

GOVERNMENT OF ORISSA
FINANCE DEPARTMENT

No. CS-II-75/2002

47352

F. Bhambhadaswar the 9th October 2002

To

All Departments of Government.

Sub:- **Sanction of Joining Time**

Administrative Departments are vested with powers to sanction joining time upto a period of 60 days in Finance Department Memo No. 24594 dt. 29.5.99 and as such they refer all proposals to Finance Department for sanction of joining time beyond 60 days.

It has been noticed while examining the cases of joining time beyond 60 days, that the Administrative Department in most of the cases are submitting proposal in a perfunctory manner. No supporting documents such as (1) copy of joining report, (2) copy of relieve order, (3) copy of transfer and detail posting order etc. are available on the file nor do the Administrative Department clarify the circumstances under which the Officer could not join. It has also been seen that Administrative Departments are not complying with guidelines outlined in Finance Department O.M. No. 5711 dated 5.2.80.

It is a matter of great concern that in some cases extension of joining time is for abnormally long periods exceeding more than six months for which Government have to pay idle salary. The Administrative Departments are, therefore, requested to scrupulously follow the instruction contained in Finance Department O.M. No. 5711 dt. 5.2.80 referred to above and furnish proposal to the Finance Department for sanction of joining time beyond 60 days with supporting documents in respect of each item as enumerated therein. While submitting the proposal the recommending authority may give a certificate as under.

"Certified that instructions contained in Finance Department O.M. No. 5711 dt. 5.2.80 has been scrupulously followed and supporting documents have been furnished in support of the issue in question".

Since these proposal involves payment of substantial amount of idle salary it is impressed upon that unless and until the above mentioned requirements are fulfilled, no proposal for sanction of joining time beyond 60 (sixty) days shall be entertained in Finance Department. Besides, if the period involved is more than three months, Administrative Department shall refer the proposal to Finance Department with approval of their Secretary.

(P. K. Panda)

Additional Secretary to Government

Memo No. 47353(120) F., dt. 9th October, 2002.

Copy forwarded to All Officers/ All Branches of Finance Department.

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4. Preparation time : 6 days.
5. Joining time is to be calculated from the place where the Government servant makes over the charge to the place where he takes over the charge.
6. When the two stations are connected by rail but the journey is performed by other means of conveyance, the joining time is to be calculated as admissible for a journey by rail.
7. When there are alternative approved routes between the old station to the new station, the joining time is to be calculated on the basis of the route actually followed.
8. Joining time pay : Pay equal to the pay drawn before relinquishment of charge. In addition, D.A. appropriate to the pay, and compensatory allowance as applicable to the old headquartess are admissible.
9. J.T. counts for increment.
10. The number of days of joining time not availed (maximum 10 days reduced by availed joining time) shall be credited to the Earned Leave Account (the total leave at credit thereafter should not exceed 240 days.)

GOVERNMENT OF ORISSA'S ORDERS

(1) Extension of joining time beyond the maximum limit causing unnecessary expenditure to the Government : The undersigned is directed to say that the maximum period of joining time admissible to a Government servant is 30 days. Grant of joining time beyond this limit requires special sanction of Government which is accorded only where there are very special reasons as per rule 208 of the Orissa Service Code. It is observed that a large number of proposals are being referred to the Finance Department for extension of joining time in favour of the officers whose services have been placed at the disposal of other Departments and Organisations. The necessity for such extension of joining time beyond the normal period arises mainly due to the fact that officers concerned are relieved from their old posts before issue of orders regarding their postings in their new assignments by the concerned Departments or Organisations with whom their services are placed. Similarly, in case of deputed officers, detailed posting orders are being issued long after their reversions from deputation. At times, officers are also being deputed to foreign bodies, etc., without any prior consultation with such bodies, on account of which their joining reports are not readily accepted by such bodies. In all such cases, the State Government are required to pay idle salary to such officers either by extending their joining time or by creating temporary posts for the period in question, as these officers are not responsible for such delays in joining the places of their postings.

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Consequently, this process of regularising the period of their absence from duty involves unnecessary expenditure to Government, besides causing avoidable hardship to concerned Government servants.

In order to obviate these difficulties, the Departments of Government and Heads of Departments are requested to ensure henceforward that arrangements for detailed posting of an officer on his transfer on reversion are made well in advance before he is relieved from his previous post or appointment.

[Finance Deptt. No. 38027/F., dated the 16th August, 1973.]

