  - (b) Rail journey - 1500 km
  - (c) River steamer - 400 km
  - (d) Rail journey - 500 km
- (iii) 16<sup>th</sup> and 17<sup>th</sup> were holidays.
- (iv) Actual time taken for the Steamer Journey was 3 days.

(B) What will the competent authority do in case the officer overstayed for 5 days from the actual date of joining ?

**Answer 5 : (A) Calculation of Joining Time :-**

- |    |                                               |   |                  |
|----|-----------------------------------------------|---|------------------|
| 1. | Date of relieved of charge at station 'A'     | - | 15.5.(AN) Friday |
| 2. | Date of commencement of Joining time          |   |                  |
|    | <u>The total distance from station A to B</u> | - | 16.4             |

Sl.No.	Mode of Journey	Distance	Remarks
1.	Road journey by bus	85 km	Not necessarily involves continuously travel by road for more than 200 km
2.	Rail journey	1500 km	
3.	River steamer (Actual time taken 3 days)	400 km	
4.	Rail journey	500 km	
	<b>Total =</b>	<b>2485 km</b>	

Since, the journey is more than 2000 km, the officer is entitled to 15 days joining time commencing from 16.4. to 30.4 and he should join on 1.5 by the latest. However, 1.5 is Sunday and as such, the normal joining time is deemed to have been extended to cover such holiday, hence, he should join the new post on 2.5 by the latest.

**Answer 5 :** (B) A Government Servant who overstays his joining time, is entitled to no pay or Leave salary after the ends of the joining time and such period will be treated as 'Dies-Non' and will postpone the date of next increment. This period can also be treated as wildful absence for duty and hence misbehavior for the purpose of F.R.15. Such period does not count for qualifying service for Pension. vide F.R.108.

**Question No.6** An Officer was transferred in Pubic interest from 'X' office to 'Y' office .He was relieved on 31.11.2008(AN).Calculate the joining time admissible to him and the date on which he should join his new office with the following particulars:-

- (i) Distance from 'X' to Railway station by road - 5 km
- (ii) Rail Journey - 450 km
- (iii) Road journey by any other way other than Motor Vehicles or horse drawn conveyance - 30 km
- (iv) 7.11.2008 was Sunday and 8<sup>th</sup> and 10.11.2008 were also holidays

**Answer 6 : Calculation of joining time;**

- 1. Date of relieved of charge - 3.11.2008(AN)
- 2. Joining time commences on - 4.11.2008

The Total distance from 'X' to 'Y':

Sl.No	Mode of Journey	Distance	Remarks
1.	Residence to Railway Station 'X'	5km	
2.	Rail Journey	450 km	
3.	Road journey	30 km	
		485 km	

Since, the journey not necessarily involves continuous travel by road for more than 200 kms and also less than 1000km in total, the officer is entitled to 10 days joining time commencing from 4.11.2008 to 13.11.2008 and he should join the new post at station 'Y' on 14.11.2008 by the latest, however 14.11.2008 is Sunday and therefore, the normal joining time is deemed to have been extended to cover such holiday and as such he should join on 15.11.2008 positively.

Question No.7 An Officer is transferred from Station 'A' to another 'B' and was relieved on 5.9.2009, while in transit at station 'X' on route, he received an order of transfer to station 'C' on 18.9.2009 (FN) in cancellation of his transfer to station 'B'.

Calculate the Joining time admissible from the following data and state when the official should join his post at station 'C' at the latest.

- (i) Residence A To Rly. Sattion –A 8 km
- (ii) Rly. Stn. A to Rly.Stn. X on route 550 km
- (iii) Station X to Station Y (River Steamer) 373 km  
[ The steamer took 4 days to complete the journey]  
The Officer had to wait for 2 days for the departure of the Steamer.
- (iv) Station Y to Station Z towards C by rail 1150 km
- (v) Thereafter Motorable road 163 km
- (vi) Kutcha Road negotiable by foot only. 55 km

Answer 7: The officer is entitled to a fresh Joining time in the following manner in addition to the Joining time already availed by him from 5.9.2009 to 18.9.2009 while he was at station 'X' in route in order the indicated station 'B'- the date he received the revised order of transfer to station 'C' 18.9.2009(F.N.) in cancellation of his transfer to station 'B'.

