

A module
on
HARYANA CIVIL SERVICES RULES 2016
PENSION, COMPASSIONATE FINANCIAL ASSISTANCE OR
APPOINTMENT (CFA), GENERAL PROVIDENT FUND (GPF)
&
GENERAL INSURANCE



National Centre for School Leadership



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PART-A

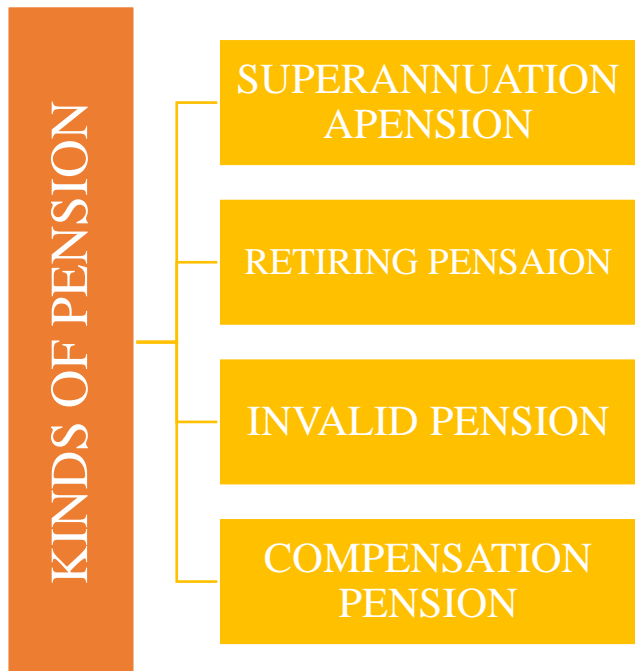
HARYANA CIVIL SERVICES (PENSION) RULES 2016

OLD PENSION SCHEME

Pension is regular payment made by the state after retirement of Government employee. These rules regulate entitlement of pension, family pension, death gratuity and retirement gratuity after retirement of GE.

APPLICABILITY

All government employees appointed to a post on regular basis on or before 31st December, 2005 except rules related to death-cum-retirement gratuity which are also applicable on the GEs appointed on or after 01.01.06. (rule 2 r/w FD inst. dt. 19.01.17) State Govt. employees appointed against post or vacancy advertised/notified before 28.10.05 (date of notification of introduction of New Defined Pension Contribution Scheme) have been allowed to exercise one time option to be covered under Punjab CSR Vol. II [HCS (Pension) Rules 2016] up to 31.08.23 vide FD Haryana inst. No. 1/1/2004-1 Pension (FD) dated 08.05.23 as per stipulations given in these instructions.



KINDS OF PENSION

Superannuation pension

is granted on superannuation retirement i.e. on attaining the age of retirement prescribed for the post. (58 years for group A,B,C and 60 years for group D ,disabled, blind, judicial employees) subject to admissibility and attaining the maximum age prescribed for retirement not less than minimum qualifying service.

Retiring pension

shall be granted on premature retirement or voluntary retirement.

Premature retirement

The appointing authority in public interest on account of inefficiency shall retire any government employee (except group D employee) after attaining the prescribed age or

completion of the twenty years qualifying service by giving notice not less than 3 months or 3 months' pay and allowances.

Voluntary retirement

- a GE of any group can seek voluntary retirement by giving notice not less than three months on completion of twenty years qualifying service or after attaining prescribed age.
- retirement shall be effective from the date of expiry of notice period, if accepting authority does not refuse before expiry of the notice period.
- it may be refused if employee is under suspension or any judicial or departmental proceedings under rule 7 is pending or contemplated which can result into the removal or dismissal from the service .
- notice of VR can be withdrawn with the specific approval of appointing authority , if request is made before the date of intended retirement even after the order of VR has been issued.

Voluntary retirement

- three months notice period can be curtailed on the basis of merit if GE submits his request.
- leave standing at the credit of the GE may be granted during the notice period of voluntary or premature retirement, if GE applies for the leave.

Invalid pension

- may be granted to a GE retired on account of any bodily or mental infirmity certified from the medical board which permanently incapacitates from the service.
- before retiring a GE on invalid pension, action needs to be taken as per provisions of section 47 of person with disabilities (equal opportunities, protection of rights and full participation) act, 1995 by shifting to some other post with the same pay scale and service benefits or supernumerary post.

Compensation pension

shall be granted to a GE if his services are dispensed with due to abolition of his/her post and he has rendered ten years or more qualifying service.

SERVICE QUALIFYING FOR PENSION

- service treated as duty.
- all leave except extraordinary leave other than leave on medical certificate or for any cause beyond the control of GE.
- extraordinary leave in continuation of study leave.
- duty period on foreign service (pension contribution paid to the parent department).

Pension

**pension = last drawn emoluments /2 *qualifying service
in half years(Max. 40) /40**

**Emolument for pension means Basic pay in pay scale, actual or
notional, whichever is fixed last**

- period of suspension, dismissal, removal, compulsory retirement followed by re-instatement and treated as duty or leave of the kind due.
- period of departmental training, followed by regular appointment.
- all regular service interrupted or continuous in one or more departments of HG with certain conditions.
- adhoc/work charged service followed by regularization.
- service paid from the contingencies followed by regularization with certain conditions.

