

A module
on
**HARYANA CIVIL SERVICES RULES 2016
ALLOWANCES TO GOVT. EMPLOYEES, TRAVELLING
ALLOWANCE &
MEDICAL REIMBURSEMENT POLICY**



National Centre for School Leadership



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PART-A

HARYANA CIVIL SERVICES (ALLOWANCES TO GOVT. EMPLOYEES) RULES 2016

These rules covers admissibility of allowances payable to Govt. Employees under certain conditions like leave, suspension etc.

GENERAL PRINCIPLES FOR GRANT OF ALLOWANCES

- Shall not be on the whole as a source of profit to the recipients.
- Shall be drawn by the GE actually performing duties of the post.
- Ceases to be drawn by a GE as soon as he relinquishes the charge of such post.

COMPENSATORY ALLOWANCE

Admissible to meet the personal expenditure necessitated by the special circumstances in which duty is performed. E.g. Dearness allowance, travelling allowance, house rent allowance, hill compensatory allowance etc.

DEARNESS ALLOWANCE

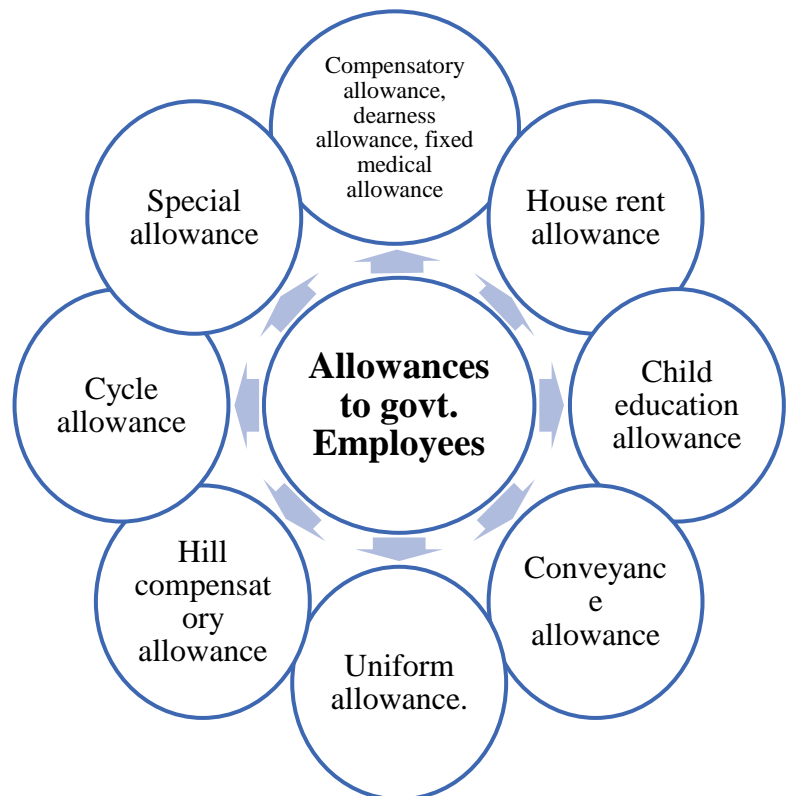
A compensatory allowance granted to GEs due to inflation in prices.

FIXED MEDICAL ALLOWANCE

- A monthly allowance admissible to a GE to meet the expenses of his own medical treatment and family members dependent on him/her.
- Present rate of FMA is Rs 1000/- pm.

HOUSE RENT ALLOWANCE

- A compensatory allowance admissible to a government employee in lieu of government residential accommodation.
- A GE shall be granted HRA at the rate prescribed by the govt. From the time to time provided it shall be certified by the employee in prescribed form, once in a calendar year or at the time of change of headquarters that he is not residing in govt. Accommodation or rent free accommodation allotted to him or his family member by any department or



organization under Haryana govt. Or any other govt. At a place up to twenty kilometers outer limit of the municipal limits of the place of posting.

Rates of HRA

The rate of HRA shall be determined as per rate of **(a)** place of posting if GE is residing up to twenty kms, outer limit of municipal limits of the city of place of posting **or (b)** place of posting **or** actual residence, whichever is less, if he is residing at a place which is at a distance more than 20kms outer limit of the municipal limit of place of posting.

RATES OF HRA		
Census of 2011 of the city/town or place of posting or actual residence	Classification of cities/towns	Rates of HRA as % of emoluments
50 Lakhs and above	X	24
5 Lakh but less than 50 Lakhs	Y	16
Less than 5 Lakh	Z	8

HRA in case of rented house

- A GE residing in rented house shall be entitled to HRA up to the amount of actual rent paid or as per entitlement, whichever is less.
- HRA shall be admissible to all (GEs) if more than one family member are residing together in one and the same own house.
(own house – house in the name of GE or his/her spouse, son, daughter, parents, grand-parents or parents-in-law.)

HRA during leave

During period of leave a GE is entitled to HRA except extra ordinary leave for more than first 180 days period.

HRA in case of death while in service

The family of deceased GE shall be entitled to –

- HRA for a period of one year at the rate drawn immediately before the death; or
- Retain govt. Accommodation for one year on payment of normal licence fee.

Note – No HRA shall be admissible on surrendering govt. Accommodation by the family of deceased GE before one year.