The fresh joining time therefore is:

1. Date of received of revised order at 'X' 18.9.2009(F.N)
2. Commencement of a fresh Joining time 19.9.2009.  
Following the date of received of revised order.

The total distance from station 'X' to 'C':-

<u>Sl.No</u>	<u>Mode of Journey</u>	<u>Distance</u>	
1.	Station X to Y – River Steamer	373 km	
	[The Steamer took 4 days to complete the journey], further the Officer had to wait at the Steamer ghat for 2 days for the departure of the Steamer]		
2.	Station Y to Stn .Z towards C by rail	1150 km	
3.	Thereafter , motorable road	163 km	} 218 km.
4.	Kutcha road negotiable on foot only	55 km	
		<u>1741 km</u>	
<b>Total = 1741 km</b>			



Since the journey by road from “Z” to “C” = [163 Km + 55 Km]=218 Km necessarily involves continuous travel by road for more than 200 Km, the Officer is entitled to “Enhanced rate of joining time of 15 days from 19.9.2009 to 3.10.2009, hence, he should join to the new post at Station “C” on 4.10.2009 by the latest. However, 4.10.2009 is “Sunday” and as such normal joining time is deemed to have been extended to cover such holiday and he should join on 5.10.2009 without fail.

*[Vide Rules 5(4)]*

**Notes :**

1. If an Officer in transit on transfer is directed to proceed to a place different from that mentioned in initial transfer order, he shall be entitled to fresh spell of full joining time from that Station in addition to the joining time already availed by him.
2. The fresh spell of joining time in such case, shall be calculated from the place at which he received the revised order to the new place of posting and shall commence from the date following the date of receipt of the revised order.

*[Vide Rules 6(3)]*

**“Joining Time Pay”**

Joining time is regarded as “Duty” and pay equal to the pay drawn before relinquishment of charge in the old post is admissible during Joining Time.

In addition to :-

- (a) DA appropriate to the pay.
- (b) House Rent Allowance - Old Station Rate ..... FRs 105 & 107
- (c) SCA – at Old Station Rate.

Pay includes, Basic pay + DP + Sp.Pay +S.I+ NPA vide AI (I) FR 20

However, elements of Conveyance Allowance and Permanent Travelling Allowances are not admissible

*Vide Rules 6(2) &(7) read with SR 27 & SR 7 – A.*

**“State Government of Manipur”**

**Question No. 8.(a)**

An Officer was transferred in the public interest from “X” Office to “Y” Office. He was relieved on 8.1.2009(AN).

Calculate his joining time admissible and date on which he should join his new office(Post) with the following particulars:-

- i) Distance from ‘X’ to Railway station by road – 5 kms
- ii) Rail journey – 450 kms
- iii) Road journey by any other way other than Motor Vehicle or Horse drawn Conveyance – 30 kms.
- iv) 9.1.2009 Good Friday, General Holiday  
10.1.2009 and 11.1.2009 – Second Saturday and Sunday respectively.

**Answer 8(a).**

**Calculation of Joining Time:-**

- 1. Date of relief .....8.1.2009 (AN)
- 2. Date of commencement of Joining time :- 9.1.2009  
Holidays, Sunday can not be prefixed to joining time and are included to the Joining time and as such , Joining time in this case commences on 9.1.2009 itself.

(i) For preparation time	10 days
(ii) For the Road journey from ‘X’ to Railway station 5 km. no joining time is admissible vide S.R. 294 (d)	Nil
(iii) For Rail journey . . . . . 450 kms.	1 day
(iv) For the Road journey by any other way other than Motor Vehicle or Horse drawn conveyance . . . . . 30 kms.	<u>2 days</u>

**Total = 13 days**

The officer is entitled to 13 days joining time commencing from 9.1.2009 to 21.1.2009 and he should join to the new station on 22.1.2009 at the latest.

**Notes :**

1. With effect from 30.8.89 onwards preparation time is 10 (ten) days in respect of Manipur Government employees vide Government of Manipur F.D. (PIC) O.M. No.2/21/89-PIC Dt.30.8.89.
2. For the road journey from Residence to Railway station 'X' no joining time is admissible as the distance does not exceed 8 kms. in each case.  
[ Vide S.R. 294(d)]
3. Sundays and other Holidays intervening joining time will be included for calculating joining time.

Vide O.M. 2/21/89-PIC; Dt. 30.8.89.