GENERAL PROVISIONS FOR GRANT OF PENSION

- the day on which an employee is retired/discharged or allowed to resign from the service shall be treated as his last working day.
- in case of death while in service, on the day of death the deceased employee shall be treated on duty if he was duty immediately before his death or on leave in case of death while on leave.
- future good conduct shall be implied condition of every grant of pension and its continuance.
- appointing authority reserves the right of withholding or withdrawing a pension or any part of it, whether permanent or for a specified period, if pensioner is convicted of serious crime or found guilty of grave misconduct.

CALCULATION OF QUALIFYING SERVICE FOR PENSION

length of qualifying service shall be calculated as completed half yearly period. a fraction of three months or more shall be treated as a completed half year period.

Minimum qualifying service for pension

- is ten years.

- pension shall not be admissible on retirement before completion of 10 years (9years 9 months also treated as 10 years) service except invalid pension. In such case service gratuity shall be granted in lieu of pension.

Qualifying Service For Full Pension

- is twenty years.
- the pension shall be fixed in rupee and the fraction of rupee shall be rounded off to the next higher rupee.
- the minimum pension shall be Rs 9000 and maximum shall be Rs 1,12,050 (50% of the highest emoluments i.e. 224100) or as prescribed from time to time by the competent authority.
- pension shall be fixed proportionately if Q.S. is less than twenty years and ten years or more.

Non Qualifying Service for pension

Non qualifying service includes suspension period not treated as duty, overstayal of leave, overstayal of joining time, absent period, dies non period, period of apprentice, Extra ordinary leave without medical certificate & boy service.

Additional pension on completion of prescribed age

the additional quantum of pension shall be admissible from the first day of the month in which the pensioner completes prescribed age.

Age of Pensioners (Years)	Additional quantum of pension
80 – 85	20 %
85 – 90	30 %
90 – 95	40 %
95 – 100	50 %
100 or more	100 %

Death cum retirement gratuity

Retirement Gratuity

- Retirement gratuity = last emoluments * completed half years of qualifying service (Max. 66or70)/4.

Retirement gratuity = last emoluments * completed half years of qualifying service (Max. 66)/4
Emoluments =BP + DA

Here, **Emoluments** for DCRG means Basic pay in Pay scale (Actual or notional whichever fixed last) + DA (subjected to change time to time)

- DCRG is calculated on the basis of Pay in Pay band, GP, Pay in Pay Matrix and DA drawn before retirement/death.
- gratuity shall not be admissible if qualifying service is less than five years (4years 9 months shall be treated as five years).
- maximum retirement gratuity equal to 16 ½ months emoluments in case of group A, B, C and 17 ½ months emoluments in case of group D employees subject to max.20 lakhs (maximum limit of gratuity shall increase by 25 % when DA shall increase by 50%).

Death gratuity

Length of qualifying service up to the date of death	Rate of death gratuity
Less than one year	2 months emoluments
One year or more but less than 5 years	6 months emoluments
5 years or more but less than 24 year	12 months emoluments
24 years or more	Equal to retirement gratuity

FAMILY PENSION

Family pension = 30 % of last emoluments at the time of retirement or death (subject to minimum Rs 9000 per month and maximum Rs 67230 at the rate of 30% of Rs 224100)

Admissibility of family pension

The Family Pension is admissible to the family of a deceased GE in case of death

- (i) after completion of one year service; or
- (ii) before completion of one year service provided the deceased GE was declared fit for government service prior to the appointment.

Eligible family member is entitled pension and family pension two family pension at a time as admissible under the rules.

Family for the purpose of Family Pension means

- (ia) Widow/widower up to the date of remarriage or death whichever is earlier.
- (ib) Judicial separated wife or husband of a deceased Govt. employee & such separation not being granted on the ground of adultery and the person surviving was not held guilty of committing adultery.
- (ic) Childless widow of a deceased Govt. employee who has got married but her independent income from other source is less than minimum family pension.
- (ii) Failing (i) above the eldest unmarried and dependent son or daughter up to age of 25 years.
- (iii) Failing (i) & (ii) above depended eldest divorced or widow daughter up to the age of 25 years or up to the date of marriage/remarriage or till she starts earning whichever is earlier.

- (iv) Failing (i) to (iii) above, the dependent eldest daughter.
- (v) Failing (i) to (iv) above son and daughter suffering from disorder of mind or physically crippled.
- (vi) Failing (i) to (v) above parents who were wholly depended on the Govt. employee when he/she was alive.
- (vii) Failing (i) to (vi) above unmarried physically disabled brother or sister provided they were wholly depended on Govt. employee when he/she was alive.

Enhanced family pension

- Enhanced family pension equal to 50% of emoluments last drawn is admissible to the eligible family member of the deceased/disappeared GE for a period of ten years after cessation of MFA provided that GE has rendered 7 years continuous service or more service including non qualifying service if any and died **while in service**.
- The enhanced FP equal to the pension of the deceased pensioner shall be admissible for a period of 7 years or up to the date on which deceased pensioner shall have attained the age of 65 years, had he survived (whichever is earlier), if **died after retirement**.

Additional family pension

The additional quantum of family pension shall be admissible from the first day of the month in which the family pensioner completes prescribed age.

Age of Pensioners (Years)	Additional quantum of pension
80 – 85	20 %
85 – 90	30 %
90 – 95	40 %
95 – 100	50 %
100 or more	100 %

Commutation of pension

- GE on retirement may opt for commutation for a lump sum payment of a fraction of up to 40% of pension.
- The lump sum payable amount on commutation shall be calculated on the basis of commutation factor corresponding to the age on next birthday as per commutation table.