(2) Arrangements for detailed posting of an officer on his transfer to be made well in time : The undersigned is directed to invite a reference to F.D. Memo. No. 38027 (105)/F., dated 16.8.73 on the above subject and to say that it is noticed that in a number of cases, Departments of Government are coming forward with proposals for extension of joining time under rule 208 of the Orissa Service Code. Reasons adduced in favour of those proposals almost in all cases are not convincing. By allowing such joining time, the State Government are put to loss as the officers without working are getting joining time pay. When Audit will calculate the amounts paid by the State Government on account of extension of joining time, the amount would, no doubt be considerable. In most of the cases this occurs due to delay in issue of posting orders, relief and joining on transfer from one post to another.

In order to avoid these difficulties, the Departments and Heads of Departments are once again requested to see that arrangements for detail posting of an officer on his transfer from one post to another are made well in time.

[Finance Deptt. No. 5015/F., dated the 4th February, 1976.]

(3) Measures to curb the tendency to submit proposals for grant of extension of joining time : Under rule 198 of the Orissa Service Code a Government servant is granted joining time to enable him to join a new post either at the same station or a new station. Rules 199 and 200 of the Code indicate the extent of normal joining time admissible to the Government servant and prescribe the maximum limit of joining time to be granted as 30 days. Rule 208 of the Code specifies the circumstances in which the State Government may extend the joining time admissible provided that the prescribed maximum of 30 days is not exceeded except for special reasons. Implication of these provisions of the Service Code is that Government servants are expected to join the next post within the period of joining time normally admissible under Rules 199 and 200 of the Code. Extension of joining time beyond the limit prescribed under these Rules is to be granted only in the circumstances specified under Rule 208 of the Code.

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2. Unless there are very special reasons, extension of joining time beyond the prescribed maximum of 30 days is not to be granted. But several instances have come to notice where the time taken for joining the new post has exceeded the prescribed limit with the result that Government servants are required to pay idle salary for long periods to Government. To restrict such occasions for no service rendered during the joining time. Instructions had been issued in Finance Department Memo. No. 38027/F., dated 16.8.73 and in Memo. No. 5015/F., dated 4.2.76. A recent review of the position and proposals for grant of extension of joining time even beyond the prescribed maximum are on the increase. Government have been considering measures to curb this tendency.

3. An analysis of the circumstances leading to proposals for sanction of extension of joining time beyond the prescribed maximum of 30 days indicates that such situations arise mainly due to (i) officers on transfer making representations against the order and not making over charge till the representation is disposed of, (ii) want of specific posting order for officers relieved of their posts to be sent on deputation to another department of the Government/Public Sector Undertaking/Local Body, etc. After careful consideration of the matter, Government have decided that henceforward following procedure is to be followed by all concerned in the matter of joining new posts for which joining time is admissible :-

(a) When an officer on transfer declines to make over charge of his office to his successor, the officer so declining will be deemed to have been relieved of his office with effect from the date the successor reports at the station to take over charge unless the officer to be relieved has with him orders from the competent authority cancelling the order of his transfer or asking him not to make over charge until further orders. The relieving officer will send copies of his joining report to all authorities concerned as per rules; the officer declining to make over charge will be treated as having been relieved and he will not be entitled to get pay against the post from the duties of which he has been relieved.

(b) An officer to be sent on deputation to another Department/Public Sector Undertaking/Local Body, etc., should be relieved from his post only after orders posting him to a particular post are issued by the concerned Department/Public Sector Undertaking/Local Body, etc. The officer to be sent on deputation will be entitled not to make over charge of his office before receipt of order of posting from the concerned Department/Corporation/Local Body to which he is deputed.

(c) Where an officer on transfer is unable to join his new post because the incumbent of that post declines to make over the charge of his office on the strength of orders from the competent authority cancelling

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the transfer order or keeping it in abeyance, the officer who is unable to join duty should seek instructions from the competent authority who may so arrange posting that the prescribed maximum period of joining time is not exceeded.

4. It is expected that extension of joining time beyond 30 days limit would not ordinarily be necessary if the above procedure is followed. If, however, occasion still arises for extension of joining time beyond that limit, the Department concerned should record the circumstances in which it has not been possible to follow the procedure laid down.

[Finance Deptt. No. 5711/F., dated the 5th February, 1980.]