**Question 8 (b)**

Calculate pay and allowances admissible to the above officer during the period of joining time with the help of the following particulars :- Reference to the Rules and Orders should be quoted strictly.

	Station "x"	Station 'Y'
	Rs.	Rs.
Pay	10,200	12,000
D.P.	5,100	6,000
D.A.	7,191	8,460
H.R.A.	1,148	1,350
S.C.A.	300	300
Permanent Travelling Allowance	500	600
Conveyance Allowance	300	300
Total :-	24,739	29,010

**Answer 8(b):**

Joining time is regarded as Duty and Pay equal to the pay drawn before relinquishment of charge in the old post at station 'x' is admissible.

[ vide F.R 107 (a) read with Rule 7 ]

Therefore, the officer is entitled to the following pay and allowances during the period of joining time from 9.1.2009 to 21.1.2009:-

	<u>Rupees</u>
Pay -	10,200
D.P.-	5,100
D.A.-	7,191
H.R.A.-	1,148
S.C.A.-	300
<b>Total = Rs.</b>	<b>23,939</b>

**Notes:-**

1. Conveyance Allowance and Permanent Travelling Allowance are not admissible during joining time vide Rule 7 read with S.R. 7 –A and 27.
2. D.A appropriate to the Pay H.R.A. and C.C.A admissible at old station rate from which he was transferred are also admissible. Vide G.I.M.F.O.M. Dt.27.11.65 and G.I. Dn (2) below F.R. 107.
3. “ Pay” includes “Special Pay” if any; vide A.I. below F.R 20.

**Question 9**

Calculate the Joining time admissible to an officer of the State Government of Manipur in the following case and indicate the date on which he should join the new post at station “B”.

1. Handed over charge on the afternoon of 15.4.2009 (Wednesday) at Station “A”.
2. He had undertake the following journey in the order indicates for reaching “B”.

(a) Road journey by bus to Railway Station	65 km.
(b) Rail journey	1500 km
(c) Steamer journey Ocean	400 km
(d) Rail journey	500 km
3. 16<sup>th</sup> and 17<sup>th</sup> April were holidays and 18 was Sunday.
4. Actual time taken for the Ocean journey was 3 days and the officer also unavoidably spent 2 days in the Steamer ghat in awaiting the departure of the steamer.

**Answer 9 :**

**Calculate of joining time :-**

1. Date of Relief at Station ‘A’ :- 15.4.2009 (AN) Wednesday
2. Date of commencement of Joining time:- 16.4.2009.

- |                                                                                                                        |         |
|------------------------------------------------------------------------------------------------------------------------|---------|
| (a) For preparation                                                                                                    | 10 days |
| (b) For the journey by bus to Railway Station - 65 Km                                                                  | 1 Days  |
| (c) For the Rail Journey (1500 + 500 Km)- 2000 Km.                                                                     | 4 Days  |
| (d) For the journey by Ocean Steamer=400 Km=2 Days, however, actual time taken is longer and admitted vide S.R. 294(a) | 3 Days  |

Plus, the time unavoidably Spent at the Steamer ghat for awaiting the departure of the Steamer is also allowed vide S.R 294(C) 2 Days

**Total = 20 Days.**

Therefore, the Officer is entitled to joining time for 20 days Commencing from 16.4.2009 to 5.5.2009 and he should join to the new post at station 'B' on 6.5.2009 at the latest.

**Notes:-** 1. Holidays on 16<sup>th</sup>, 17<sup>th</sup> April, and Sunday on 18<sup>th</sup> cannot be prefixed to Joining Time and are included to the Joining Time and as such Joining Time in this case commences on 16<sup>th</sup> April itself.

2. In the case of journey by Ocean or River Steamer, if the actual time occupied in the Journey is longer than that admissible as stated above the actual time taken in the journey is allowed as Joining Time under S.R.294(c).

3. The period unavoidably spent in awaiting the departure of the Steamer at the Steamer Ghat is also admissible in addition to normal Joining Time vide SR.294 (C).

**Question No.10(a)**

Calculate the joining time admissible to a Government servant of State Government of Manipur from the following particular indicating the last date by which he may joined the new post at station 'B' :-

1. Relieved of charges at station 'A' on 23.6.2009(F.N)

2. Undertook the following journeys :-

- (a) By Road from Residence to Railway Station at 'A' 8 Km
- (b) By Rail 510 Km
- (c) By Bus 200 Km
- (d) By Rail 150 Km
- (e) By River Steamer 200 Km

( had to wait at the Steamer Ghat for 1 day for the departure of the

Steamer and the Steamer took 3 days in the journeys)

(f) By Road from Steamer Ghat to Residence at 'B' 5 Km

(g) 11<sup>th</sup> and 12<sup>th</sup> July are Second Saturday and Sunday respectively.