Commutation = commuted value * 12 * Commutation factor (as per table)

- Commuted value shall be recovered monthly from the pension for a period of 15 years . thereafter, the commuted portion of pension shall be restored.
- No recovery shall be made from the family pension.

Commencement of pension

- Pension shall become payable from the day following the day of retirement.

- Family pension shall become payable after the cessation of monthly compassionate financial assistance, in case of death while in service and in case of death of pensioner from the day following the day of death.

Pension sanctioning authority

- Head of office is competent to sanction pension to the employees of any group subordinate to him.
- Next higher authority is competent to sanction pension in case of head of office and head of department.
- Pension/Family Pension/DCRG/Commutation is rounded off to next rupee.

HARYANA NEW PENSION SCHEME 2008

Applicability

All regular government employees joining service on or after 01.01.06 (FD noti. dt. 28.10.05) State Govt. employees appointed against post or vacancy advertised/notified before 28.10.05 (date of notification of introduction of New Defined Pension Contribution Scheme) have been allowed to exercise one time option to be covered under Punjab CSR Vol. II [HCS (Pension) Rules 2016] up to 31.08.23 vide FD Haryana inst. No. 1/1/2004-1 Pension (FD) dated 08.05.23 as per stipulations given in these instructions.

Guidelines for implementation of Defined Contribution Pension Scheme

This pension scheme shall work on defined contribution basis and have two tiers i.e. Tier I and Tier II. Contribution to Tier I is mandatory.

Tier II is voluntary.

- 10 % of basic pay and dearness allowance shall be deducted from the monthly salary of the employee and a matching contribution 10 % shall be made by the state government. [Govt. share increased to 14% from 01.01.22 vide FD inst dated 27.01.22]
- The deductions towards NPS shall start from the month following the month of joining service. No deductions will be made for the month in which employee joins service.

IMPORTANT POINTS

- Separate salary bill for NPS employees will be prepared.
- Ex-serviceman re-appointed after 01.01.06 shall be cover under NPS.
- Delay in credit of employee share and employer share is a loss to the employee. DDO shall ensure that PRAN application is got filled at the time of joining of employee and PRAN is indicated in the e salary so that the system starts deducting NPS contribution. In case of long absence, death, resignation, desertion information needs to be provided by DDO to the concerned Treasury Officer so that data is duly updated.
- Online PRAN Generation on Module (OPGM) has been adopted/implemented from 01.06.20. [FD inst. Dated 22.06.20]

- National Security Depository Limited (NSDL) has been appointed as Central Recordkeeping Agency (CRA) in respect of this scheme. There will be three pension fund managers viz LIC, SBI and UTI (Birla Sunlife Pension Management Ltd., HDFC Pension Management Co. Ltd., ICICI Prudential Pension Fund Management Co. Ltd., Kotak Mohindra Pension Fund Ltd. are additional Pension Fund Managers vide FD inst dated 17/21.02.22.) The Bank of India will work as Trustee Bank in respect of the Funds under this scheme.

Contribution during suspension [FD inst dated 30.07.10]

- During suspension no subscription shall be made to the scheme.
- On reinstatement (exoneration or otherwise), subscription will be calculated on the emoluments entitled on return to the duty.
- Subscriber can opt to pay arrear of subscription for the period of suspension on the emoluments allowed for that period on reinstatement.

Subscription during HPL or EOL [FD inst dated 30.07.10]

The subscription shall be proportionate to the leave salary.

Withdrawal on superannuation [FD inst dated 23.07.12]

- The subscribers can withdraw *maximum* 60% of the accumulated savings and it is mandatory to invest *minimum* 40% for purchase of life annuity from annuity service provider appointed by PFRDA. (FD inst. Dt. 23.07.12)
- Subscriber has an option to withdraw the entire accumulated pension wealth if it is less than or equal to Rs. 5.00 lakhs at the time of superannuation.

Withdrawal on death

- At least 80% of the accumulated pension wealth would be utilized for purchase of annuity providing for monthly pension to the family members. The balance wealth shall be paid to the nominee/legal heir of the subscriber and there would not be any purchase of annuity/monthly pension.
- There is an option to withdraw the entire accumulated pension wealth if it is less than or equal to Rs. 5.00 lakhs on the date of death.

Withdrawal on exit other than superannuation

- At least 80% of pension wealth would be utilized for purchase of annuity for providing monthly pension and balance would be paid as lump sum payment to the subscriber.
- There is an option to withdraw the entire accumulated pension wealth if it is less than or equal to Rs. 2.5 lakhs on that date.

Partial withdrawal

- NPS subscriber can't avail loan against his/her NPS account, though partial withdrawal can be opted of certain amount out of his own contribution subject to certain conditions.

Stopping of contribution

For smooth and effective withdrawal process NPS contribution is to be stopped before three months of date of superannuation. (FD inst. dt. 20.04.17)

Death cum retirement gratuity

Haryana GE covered under NPS are also eligible for Death cum Retirement Gratuity as per rules mentioned in pension rules 2016. (FD inst. dt. 19.01.17)

Common discrepancies noticed by CRA-NSDL for delaying in registration of PRAN (Permanent Retirement Account Number) in form filled by the subscriber through DDO.