Fraudulent drawl of HRA

The disciplinary proceedings shall be instituted against the GE and awarded major punishment under HCS (P&A) rules 2016 on

- Excess or fraudulent drawl of HRA.
- Subletting of govt. Accommodation.
- Availing govt. Accommodation (partly or otherwise) allotted to him or any member of the family and also drawing HRA from his department.

CONVEYANCE ALLOWANCE TO BLIND, ORTHOPEDICALLY HANDICAPPED AND DEAF & DUMB GOVT. EMPLOYEES

- Conveyance allowance is being paid for going to and coming from the place of duty to regular employees declared -
 - a. Blind or having vision less than 3/60 of field vision less than 10 in both eyes by ophthalmological department of government civil hospital.
 - b. orthopedically handicapped with a minimum of 40% permanent partial disability of either upper or lower limb ; 50 % of both upper and lower limb together by the head of orthopedics department of government civil hospital or suffering from the spinal deformity causing partial disability of above 40%.
 - c. Deaf and dumb or hearing impaired having loss of 60 decibels or more in the better ear in the conversation range of frequencies.

Conveyance allowance shall not be admissible to govt. Employees –

- a. One eyed (partially blind) ; or
- b. Provided with the facility of vehicle at govt. Expenses for journey between office and residence.

The Head of Department shall refer the case of concerned ge to the head of ophthalmological or orthopedics department or ENT department as the case may be, of a civil hospital for obtaining their recommendations for the grant of conveyance allowance in case he is declared blind, orthopedically handicapped or deaf & dumb of the prescribed degree of disability, he shall be granted conveyance allowance with effect from the date of certificate of the appropriate medical authority.

- The GE can claim TA/DA for the journey performed for obtaining recommendations of the appropriate authority.
- Orthopedically handicapped employee of group D are entitled to draw both the cycle allowance and the conveyance allowance.
- Conveyance allowance shall not be admissible during vacations and for the days for which leave any kind is availed during the month.
- The fee charged by the hospital shall be reimbursable.
- The period spent to obtain medical examination and also for the journey performed for the purpose shall be treated as duty.
- Rate of conveyance allowance is 10% of the pay in pay matrix subject to minimum Rs 2500 and maximum Rs 7200 per month and dearness allowance as per prevailing rate.

Child education allowance

- A GE on production of self-attested certificate quarterly in each academic year shall be entitled to draw CEA in lieu of reimbursement of tuition fee, admission fee, laboratory fee, library fee, games/sports fee, expenditure on purchase of text books and note books, uniforms etc.
- The allowance shall be Rs. 1125/- pm per child for the first two eldest children from class nursery (two classes prior to class 1st) to 12th or up to two years of diploma course after 10th class from a recognized school/institution including studying through correspondence or distance learning.
- Where the number of children exceeds two as a result of second child birth resulting in twins or multiple birth, they all shall be included in the eldest two children for the purpose of the rules.
- The allowance shall be admissible up to the date of attaining the age of 20 years or class of 10+2 whichever is earlier irrespective of that child fails in a particular class.
- Where the eligible child being physically/mentally handicapped studies in any institutions aided or approved by the central/state govt./union territory administration or whose fee are approved by any of these authorities, this allowance shall be admissible up to the age of attaining of 22 years or till the passing of 10+2, whichever is earlier.
- It may be drawn quarterly/half-yearly/yearly.
- Where both husband and wife are in govt. Service, it is payable to one only and a certificate to this effect is to be submitted by the ge that my spouse has not claimed and will not claim such allowance.
- It shall be admissible to the eligible ge during the period of leave and suspension.
- CEA is also admissible in case of death of GE while in service for the first two children, subject to eligibility, till such time the deceased govt. Employee would have received had he been alive. After that fee on the account of tuition fee and laboratory fee equal to the fee of govt. Institutions or actually paid, whichever is less shall be reimbursed for the first two children who are studying in govt. Or govt. Aided or recognized college/institution up to the degree level.

HILL COMPENSATORY ALLOWANCE

Shall be granted to a GE posted at a place declared as hill station by the competent authority like Morni hills area. Present rate of allowance is 2.5 % of basic pay subject to minimum Rs350 and maximum Rs700 per month.

UNIFORM ALLOWANCE

- Shall be paid in lieu of admissible livery items to such GEs for whom it is compulsory as per their terms and conditions of service to wear uniform during duty hours.
- Shall not be paid during suspension, leave and joining time.
- Present rate is Rs 440/- pm.

CYCLE ALLOWANCE

- Shall be admissible to **group D** Employees irrespective of the fact whether they are provided official cycles.
- Shall be admissible while on leave of any kind except extraordinary leave.
- Admissible with conveyance allowance to group d handicapped employees.
- Present rate is Rs 200 per month.

SPECIAL ALLOWANCE

- Shall be admissible to sweeper or safai karamchari present rate is Rs. 625/- pm.
- Shall be admissible to group D employees holding dual posts of peon-cum-chowkidar, peon-cum-mali, chowkidar-cum-mali. Present rate is Rs. 200 pm.
- Not admissible during extraordinary leave.

Special allowance to differently able female GE. For child care

Admissible to female GE with disability

- (i) not less than 40% certified by the medical authority.
- (ii) for max. Two eldest surviving children from birth to attaining the age of 2 years.
- (iii) rate of allowance is Rs. 1500 per month per eligible child.