**Question 10(b)**

In the above case, calculate joining time pay and allowances admissible on the basis of the following particulars :-

<u>At Station "A"</u>			<u>At Station "B"</u>		
1. Pay	-	Rs.12,000	1 Pay	-	Rs.12,500
2. Special Pay-		Rs. 1,000	2. D/P	-	Rs.50%
3. D/P	-	50% of Pay	3. D.A	-	47%
4. D.A	-	47%	4. HRA	-	7.5 %
5. HRA	-	7.5 %	5. SCA	-	Rs.200
6. SCA	-	Rs.300			

Answer No. 10 (a):

**Calculation of Joining time:-**

(A) Date of relieved of charges at station "A" on 23.6.2009(F.N.)

(B) Therefore, Joining time commences on -- -- 23.6.2009.

1. For preparation time ----- 10 days.
  2. For the journey from Residence to  
Railway Station "A" 8 km, no joining time -----X
  3. Journey by Rail =510 km+ 150 km =Total 660 km ----- 2 days.
  4. Journey by Bus = 200 km ----- 2 days.
  5. Journey by River Steamer 200 km.----- 3 days  
[Actual time taken in the journey is allowed]
  6. Plus, time spent for awaiting at -----1 day  
Steamer ghat for the departure of the Steamer.
- Total = 18 days.**

The Government servant is entitled to joining time for 18 days from 23.6.2009 to 10.7.2009. Hence, the official is due to join duty at station 'B' on 11.7.2009. However 11<sup>th</sup> and 12<sup>th</sup> July are Second Saturday and Sunday respectively and he should join to the new post at Station "B" on 13.7.2009 positively.

**Notes :-**

1. For the purpose of applying the rates of different modes of travel the total distance travelled by each mode should first be worked out and only then the rates mentioned in S.R. 294 be applied.
2. If holidays followed joining time, the normal joining time will be deemed to have been extended to cover such holiday vide S.R. 293-A.
3. For the road journeys from Residence to Railway Station at 'A' and from the Steamer Ghat to Residence at 'B' i.e., 8 Km and 5 Km respectively, no joining time is admissible as the distance does not exceed 8 Km in each case vide S.R. 294(d).
4. For the steamer journey the actual time occupied in the journey is longer than that admissible, the actual time is allowed as joining time. [ Vide S.R. 294(c) ]
5. The periods unavoidably spent in awaiting the departure of the Steamer at the Steamer Ghat is also admissible. [ Vide S.R. 294(c) ]
6. The preparation time is 10 (ten) days instead of 8 (eight) days in respect of the State Government Employees effective from 30.8.89 vide Govt. of Manipur, F.D. (PIC) O.M. No. 2/21/89-PIC Dt. 30.8.89.  
However, the intervening Sundays and other Holidays will be included for calculating joining time.

Answer 10(b): The official is entitled to the following pay and allowances during the period of joining time from 23.6.2009 to 10.7.2009 :-

1.	Pay	-	Rs. 12,000	-	Rate of old Station " A "
2.	Special Pay	-	Rs. 1,000	-	- do -
3.	D.P.	-	Rs. 6,000		
4.	D.A. 47% of ( Rs. 18,000 )	-	Rs. 8,460		
5.	H.R.A.	-	Rs. 1,350		
6.	S.C.A.	-	Rs. 300		

**Notes :-**

1. Joining time is regarded as Duty and pay equal to the pay drawn before relinquishment of charge in the old post is admissible during joining time.  
[ Vide S.R. 107(a) ]
2. In addition to D.P. 50% of pay and D.A. 47% of Pay + D.P. appropriate to the pay, H.R.A. and S.C.A. admissible at the old station rate from which he was transferred are admissible.  
Vide G.I.Dn (2) below FR 107
3. Conveyance Allowance and Permanent Travelling Allowance are not admissible during the period of joining time vide Rule 7 read with S.R. 7-A and 27.
4. "Pay" includes Special Pay, if any vide A.1 below F.R. 20.