- The subscriber seem to have provided different present address and permanent address in the form but have also been ticked the option 'same as above' also.
- PIN codes have not been mentioned in the Subscriber's Bank details by the subscriber.
- MICR Codes have been mentioned incorrectly in Subscriber's details.
- Bank account type (i.e. savings or current) have not been mentioned. If the subscriber mentioned Bank details, all the fields excepts the MICR code become mandatory. If bank details are incomplete, then the bank details mentioned in the form shall be rejected.
- Relationship with the nominee not mentioned by the subscriber,
- Subscriber has provided details of minor nominee without date of birth and Guardian details.
- Subscriber has provided three nominations, however, entire 100% share has been given to one nominee.
- Nominee is major but date of birth also provided. Date of birth of nominee is required only if the nominee is minor.
- Subscriber has provided nomination (major/minor) without mentioning conditions rendering nominations invalid. If nomination details are incomplete, then the nominations details mentioned in the form will be rejected.

PART-B

HARYANA CIVIL SERVICES (COMPASSIONATE FINANCIAL ASSISTANCE OR APPOINTMENT) RULES 2019

Effective date-----01 august 2019

OBJECT OF RULES

To grant compassionate financial assistance [monthly assistance at the rate specified by the govt. subject to future good conduct] or appointment [of eligible family member of deceased or missing GE to the post of group C or D, lower than the functional pay level of the post held by the diseased or missing GE] to the family of GE who dies or disappears while in service, consequently to relieve the family of GE concerned from financial distress.

EXTENT OF APPLICATION

Applicable to eligible family members of a GE working on regular basis [includes duration of compulsory training before regular appointment to a post] and all India service officers who disappears or dies while in service including death by suicide.

DEFINITION OF DEPENDENT

Family member whose income from all sources is less than the family pension (Rs 9000) plus dearness relief.

FAMILY FOR THE PURPOSE OF COMPASSIONATE FINANCIAL ASSISTANCE

1. (a) widow or widower, up to remarriage or death
(b) judicially separated spouse (separation has not been granted on the ground of adultery and the person surviving was not held guilty of committing adultery)
(c) childless widow who has not remarried provided her independent income from all other sources is less than minimum family pension and D.R.
2. Failing 1., eldest unmarried dependent son(s) or daughter(s) up to the age of 25 years.
3. Failing 1. And 2., the dependent eldest divorced or widowed daughter(s) upto the age of 25 years, up to the date of re-marriage or till date of earning livelihood, whichever is earliest provided she should have been widowed or divorced before the date of expiry of eligibility of other existing family member for CFA.
4. Failing 1.&3., the dependent eldest daughter amongst unmarried/widowed/divorced daughters of above twenty five years, up to the date of her marriage/re-marriage or till the date she starts earning her livelihood, whichever is earlier. In case of widowed/divorced daughter, she should have been widowed/divorced before the date of expiry of eligibility of other family member for CFA.
5. Failing 1. To 4, son and daughter suffering from disorder or disability of mind or physically crippled or disabled irrespective of age provided they were wholly dependent upon the GE when she/he was alive.

6. Failing 1 to 5, parents who were wholly dependent on the GE when she/he was alive provided their combined income is less than the minimum family pension plus D.R.
7. Failing 1 to 6, unmarried physically disabled sibling (brother or sister) provided they were wholly dependent upon the deceased GE when she/he was alive.

Note - it shall be duty of the person drawing CFA (son, daughter, parents, siblings or the guardian, remarried childless widow as the case may be) to furnish a certificate to the disbursing authority, twice in year (March & September) that they have not started earning livelihood.

DEFINITION OF MISSING GE

- Disappears and whose whereabouts are not known;
- Is reported through the police station to be missing while on pilgrimage or tour etc. ; or
- Has been kidnapped by insurgents/terrorists.

DURATION OF CFA

Before attaining the age of 35 years. For a period of 15 years subject to eligibility.

On attaining the age of 35 years but before 48 years.	For a period of 12 years or up to the date of attaining the age of superannuation or sixty years , whichever is earlier. Subject to eligibility.
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On attaining the age of 48 years or above.	For a period of 7 years or up to the date of attaining the age of superannuation or sixty years, whichever is earlier, subject to eligibility.
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EMOLUMENTS OF CFA

- In case of death while on duty, the emoluments for the purpose of determination of CFA shall be equal to the last drawn basic pay including special pay in lieu of higher time scale but excluding advance or additional increments, if any not merged in the basis pay of the employee.
- In case of death while under suspension, the emoluments for CFA shall be determined equal to the basic pay immediately drawn before suspension. The increments falling during the period of suspension shall not be taken into account unless the period of suspension is treated as duty by the competent authority.
- In case of death during currency of punishment or withholding of last increment or a series of last increments without cumulative effect, the emoluments for CFA shall be determined equal to the amount which would have been admissible had the deceased GE not been awarded such punishment.

- In case of death while on leave, the emoluments for CFA shall be determined equal to the amount which would have been admissible had the employee been on duty on the date of death.
- In case of death during the period of absence related to unauthorised leave pending final decision regarding treatment of the said period, the emoluments for CFA shall be determined equal to the last emoluments drawn immediately before the date of absence.

COMPENSATORY ALLOWANCES ON CFA

- The dearness allowance, fixed medical allowance (if opted) children education allowance subject to eligibility.
- HRA for a period of two years at the rate drawn immediately before the death or admissible at the station from where the CFA is being drawn, whichever is less, or to retain govt. Accommodation, if already occupied, for a period of two years on payment of normal licence fee.
- No other allowances including NPA which was being drawn by the deceased or missing GE shall be included in the emoluments for the purpose of CFA.