ALLOWANCES DURING JOINING TIME

House rent allowance and other allowances except conveyance allowance shall be admissible at the rate admissible at the old or new station, whichever is less.

ALLOWANCES DURING TEMPORARY TRANSFER

HRA and other allowances shall be granted at the same rate as admissible to a GE at the headquarters from where his pay and allowances are being drawn.

Temporary transfer

Transfer from one station to another for limited period not exceeding 180 days (including the day of journey) including deputation or temporary duty from one station to another within the same department.

ALLOWANCES DURING LEAVE EXCEPT EOL

During the period of leave except EOL GE shall be entitled to

- House rent allowance
- Hill compensatory allowance
- Fixed medical allowance
- Children education allowance

ALLOWANCES DURING EXTRA ORDINARY LEAVE (EOL)

During EOL, GE shall be entitled to-

- House rent allowance for the first 180 days.
- Hill compensatory allowance for the first 180 days.
- Fixed medical allowance.
- Child education allowance.

ALLOWANCES DURING LEAVE

- Allowances admissible proportionate to leave salary -
- Non practicing allowance to doctors.
- Cycle allowance to group d employees.
- Special allowance to sweeper.
- Special allowance to group d employees holding dual charge.

ALLOWANCES DURING SUSPENSION

- Dearness allowance on the amount of subsistence allowance.
- HRA on the emoluments drawn before suspension at the rate in existence for his HQ.
- Hill compensatory allowance, if admissible.
- Fixed medical allowance
- Any other compensatory allowance equal to the amount admissible on HPL.

PART-B HARYANA CIVIL SERVICES (TRAVELLING ALLOWANCE) RULES 2016

Travelling allowance is an allowance given to a Govt. employee to meet personal expenses incurred during journey in public interest with the approval of competent authority. These rules regulates entitlement of TA/DA for Govt. employees.

TRAVELLING ALLOWANCE

An allowance admissible to a government employee to cover the expenses incurred while on tour in public interest which includes daily allowance, road mileage allowance, local mileage allowance, permanent travelling allowance, etc.

REGULATION TO CLAIM TO TRAVELLING ALLOWANCE

- GE claim to TA shall be regulated by the rules in force at the time the journeys in respect of which they are made or undertaken.
- The TA of GE who is promoted or reverted or granted an increased rate of pay with retro respective effect shall not be reviewed.

COMPETENT AUTHORITY FOR TOUR

Head of office Within Haryana, Chandigarh and Delhi

Head of department of Anywhere in India

Administrative department Within and out of India

- TA for any person working on daily wages, part time, contract basis, work charged employees, person re-employed after retirement and are not drawing pay in any pay scale shall be regulated under these rules on the basis of FPL of the same post.
- A GE during transit from one post to another shall rank in the grade to which the lower of the two posts would entitle him.

GRADING OF GEs

Grade - I (i) Employees drawing pay in Level 19 and above Revised Pay Rules 2016 and Level 23 and above ACP Rules 2016.
(ii) Employees drawing pay in Level 15 and above AIS Revised Pay Rules.
(iii) District Judge/Addl. District Judge.

Grade -II (i) Employees drawing pay in Level 16 to Level 18 Revised Pay Rules 2016 and Level 20 to Level 22 ACP Rules 2016.
(ii) Employees drawing pay in Level 14 AIS Revised Pay Rules 2016.
(iii) Judges of Senior Division.

Grade - III (i) Employees drawing pay in Level 8 to Level 15 Revised Pay Rules 2016 and Level 11 to Level 19 ACP Rules 2016.
(ii) Employees drawing pay in Level 10 to Level 13 AIS Revised Pay Rules.
(iii) Judges of Junior Division

Grade - IV - Employees drawing pay in Level 5 to Level 7 Revised Pay Rules, 2016 and Level 5 to Level 10 ACP Rules 2016.

Grade -V Employees drawing pay in Level 4 and below Revised Pay/ACP Rules 2016.

MODE OF JOURNEY AND ENTITLEMENT

Each govt. Employee is required to travel by the mode and class of accommodation for which he is entitled under these rules. He can undertake journey by any mode of public conveyance above the respective entitlement provided that claim filed for reimbursement shall be restricted to the entitlement. [Administrative department is the competent authority to allow a GE to perform a particular journey in a class higher than that of his entitlement]