(4) Joining time and transit pay for inspection and verification of stores : The Government of Orissa have had under consideration the question as to how (i) the period of taking over charge of a new post by a relieving officer is to be treated and (ii) the pay and allowances for such period should be regulated in cases where the charge transferred consists of several stores and/ or scattered works which the relieving and the relieved Government servants are required to inspect together before the transfer of charge is completed. The basic principle is that no extra pay (where the transfer involves the grant of extra pay) can be drawn in any case by a relieving Government servant until the transfer is complete. But as far as the ordinary pay and allowances are concerned an exception may be made to the general rule in all cases where the charge to be transferred consists of several scattered works or stores. It has accordingly been decided that the relieving Government servant should be treated as on duty if the period spent in carrying out these inspections is not considered excessive by the Head of the Department concerned. While so taking over, the relieving officer will draw-

(a) (i) If he is transferred from a post which he held substantively his presumptive pay in that post, or (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, and

(b) house rent allowance as admissible at the new station on the basis of the pay drawn at (i) or (ii) above, as the case may be.

2. Where a Government servant is transferred to post on return from leave his pay during the period of taking over charge should be regulated as follows :-

(i) if he went on leave while working in the post held by him substantively, the presumptive pay of that post, and,

(ii) if he went on leave while working in the post in an officiating capacity, the officiating pay prior to that post or pay which will be admissible to him in the new post after taking over charge, whichever is less.

No. CS -II- 8/2011 12598 /F.,

GOVERNMENT OF ORISSA
FINANCE DEPARTMENT

OFFICE MEMORANDUM

Bhubaneswar, the 28th March, 2011

Powers have been delegated for grant of leave and extension of joining time under Rules, 130 and 208 in item Nos. 14 & 16 respectively of Appendix -1 of the Orissa Service Code. Further delegation of powers has also been made in this respect in Finance Department Office Memorandum No.24594/F., dt.29.05.1999. Consequent upon re-structuring of various service cadres, administrative delay and difficulties are being experienced in matters of sanction of leave and sanction of extension of joining time of Government servants.

In order to overcome such delay and difficulties and expeditious disposal of personal claims, the Governor after careful consideration has been pleased to order further delegation under Rule-4 read with Rule-5 of Orissa Service Code in respect of item No.14 & 16 of Appendix-I of the said Code to the extent specified below: -

Item No.	No. of Rules	Nature of Power	Authority to which delegation is made	Powers already delegated	Extent of power now delegated in this Office Memorandum
(1)	(2)	(3)	(4)	(5)	(6)
14	130	Power to grant leave other than special disability leave and leave on medical certificate on being declared finally invalid for return to duty (vide Rules 176, 177 and Rule 18 of Appendix 13 to Orissa Service Code) to a Govt. Servant who is not in foreign service.	Departments of Government	Full Power	Existing Provision continues
			Heads of Deptt.	i) Upto maximum 60 days to Class-I Officers working under their Administrative Control	Upto 90 days to Class-I Officers working under their Administrative Control

				ii) Upto maximum 120 days to Class-II Officers working under their Administrative Control provided the Officer is not under the orders of Transfer	Existing Provision continues
			Collectors	i) Upto maximum 30 days to Class-I Officers working under their Administrative Control	Upto 60 days to Class-I Officers working under their Administrative Control
				ii) Upto maximum 60 days to Class-II Officers working under their Administrative Control provided the Officer is not under the orders of Transfer	Upto 90 days to Class-II Officers working under their Administrative Control provided the Officer is not under the orders of Transfer
16	208	Extension of Joining Time	Appointing Authority	Full Power upto maximum of 30 days	Full Power upto maximum of 90 days
			Departments of Government	Upto maximum 60 days	Upto maximum 120 days

This Office memorandum shall come into force with immediate effect and the pending cases shall be disposed of in terms of above delegation.

The necessary amendment to the Orissa Service Code will be effected in due course.

Memo No. 12599 (490) /F., dt. 28.3.11 Principal Secretary to Government

Copy forwarded to All Departments of Government / All Heads of Departments / Secretary to Governor / Secretary to Chief Minister / Private Secretary to Minister, Finance / A.G. (A&E) Orissa, Bhubaneswar / A.G. (Audit) Orissa, Bhubaneswar / D.A.G., Puri / All Collectors / All F.As and A.F.As in Secretariat / All Accounts Officers attached to Office of Heads of Departments / Director, GAA, Bhubaneswar / Director, M.D.R.A.F.M., Bhubaneswar / Principal, S.T.I., Bhubaneswar for information and necessary action.

28.3.11
Under Secretary to Government