ELIGIBILITY OF CFA IN ADDITION TO PENSION OR FP OR DUAL ASSISTANCE AT A TIME

- When husband and wife are employees of department or organization under Haryana govt. Or
- The spouse is an employee of other govt.
Or
- The spouse is pensioner of Haryana govt.
Or
- other govt.

ELIGIBILITY OF CFA IN ADDITION TO PENSION OR FP OR DUAL ASSISTANCE AT A TIME

- The CFA in respect of deceased GE of Haryana be admissible to the eligible family member. In the event of death or ineligibility of surviving spouse before the completion of prescribed period, the CFA shall be payable to the next eligible family member in addition to family pension, if any, in respect of deceased pensioner simultaneously.
- In the event of death of both husband or wife, CFA for both deceased GE shall be admissible to the eligible family member(s) which shall not exceed maximum pay of the highest pay scale i.e. Rs 224100.

REGULATION OF CFA IN CASE OF CRIMINAL PROCEEDINGS

Where a family member, who in the event of death while in service of a GE, is eligible to receive CFA, is charged with the offence of murdering the GE or for abetting in the

commission of such an offence, the claim of such member including other family member(s) of the family to receive the CFA , shall remain suspended till the conclusion of the criminal proceedings instituted against him.

ON THE CONCLUSION OF CRIMINAL PROCEEDINGS, THE FAMILY MEMBER IS

- Convicted , such a person is debarred from receiving the CFA which shall be payable to next eligible family member, from the next day of death of the GE.
- Acquitted of the charge, CFA shall be payable to such member.

CFA TO NEXT ELIGIBLE FAMILY MEMBER IN THE EVENT OF DEATH OF WIDOW/WIDOWER

During the currency of the sanctioned CFA the widow/widower becomes ineligible for CFA due to death or otherwise, it shall be payable to the next eligible family member for the remaining period for which necessary documents along with a request in the prescribed form for the grant of CFA to the competent authority. Payment shall be made with arrear without production of succession certificate. When no family member is eligible for CFA, the payment shall cease, however the payment of arrear of CFA shall be made on the production of succession certificate.

CFA TO JUDICIALLY SEPARATED SPOUSE

- Where a deceased GE is survived by a judicially separated spouse only (separation had not granted on ground of adultery), the CFA in respect of the deceased shall be payable to the surviving spouse.
- Where a GE dies leaving behind a judicially separated spouse with a child or children, the CFA in respect of deceased shall be payable to the surviving person (provided he/she is guardian of such child /children or person who is actually guardian.)
- When children ceases to be eligible for CFA, it shall be payable to the judicially separated spouse till death or remarriage.

CFA TO WIDOWS MORE THAN ONE IN EQUAL SHARE

CFA shall be payable to widows (where personal law permits) in equal shares up to the date of prescribed period of ineligibility, whichever is earlier. When one of them becomes ineligible, her share shall be payable to her eligible child, if any and if no eligible child then it will be payable to other widow(s) in equal shares.

CFA in equal shares to widow and child from another wife

- When survived by a widow but has left behind eligible child(ren) from another wife, who is not alive, the eligible child(ren) shall be paid the share of which the mother would have received, if she had been alive at the time of death of the GE.
- When the share of payable to such a child or to a widow cease to be payable, such share shall not lapse, but shall be payable to the other widow and/or to the other child or children otherwise eligible, in equal shares.

CFA IN EQUAL SHARES TO WIDOW AND CHILD FROM DIVORCED WIFE

- When GE is survived by a widow but has left behind eligible child(ren) from divorced wife or wives, CFA shall be paid in equal shares.
- When the share of CFA payable to such a child(ren) or to a widow cease to be payable, such share shall not lapse, but shall be payable to the other widow and/or to the other child or children otherwise eligible, in equal shares and thereafter to the next eligible family member.

CFA TO THE CHILD OF MARRIAGE INVALIDED UNDER MARRIAGE LAW (AMENDMENT) ACT 1976

Notwithstanding that a marriage is null and void under section 11 of marriage law (amendment) 1976, but the child of such marriage who would have been legitimate if the marriage had been valid shall be legitimate irrespective of the fact whether or not – a decree of nullity is granted in respect of that marriage under this act.

–the marriage is held to be void otherwise than on a petition under this act.

CFA TO THE CHILD OF MARRIAGE INVALIDED UNDER MARRIAGE LAW (AMENDMENT) ACT 1976

- The right of such child is required to be protected and shall accrue after the date of ineligibility of legally wedded wife. The CFA shall be distributed equally among the eligible child of legally wedded wife and the eligible child as mentioned in previous slide.
- When the share of CFA payable to such a child ceases, the same shall not lapse but shall be payable to the next eligible child, if there is only one child, in full, to such child, and thereafter to the next eligible family member.

CFA TO TWIN CHILDREN

- When the CFA is payable to twin children it shall be paid to such children in equal share.
- When one of them becomes ineligible, his/her share shall be transferred to another.
- When both of them become ineligible, CFA shall be payable to the next eligible single child or twin children.

CFA TO MINOR CHILD THROUGH NATURAL OR DE-FACTO GUARDIAN

- CFA payable to minor child shall be paid through natural guardian, if any, otherwise through de-facto guardian on production of indemnity bond till the minor attains the age of eighteen years. In disputed cases, however, payment shall be made through a legal guardian appointed by the court of law.