BEGINNING AND END OF JOURNEY

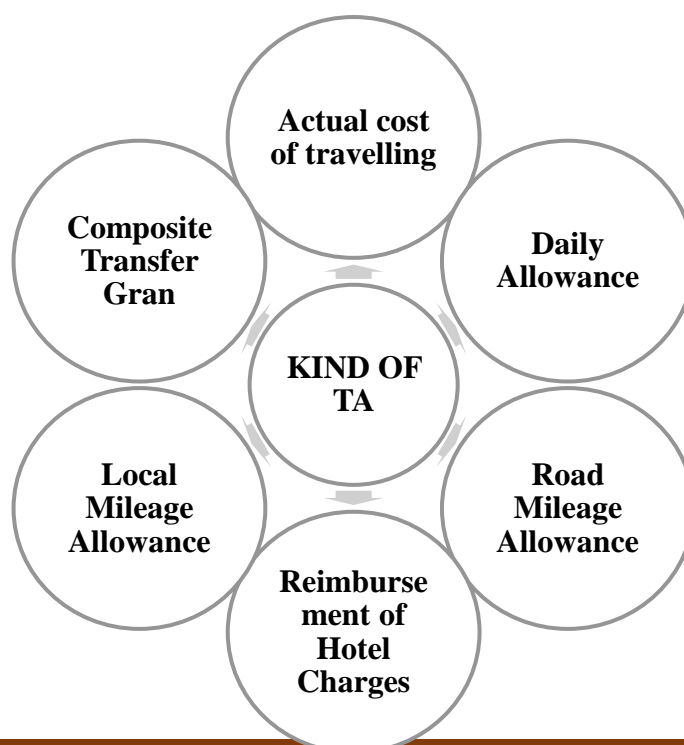
A journey on transfer is held to begin from or end at the actual residence of the GE	Any other journey is held to begin from or end at the duty point or residence.	Where a journey begins/end at a station which is neither the GE HQ nor his place of duty, it may be treated to have commenced/ended at his residence. The TA claim in such cases shall be restricted to the claim had the journey been performed from his residence.
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PERMISSION FOR JOURNEY BY AIR IN EXCEPTIONAL CIRCUMSTANCES

In exceptional circumstances, the administrative department, in consultation with FD, may permit any government employee to travel by air in public interest. Concerned officers shall prefer air India for journey by air with full utilization of concessional fares and other incentive schemes.

REIMBURSEMENT OF RESERVATION AND CANCELLATION CHARGES

In case of cancellation of a journey due to any reasons by public conveyance while on tour or transfer in public interest, the following charges are reimbursable - (i) actual cost of reservation and sleeper



charges (ii) tatkal seva charges (iii) charges for booking of tickets through internet/e-ticketing (iv) cancellation charges, for journey cancelled for official reasons or in unavoidable circumstances can be claimed.

Tickets to be appended to the claim

- When journey is performed by air, river steamer, air conditioned rail/ bus or deluxe bus, the tickets and boarding pass in case of journey by air, in original shall be attached, otherwise ordinary fare shall be admissible.
- If ticket of journey is lost, the actual cost of journey of the entitled mode may be allowed to be reimbursed by the HOD to non-gazetted GE and by AD to gazetted GE in exceptional cases subject to the declaration by the concerned GE.

Reimbursement of toll charges

when journey undertaken by own vehicle (self, spouse, parents, real brother or sister) or taxi, all toll charges paid during the journey within state or outside state shall be admissible in addition to the road mileage allowance on production of the original receipt.

Local journey

- The local mileage allowance shall be admissible for local journeys [journey between office/residence and bus stand/railway station/airport at HQ and also at the duty station between bus stand/railway station/airport and place of duty/residence] performed on tour within the state up to fifty kilometers per visit per city and outside state.
- The HOO may permit a GE to draw the actual cost of travelling not more than local mileage allowance limited to twenty five kilometers in a day for the journey performed in public interest at one or more stations within the radius of twenty kilometers of the headquarters. In exceptional circumstances, HOO may relax the limitation of twenty five kms by recording reasons specifically.

Conditions for drawl of daily allowance

- Daily allowance may be drawn for the period during the tour in public interest beyond the radius of twenty kilometers from the headquarters.
- No daily allowance is allowed if a ge takes short leave or restricted holiday while on tour.
- Daily allowance shall not be permissible for Sunday or gazetted holiday, if the GE is not actually at tour station.
- Tour and daily allowance shall be restricted to ten days in a month unless it is extended by competent authority. HOD and A S concerned are competent authority to allow DA to a GE up to 15 days and beyond 15 days in a month, respectively, provided the tour is administratively justified.

Drawl of DA beyond ten days in a month

There is no bar for drawl of DA beyond ten days in case of

- Election duty anywhere in India.
- Compulsory training under the order of appointing authority or head of department.
- Attending of courts in connection with government cases.
- Car, jeep drivers.
- Personal stall of ministers and officers who actually remain on tour with them.

Drawl of DA beyond ten days in a month

Following may draw DA for more than 10 days -

- Chief secretary to govt. Haryana.
- Principal secretary to chief minister, Haryana.
- All OSDs to cm, Haryana.
- Deputy commissioner up to 15 days in a month.
- Junior engineer of three wings of PWD including Panchayati Raj department up to twenty days in a month.
- Police personnel posted in police stations up to twenty days in a month.

Dearness Allowance

- The rate of DA shall be determined with reference to the city where the GE while on tour spends the succeeding night of journey.
- Reimbursement of hotel charges as per rules is permissible while on tour outside Haryana and Chandigarh in addition to admissible DA.
- GE spends part of a day in one city and part of it in another city, shall be entitled to DA at the rate of city where he spends the night succeeding such day.
- Where the night is spent in train the DA shall be determined with reference to the place of destination.

TA TO APPEAR BEFORE COURT/INQUIRY

- GE (not placed under suspension) against whom departmental proceedings have been instituted and is required to appear before the inquiry officer at other station provided that he is paid nothing on account of travelling and other expenses, can be allowed TA.
- GE under suspension shall be allowed the actual travelling expenses by the competent authority for journey made for the purpose of attending a departmental inquiry.
- Ta for a journey on tour including halts (3 days max. In all) shall be allowed to a GE (under suspension or not) for perusal of documents for preparation of his defense

provided that journey is performed with the approval of HOO and IO permission has been obtained.

- TA can be allowed to GE, if she/he is summoned to give evidence in a criminal or civil case to which govt. Is a party or departmental inquiry.
- TA can be allowed to a retired GE for journey performed for perusal of documents, for attending departmental enquiry, for attending court in case of judicial proceedings and when compelled to answer criminal or civil cases.

TA FOR DEPARTMENTAL EXAMINATION

- A GE shall be entitled for TA/DA, not more than twice for any particular examination for halt at tour rates for journey performed to appear for an obligatory departmental examination or any other in-service examination including examination compulsory for satisfactory completion for probation period, to get normal increment or promotion to higher post.
- HOO is competent to disallow TA/DA, if in his opinion –
- GE has culpably neglected the duty of preparing himself for an obligatory examination.
- GE does not display a reasonable standard of proficiency in an examination which is not obligatory.

TA FOR DEPARTMENTAL TRAINING

- When a GE is directed to undergo a course of training, he shall be entitle to TA for to and the return journey from the place of training including the journey essential for such training.

TRANSFER TRAVELLING ALLOWANCE

- A GE on transfer in public interest shall be entitled to composite transfer grant as lump sum amount as per rate prescribed in these rules in lieu of transfer travelling allowance, loading and unloading allowance, daily allowance, actual cost of travelling, road mileage allowance, local mileage allowance for self, family members and also includes the displacement compensation provided –
- The transfer in public interest involves change of residence.
- It is certified by the GE within a period of six months that he has shifted his residence to his new headquarters.

DA FOR HALT DAYS DURING TRAINING

- The above admissibility of DA shall be reduced to half after sixty days.
- For the days of journey, the DA shall be admissible at tour rates.

- If arrangement of boarding and/or lodging are made available free of cost but the same are not availed by the trainee, he shall be deemed to have availed such arrangement for the purpose of TA/DA.

DA FOR HALT DAYS DURING TRAINING

Where there is no institutional arrangement for boarding and lodging. Full daily allowance up first sixty days.

If arrangement exists on payment basis for either boarding or lodging only. Full daily allowance or half daily allowance plus actual boarding or lodging charges, whichever is more.

If arrangement exists on payment basis for both boarding and lodging. Full DA or 1/4th DA plus actual boarding and lodging charges in the institution, whichever is more.

If arrangement exists free of cost for either boarding or lodging only. ½ DA

If arrangement exists free of cost both for boarding and lodging. ¼ DA

RATE OF COMPOSITE TRANSFER GRANT AS PER NOTI. DT. 20.06.18

- The above rate of transfer grant shall automatically stand increased @5% from 1st April 2019 for every year.
- In case of journey beyond 500 kms. Actual travelling expenses of family members (limited to entitlement) is also payable with the CTG.

Rate of composite transfer grant as per noti. Dt. 20.06.18

Grading of the employee	Up to 20 kms. in Rs	21 to 100 kms. In Rs	101 to 200 kms. in Rs	201 to 300 kms. in Rs	301 to 500 kms. In Rs	501 to 1000 kms. in Rs	Above 1000 kms. in Rs
I & II	10000	20000	30000	40000	48000	48000+	60000+
III	7500	15000	22500	30000	36000	36000+	45000+
IV	5000	10000	15000	20000	24000	24000+	30000+
V	2500	5000	7500	10000	12000	12000+	15000+

TRANSFER T.A

- A GE under suspension whose headquarters are changed in public interest, shall be entitled to transfer travelling allowance/composite transfer grant but nothing shall be admissible if the headquarters are changed at his request.
- On **temporary transfer**, in public interest, from one station to another at a distance beyond twenty kilometers, GE is entitled to TA/DA for journey days and 1/4th DA for the halting days not exceeding 180 days at the temporary headquarters or deputation station. When temporary transfer is extended in public interest beyond 180 days, then it shall be treated as regular transfer for the purpose of these rules.
- A GE who is given additional charge of a post at another station situated at the distance of more than twenty kilometers, shall be entitled to TA/DA as admissible while on tour.

TA FOR MEDICAL TREATMENT

GE or his family member(s) dependent on him shall be entitled to actual travelling expenses (excluding DA) for the journey within India by entitled mode of journey, except by air, for obtaining appropriate medical treatment.

TA ON RETIREMENT OR DEATH WHILE IN SERVICE

- GE on retirement shall be granted a concession of composite transfer grant to proceed from the last station of his duty to the place of settlement or home town whichever is nearer.
- This CTG may be drawn within one year after the date of his retirement or retrenchment or expiry of period of his re-employment.
- The family members of the GE may proceed during a period before one month or within six months after retirement in case of settlement at a station beyond 500 kms. From the place of last posting.

CONTROL OVER TA

- The GE shall submit his travelling allowance claim in the prescribed form appended to these rules, only once in a month for various journeys performed during the preceding month and no supplementary claim in this regard shall be entertained. Tour program approved by the competent authority shall also be enclosed.
- The right of GE to claim the TA/DA shall be forfeited if it is not preferred within one year from the date of completion of journey.
- TA/DA should not be taken as source of profit. Controlling officer can disallow the whole or any part of TA claimed for any journey or any halt, if he considers that journey was unnecessary or unduly protracted and a halt was of excessive duration.

- A travelling allowance check register is prepared to check the chances of double payment for the same journey.