CFA TO PHYSICALLY DISABLED CHILD

- Where a deceased is survived by two or more children and one child among them is suffering from disorder or disability of mind or who is physically crippled or disabled and is unable to earn a living, the CFA shall be initially payable to the one elder among physically fit children until he/she becomes ineligible for. Thereafter, CFA shall be paid to the next physically fit children up to eligibility. When all physically fit children become ineligible for, it shall be resumed in favour of disabled child and shall be paid to him/her through the guardian as if he/she is minor except in the case of physically crippled son/daughter who has attained the age of majority.
- CFA shall be payable on production of medical certificate and subject to the following conditions –
 - He is capable of earning his livelihood and was fully dependent upon the deceased GE.
 - Person with impairment in functions of the body shall be examined by the board under the chairmanship of the civil surgeon of the district.
 - The medical certificate issued by the medical board shall be required once in the case of permanent mental or physical disability including mental retardation. Where the disability is temporary, medical certificate or the medical board shall be required once in every five years to the effect that he or she continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled.
- Impairment of more than forty percent of any of the following kind shall be entitled for benefits. Disabilities broadly are four types –
 - visual
 - loco motor
 - speech and hearing
 - mental disorders.

CFA TO MOTHER OR FATHER OF DECEASED GE

- Where the CFA is payable to the dependent parents, in the first instance, it shall be payable to the mother and on her becoming ineligible it shall be payable to the father up to the date of death, ineligibility or prescribed period, whichever is the earliest. Where parents are living separately, the CFA shall be paid to them in equal share.

STEPS TO BE TAKEN BY THE HOO IN CASE OF DEATH OF GE

- On receiving information of death of GE while in service, the HOO shall send a letter enclosing the form CFA-1 to the family of the deceased and ask for the necessary documents mentioned therein.
- Thereafter, HOO shall recommend the case to the HOD for sanction of CFA, if eligible.

COMPETENT AUTHORITY FOR SANCTION OF CFA

- Head of department shall be competent authority for the family of deceased GE of any group. However, in case of head of office the next authority shall be competent.

PROCEDURE FOR PAYMENT OF CFA

- After the sanction of CFA by the ca, monthly payment shall be made by the HOO where the deceased GE was posted at the time of death or by the office of any other HOO of same department anywhere in Haryana opted by the eligible family member subject to production of necessary documents.

ELIGIBILITY OF FAMILY MEMBERS FOR COMPASSIONATE APPOINTMENT

- The family members shall be eligible for consideration of compassionate appointment under these rules [subject to fulfilment of all the conditions and availability of vacancy] subject to the conditions that the diseased or missing GE should –
- Have completed five years of regular service (includes the period of all kind of leave sanctioned by competent authority)
- Have not attained the age of 52 years or more up to the date of death or missing; and
- Not be suspected to have committed or joined any terrorist organization or gone abroad.

FAMILY FOR THE PURPOSE OF COMPASSIONATE APPOINTMENT (CA)

- Widow or widower [judicially separated wife or husband shall not be member of the family without the consent of remaining family members.]
- Children including adopted children, already not in service in any department or organization under any state govt. Or GOI.
- Dependent brother or sister in case of unmarried or missing GE only.

Note – where there is more than one widow, neither the living widow nor the children of deceased and living widow shall be included in the family for the purpose of CA.

COMPASSIONATE APPOINTMENT ON GROUP C OR D POST

- The CA shall be confined to group C or D post only.
- Status of the deceased or missing GE or the higher qualifications of the eligible family member shall not be considered for giving CA.
- The CA being offered shall be to a post of at least one step lower FPL than functional level or ACP level or any other level higher than the FL of the post held by the deceased or missing GE, except in cases where the deceased or missing GE was working at the lowest level in group D post.

PROCEDURE FOR CA

- The family of GE shall submit an application for CA in the prescribed form within six months from the date of death of the GE to the HOO where the deceased GE was on the rolls at the time of death, for onward submission to the HOD.
- In case of missing GE the application shall be submitted by the family after a period of three months from the date of lodging FIR in the police station along with police investigation report regarding untraceable of missing GE.
- Each department shall nominate one or more welfare officer(s) who shall meet the members of the family of GE and assist the family in obtaining ex-gratia CA.
- The HOD shall prepare a list of such eligible family members, who have applied within the stipulated period of six months and review the status of application once every month to consider the cases received during the previous month.
- These names shall remain on the list for a period of 4 years from the date of death or receipt of police report and appointments shall be give by the department strictly in accordance with these rules and the seniority so maintained.
- Where the CA is not given to the eligible family member due to non-availability of post within a period of one year, in such case the benefit of CA
- shall be sanctioned by the HOD with retrospective effect to the eligible family member. Family pension already drawn shall be recovered from the amount of CFA and FPPO shall be surrendered to the PAG, Haryana through treasury officer.

Competent authority for CA
Head of department

EX-GRATIA GRANT

In addition to monthly CFA or CA, a lump sum ex-gratia grant of Rs. 1,00,000 shall be provided to the eligible family member to meet the immediate needs on the loss of bread earner within the 15 days from the death.

PART-C HARYANA CIVIL SERVICES (GENERAL PROVIDENT FUND) RULES 2016

Subscription to General provident Fund comes under compulsory deposit until happening of certain contingency. It cannot be used as a saving bank account for the purpose of withdrawal of money from the fund. These rules regulates deposit, advance and withdrawal from General Provident Fund.

TO WHOM THESE RULES APPLICABLE

- GEs who entered in government service before 01.01.06 on regular basis.
- GPF account is not to be treated as ordinary banking account.
- Sanctioning authorities should discourage its use as cheap loan account.

NOMINATION

- Should be in the name of any member of family if employee has family at the time of nomination.
- In case of more than one nominee, percentage of share payable to each should be mentioned.

DEFINITION OF FAMILY (RULE 6(2))

1. (a) wife or wives (wherever permissible under personal law) including judicial separated wife or wives.
(b) husband including judicial separated husband (wife can exclude husband if desires and can include subsequently)
(c) sons and daughters including legally adopted children, widowed/divorced daughter(s).
(d) widow(s) of predeceased son provided not remarried, otherwise the children of predeceased son in equal shares.
2. (a) failing 1, brother(s) below age of 18 years, dependent unmarried /widowed/ divorced sister(s)
(b) failing 1 and 2(a), mother including adoptive/step mother.
(c) failing 1,2(a) and 2(b), father including adoptive/step father.
3. Failing 1 and 2, major brother and sister.

Note – son/daughter includes legally adopted and residing with and wholly dependent upon parents and does not includes step children.

CANCELLATION AND REVISION OF NOMINATION

Month	OB at the beginning of the month	Monthly Subscription	Withdrawal/Advance	Closing Balance
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- Can be cancelled or revised at any time, even after retirement until submission of application for final payment (will be effected from the date of receipt of HOO)
- In case no valid nomination payment will be made to claimant producing succession certificate from the court of law.

RATE OF SUBSCRIPTION

- Minimum 8% of basic pay and maximum basic pay as on 1st April or on the date of joining.

Note- No interest is payable on the subscription deposited in excess of the prescribed maximum limit.

- No subscription during the suspension and on reinstatement with full pay and allowances it will be paid as arrear of subscription.
- On leave which carries leave salary less than full pay, GE has option not to subscribe in to the fund. If not opted, deemed to constitute an election to subscribe.
- Not to be altered during the year due to increase or decrease in the basic pay. Though it can be increased once and decreased twice in a year.
- No subscription – six month prior to retirement, if subscribed no interest will be paid ; for the month of death; duty for the part of the month and EOL for the remaining month.
- In case of transfer of the employee, no interest will be allowed on two credits of subscription for the same month by the DDOs.

INTEREST

- Rate of interest is declared by the govt. Every year.
- Date of deposit will be deemed to be 1st of the month in which it is recovered in case of recovery from the pay ;
- If it is deposited in the treasury up to 10th of the month from the arrear of pay, DA, leave salary or through challan, deemed date will be 1st of the month. Interest will be paid for the whole month otherwise not.
- If authority for the final payment issued up to 15th of the month the interest shall be payable up to the preceding month ; if issued after 15th of the month ,interest for that month is also payable provided that payment is made in the succeeding month.

04/20	225980	3000	0	228980
05/20	228980	3000	INTEREST	231980
06/20	231980	3000+2214	0	237194
07/20	237194	3000	0	240194
08/20	240194	3000	0	243194
09/20	243194	3000	0	246194
10/20	246194	3000	0	249194
11/20	249194	3000	0	252194
12/20	227194	3000	0	230194
01/21	230194	3000+1000	0	234194
02/21	234194	3000+1000	0	238194
03/21	238194	3000+1000	0	242194
Total				2848900

ADVANCES

- 6 month basic pay or 50% of credit in the account or actual cost of house hold item, whichever is less.

PURPOSES FOR ADVANCES

- Illness, disability.
- Cost of higher education (above high school stage or coaching for admission for entry into professional courses, administrative or defense services in GOI or state govt.)
- To pay obligatory expenses – betrothal, other ceremonies, religious ceremonies performed occasionally such as jagran, akhand path, ramayan path, marriage.
- Cost of legal proceedings or cost of subscriber's defense.
- Purchase of house hold items – refrigerator, LCD, led, ac, washing machine, laptop, cell phone, furniture etc.

CONDITIONS TO OBTAIN ADVANCE

- Only one advance shall be admissible at any time for any of the purpose.
- Second advance can be sanctioned after repayment of first advance, it can be sanctioned before payment if first advance is not availed up to the extent of permissible limits.
- Advance shall be not be admissible for the purpose for which withdrawal has been obtained.
- It can be sanctioned even after incurring of expenditure if it is applied within a period of 2 months.
- Can be sanctioned during suspension period or EOL.
- To be utilized within one month of its sanction and submit UC accordingly.

RECOVERY OF ADVANCE

- To be recovered in minimum 12 monthly installments and maximum 36 provided it shall be recovered before 6 months of retirement, though GE may opt for less than 12.

- Not to be recovered during the period of suspension and leave carrying leave salary less than full pay except with the consent of the employee. It can be recovered from his arrears on his reinstatement, if paid full pay and allowances.

WITHDRAWAL FROM GPF (Purposes)

- House building (building of house/flat, acquiring/purchasing of buildup house/flat/house site through approved agency or builder or repayment of outstanding amount of loan taken for house building);
- Additions and alterations of the house;
- Upkeep of ancestral house;
- Settlement of unemployed/dependent children;
- Higher education of children;
- Celebration of marriage;
- Purchase of motor vehicle;
- Withdrawal before superannuation.

House building

- Two withdrawals can be allowed.
- Can be granted to the extent of 90% (1st withdrawal) or 75% (2nd withdrawal) of the amount at the credit or actual cost, whichever is less and its title should be in the name of the subscriber or jointly with the spouse, house/plot should be in lal dora in case of village and free from all encumbrances.
- If needed for repayment of installments, total amount of installments should not exceed the admissible amount.
- House thus purchased can't be sold, gift or exchanged except with the permission of competent authority.