Restriction on tour

Head of office or any other higher authority may impose such restrictions, as it may think fit, upon the frequency and duration of journeys to be made on tour by any GE or class of GE.

FALSE DRAWL OF TA

- The GE claiming/drawing a **false or bogus travelling allowance** shall be liable to disciplinary proceedings under Haryana civil services (punishment and appeal) rules and shall be awarded one of the major punishments. Some of the instances are as under –
- For a journey not actually performed.
- Of a higher class as per entitlement whereas the journey actually performed in a lower class.
- By submitting false certificates/ tickets.
- Of road mileage allowance and/or toll charges when the journey not actually performed by own vehicle or taxi/auto rickshaw.

ENTITLEMENT BY PUBLIC CONVEYANCE

Grade of the employee	Journey by bus	Journey by Rail
I & II	Ac bus including Volvo of Haryana roadways	AC first class or executive class.
III	Ac bus including Volvo of Haryana roadways or Deluxe bus	AC ii tier or ac chair car
IV	Non AC Deluxe Bus/Ordinary Bus	AC iii tier or non ac chair car
V	Ordinary Bus	2 nd class/2 nd class sleeper

ENTITLEMENT OF TRAVEL BY AIR

Grade/description of category of GE	Description of entitlement
GE drawing their pay in level 18 of their respective AIS revised pay rules (RPR)	(I) <i>Business class</i> when travelling within India. (II) <i>First class</i> when travelling abroad.
(I) GE drawing their pay in level 16 & 17 of their respective AIS RPR.	(I) <i>Business class</i> when travelling within India. (ii) <i>Business class</i> when travelling abroad.
(II) GE drawing their pay in level 20 of HCS (RP) Rules 2016/level 24 HCS (ACP) rules 2016	

(I) GE drawing their pay level 19 of HCS (RP)rules 2016/level 23 HCS(ACP) rules 2016	(I) <i>Economy class</i> when travelling within India. (ii) <i>Premium economy class</i> when travelling abroad.
(II) GE drawing their pay in level 15 of their respective AIS RPR	
Grade – II	<i>Economy class</i> when travelling within India or abroad.
Grade – III	(I) <i>Economy class</i> when travelling within india subject to following conditions – (a) GE being HOD may travel as such without any restriction. (b) GE other than HOD may travel as such after obtaining the approval of the concerned as, only in cases where the distance of journey exceeds 500 kms. (ii) <i>Economy class</i> when travelling abroad.
Grade – IV & V	<i>Economy class</i> when travelling abroad.

ENTITLEMENT BY JOURNEY BY OWN VEHICLE OR TAXI AND RATE OF ROAD MILEAGE ALLOWANCE

Grade	Journey by taxi/auto rickshaw	Journey by own vehicle	Rate of road mileage allowance
I & II	AC taxi	By own car	Rs. 16 p km
III	Taxi (with prior approval of the HOO for each journey)	By own car (with prior approval of the HOO for each journey)	Rs. 16 p km
IV & V	By auto-rickshaw,(with prior approval of the head of office for each journey)	By own scooter/motor cycle (with prior approval of the HOO for each journey)	Rs 9 p km

ADMISSIBILITY TO UNDERTAKE LOCAL JOURNEY WHILE ON TOUR AND ENTITLED RATE TO DRAW MILEAGE ALLOWANCE FOR SUCH JOURNEY

Grade	Description of entitlement when journey is performed within Haryana and Chandigarh.	Description of entitlement when journey is performed outside Haryana and Chandigarh.
I, II and III	Up to a maximum of 50 kms per city	At the rate of Rs. 16 per km of

and at the rate of Rs. 16 per km of actual journey performed or actual expenses, whichever is less.

IV and V	Up to a maximum of 50 kms per city and at the rate of Rs. 9 per km of actual journey performed or actual expenses, whichever is less.	At the rate of Rs. 16 per km of actual journey performed or actual expenses, whichever is less.
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RATE OF LOCAL MILEAGE ALLOWANCE ON FOOT OR BICYCLE

A GE who performs journey on foot or by bicycle shall be entitled to local mileage allowance at the rate of Rs four per kilometre.

- 50 % of the admissible DA shall be deemed to be full DA for this purpose.
- Self verified original receipt of payment made towards the rent of hotel room must be produced and appended with the TA claim.
- The reimbursement shall be admissible when the GE stays in hotel for overnight.
- The GE covered under grade I, II and III of these rules shall certify the non-availability of accommodation in Haryana Bhawan or any other rest house/guest house maintained by the department of GE who is on tour out of Haryana/Chandigarh.
- In case, if the boarding charges (i.e. charges of breakfast, lunch and/or dinner of a days(s) have been included in the bill of hotel charges, no DA shall be admissible for that day.