Additions/alterations of house.

- Withdrawal for additions/alterations can be sanctioned up to 50% of the amount at credit or estimated cost, whichever is less, once during the entire service after five years of withdrawal of house building withdrawal.
- Withdrawal for up keeping of ancestral house can be sanctioned up to 50% of the amount at the credit or estimated cost whichever is less, once during the entire service after ten years of sanction of withdrawal for reconstruction/addition/alterations of his own house.

Settlement of unemployed or dependent children

50% of the amount in credit can be sanctioned for acquiring or establishing business/commercial or industrial unit for settlement of unemployed or dependent children (above 18 years) excluding married daughter.

Higher education of children

75% of the credit in GPF account, 50% for subsequent years, 25% for subsequent semesters or actual amount required can be permitted to meet the expenditure of diploma or degree courses for each child.

Marriage

75% of the credit in GPF account for the marriage of self or children or other dependent members of family. The withdrawal can't be allowed two preceding months in which the marriage takes place and not later than one month after the marriage if application has been submitted before the celebration of the marriage.

Purchase of vehicle

- 50% of the amount in credit or actual cost of motor vehicle, whichever is less for the purchase of motor car- one time and for two wheeler –two times during entire service.
- It shall be allowed for payment of difference amount between the cost of vehicle and loan taken from the govt. Or repayment of loan taken from the govt. Or banks or financial agency.

Superannuation

- 90% of the amount in credit can be sanctioned within one year before the date of retirement without assigning any purpose.

UTILIZATION CERTIFICATE

- 6 m- for HB, alteration/additions, upkeep of ancestral house, settlement of dependent children.
- 2 M- for celebration of marriage.
- 1 M- for higher education of children and purchase of vehicle.
- In case of misutilization of advance or withdrawal it shall be recovered from the pay and employee shall be debarred for the period of two years for taking any advance and for a period of five years for withdrawal from the fund.

FINAL PAYMENT

- Shall be made to the subscriber on his retirement and to the nominee in case of death or disappearance of the subscriber.

PART-D
HARYANA CIVIL SERVICES (GENERAL INSURANCE)
RULES 1985

Objective

To provide for the Haryana Govt. Employees at a low cost and on wholly contributory on self financing basis, two benefits i.e. an insurance to the families in the event of death in service and lump sum payment of saving fund along with interest to augment their resources on retirement.

Date of Effect

Optional 01.04.86
Obligatory 01.09.87

Application

Members i.e. Haryana Govt. employees and does not include AIS officers, casual or locally recruited/adhoc employees/person liable to discharged from service on less than one month notice.

Subscription

- In case of class IV employees, saving part of subscription Rs. 10 will be drawn on as separate contingency bill by the DDO & accounted for in the Treasury Account by BT.

Description	Group/Class of Govt. Employees and monthly subscription			
	I/A	II/ B	III / C	IV/ D
No. of unit(s) in nos.	8	4	2	1
01.04.86 to 31.12.89 (Salary for m/o 03/86 payable in 04/86)	Rs. 80	Rs. 40	Rs. 20	Rs. 10
Insurance Fund & Savings Fund	(Rs. 25.04 & 54.96)	(Rs. 12.52 & 27.48)	(Rs. 6.26 & 13.74)	(Rs. 3.13 & 6.87)
w.e.f. 01.01.90 (Salary for the m/o 12/89 payable in 01.01.90)	Rs. 120	Rs. 60	Rs. 30	Rs. 15
Insurance Fund & Savings Fund	(Rs. 40 & 80)	(Rs. 20&60)	(Rs. 10&20)	(Rs. 5&10)
Insurance amount in case of death in addition to Savings Fund along with interest w.e.f. 01.01.90.	Rs. 1,20,000	Rs. 60,000	Rs. 30000	Rs. 15000

- On regular promotion of an employee from one group to another, his subscription shall be raised from the next anniversary of the Scheme to the level appropriate to the group to which he is promoted and he shall continue to covered for promotion for the same amount for which he is eligible before such promotion.

- Human Resource Department, Haryana issues table of benefits for savings fund under this scheme on quarterly basis. Amount payable on retirement can be reckoned from these tables.

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- [Punjab Financial Rules Vol. II](#)
- [Punjab Budget Manual](#)
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- [Haryana Civil Services \(Compassionate Financial Assistance or Appointment\) Rules 2019](#)
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- [Haryana Civil Services \(Punishment and Appeal \) Rules 2016](#)
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- [Haryana Civil Services \(Group Insurance \) Rules 1985](#)
- [Manual of Office Procedure Volume I](#)
- [Manual of Office Procedure Volume II](#)
- [HCS Rules 2016](#)
- [Finance Department Instructions \(OLD\)](#)
- [Finance Department Instructions \(NEW\)](#)

IMPORTANT WEBSITE

- [NPS Trust](#)
- [Health Department](#)
- [Chief Secretary Haryana](#)
- [Treasury and Account Department](#)
- [HRMS](#)
- [MIS](#)
- [NIC](#)
- [Finance Department, Haryana](#)

- [Aadhaar Bio Metric Attendance](#)
- [CM Grievance](#)
- [NSDL \(PRAN\)](#)
- [E-office](#)
- [PM POSHAN for Mid Day Meal](#)

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