ENTITLEMENT OF REIMBURSEMENT OF HOTEL ROOM RENT

Grade of GE	Description/ceiling of entitlement to claim reimbursement (actual expenses subject to ceiling) Rs
I	4000
II	3000
III	1500
IV	1000
V	500

RATES OF DA WITHIN AND OUT OF HARYANA

Grade	In any town/city in Haryana including Chandigarh (In Rs per day)	In any town/city outside Haryana/Chandigarh (in Rs per day)
I	700	800
II	600	700
III	500	600
IV	400	500

V

300

400

ADMISSIBLE PERCENTAGE OF FULL DA

Length of Absence	Actual entitlement to draw full DA as percentage to the lump sum full amount
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If absence from HQ on official tour is less than 6 hours	30 %
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If absence from HQ on official tour is between 6 and 12 hours	50 %
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If absence from HQ on official tour is between 12 and 24 hours	100 %
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Note – the absence from HQ will reckoned from mid night to mid night and will be calculated on a per day basis

DA WHEN JOURNEY IS PERFORMED BY GOVT. VEHICLE

Absence from HQ at a distance of more than 20 kms.	Daily allowance (Rs)
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Where absence from HQ is up to 6 hours	No
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Where absence from HQ is more than 6 hours but less than 12 hours	50 %
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Where absence is for 12 hours but less than 24 hours, irrespective of the fact within one or two calendar days.	100 %
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ENTITLEMENT TO UNDERTAKE LOCAL JOURNEY PERFORMED WITHIN HARYANA AND CHANDIGARH

Length of Absence	Actual entitlement to draw full DA as percentage to the lump sum full amount
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If absence from HQ on official tour is less than 6 hours	30 %
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If absence from HQ on official tour is between 6 and 12 hours	50 %
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If absence from HQ on official tour is between 12 and 24 hours	100 %
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Note – the absence from HQ will reckoned from mid night to mid night and will be calculated on a per day basis

PART-C

MEDICAL REIMBURSEMENT POLICY

GENERAL CONDITIONS

- Full reimbursement of charges in all government hospitals in and outside state of Haryana, UT.
- Full reimbursement charges in all government medical colleges in country (a certificate from medical superintendent/CS is required stating the colleges is run by the state government).
- The reimbursement of the expenditure incurred on the purchase of medicines for a period of 7 days after discharge from the hospital is fully reimbursable and in case of package treatment, it would be a part of package.
- Each and every medical bill is to be presented on proper performa duly filled in and signed by the claimant. Bill must be countersigned by the civil surgeon/medical superintendent
- Essential certificate will be signed by the doctor giving treatment and countersigned by medical superintendent of the concerned hospital which is to be submitted with the medical claim/ bills.
- The expenditure for the treatment taken in the branches of the approved hospitals shall not be reimbursable.
- All pensioners of Haryana govt. Are eligible for treatment as in case of govt. Employees. An affidavit before retirement is given stating the permanent place of settlement after retirement (which can be changed at later stage also). The pensioners will submit their medical reimbursement claims to their heads of offices at the place of permanent settlement. An identity card is to be issued to the pensioner by the head of office.
- Vide letter no. 237-4hbw-64/8589 dated 16.03.1964 delivery case is treated as disease and the expenditure on prenatal and postnatal treatment is reimbursable.
- Vide HD inst. Dated 06.08.91 cost of cat scan is reimbursable for indoor patient only.
- Employee/pensioner will produce identity card of the department to the hospital in order to establish their identity.
- There is no need to refer the patient from the civil hospital for treatment in Haryana government approved hospitals.

Time limit for submission of MR claim

- Medical reimbursement bill is to be presented within 6 months after the completion of treatment and further 6 months with the sanction of the administrative department. In case of death of the patient/claimant, this limit is extendable by the health department.
- Ex-post facto sanction-medical reimbursement claim submitted after 12 months of the completion of treatment shall be referred to health department to accord ex-post facto sanction.

MEDICAL ADVANCE

Advance will be allowed percentage of estimated cost of treatment provided by the hospital from where treatment is to be taken.

Govt. Hospitals - 90%

Medical advance	
Competent Authority	Powers for Medical Advance
Head of Office	3 Lakhs
Head of Department	7 Lakhs
Administrative Department	Full Powers

Approved hospitals –

- 90 % [estimate on packaged rates]
- 75% [estimate on non packaged rates, PGI Chandigarh + 75% balance amount]
- 50% [estimate on non packaged rates/PGI Chandigarh rates
[estimate on non packaged rates notified by state government]

CONDITIONS FOR GRANT OF ADVANCE FOR TREATMENT IHOSPITAL

Is granted for approved hospitals only (for unapproved hospitals the case may be sent to the finance department)

- Is granted only after submission of estimated cost duly signed by the doctor/medical officer and countersigned by the medical superintendent.
- Is granted to only regular employees (adhoc/contractual employees are not allowed any kind of advance)
- Is granted to pensioners/temporary employees only with sureties of two permanent /one regular employee. An affidavit in this regard has also to be taken.
- Utilization certificate must be submitted by the employee or pensioner within three months of the sanction of advance for treatment failing which penal interest shall be charged. If amount of advance is misused, interest will be charged by the department.

APPROVED HOSPITALS

Employees/pensioners/family pensioners should check the list of private hospital empanelled by state government as list is subject to change from time to time. This list can be viewed on the website of health department Haryana.

ACCREDITATION OF APPROVED HOSPITALS

On the basis of accreditation there are two categories of HOSPITALS (i) NABH (National Accreditation Board for Hospital and Health Care) (a) Entry Level NABH (b) Full NABH (ii) JCI (Joint Commission International) and two types of package rates accordingly one for entry level NABH and second for NABH/JCI.

MEDICAL REIMBURSEMENT ON TREATMENT IN UNAPPROVED HOSPITALS

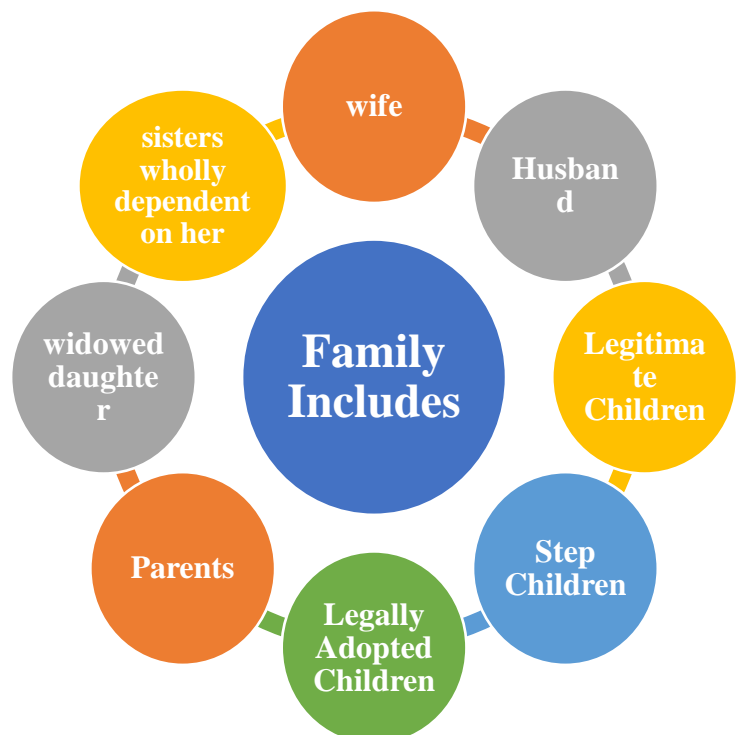
- Treatment in emergency is to be got certified by the concerned department in consultation with the civil surgeon.
- If emergency is certified, expenditure on treatment can be reimbursement at the rates equal to PGI Chandigarh/AIIMS rates with the approval of administrative department. In case of non availability of rates, 50 % of cost may be allowed with the prior clarification on non-availability of such investigation /diagnostics/procedures in PGI Chandigarh/AIIMS rates from Health Department Haryana.

DEFINITION OF THE FAMILY

354/07-IHBIII Dt. 08/01/2008 (Health Department) for the purpose of Medical Reimbursement

Note:

- The income of dependents should not exceed Rs. 3500/- per month.
- Physical & Financial dependence of parents/Mother-in-law & Father-in-law is must.
- Women employees can opt either her parents/Mother-in-law & Father-in-law. It should be informed in time to the authorities.
- A joint affidavit by the spouse of the State Govt. can be given for



claiming the reimbursement of the bill from one of the office. In this case the limit of income does not apply.

HEALTH DEPARTMENT HARYANA INST. DATED 17.07.92

If both husband and wife are employees of state govt./other state govt. /govt. Of India/board/corporations/autonomous bodies/banks/other public or private limited or registered undertaking/institution/companies, any one of them shall be allowed to get the FMA/medical reimbursement and they shall have to submit their respective departments a joint affidavit specifying which of them will claim FMA or MR in respect of wife/husband and their dependent family members.

Powers for sanctioning of medical reimbursement

Head of Office	3 Lakhs
Head of Department	7 Lakhs
Administrative Department	Full Powers

HEAD OF OFFICE

Education department has declared DEO and DEEO as head of office for concerned district as a sanctioning authority of medical reimbursement of powers for sanctioning of medical reimbursement.

LIST OF CHRONIC DISEASES (NO.2/640/2005-1HBIII DATED 8-6-2005) {18 DISEASES}

- CAD (Coronary artery disease)
- Chronic Heart Disease
- Chronic Respiratory Disease/COPD/ILD/Cystitis Fibrosis
- Chronic Renal Failure
- Rheumatoid Arthritis Osteoarthritis
- Brain Tumor and Malignancy of Different Organs
- Paraplegia/Quadriplegia/Hemiplegic
- Epilepsy
- Multiple Sclerosis/myasthenia gravis
- Ulcerative Colitis/crohn's disease, coeliac disease
- Cirrhosis of liver, chronic Hepatitis B&C
- Thalassemia
- Psoriasis'
- Aids

- Diabetes Mellitus Scleroderma
- Organ transplant
- Glaucoma

REIMBURSEMENT FOR 18 CHRONIC DISEASE TREATMENT IN OUTDOOR

- Indoor as well as outdoor expenditure is reimbursable
- Review of chronic disease after 5 years from medical board. For renewal of certificate, applicant needs to be applied 3 months in advance before expiry of certificate. Only one certificate shall be issued for one or multiple chronic diseases for each beneficiary.
- Head of department is competent authority to change the option from fixed medical allowance either from the date of detection of disease or from the date applicant is willing to opt after issuance of chronic disease certificate and vice versa.
- Persons claiming the reimbursement on chronic diseases shall not be entitled for FMA or any other such allowance.
- Reimbursement shall be for entire prescribed medicines subject to the condition that civil surgeon of the concerned district should approve the bill on essential certificate or refer the patient to the medical board, if required. Health supplements and other vitamins should not be part of prescription, but if, civil surgeon approves then all medicine, as the case may be deemed fit.

INSTRUCTIONS FOR HARYANA GOVT. APPROVED PRIVATE HOSPITALS REGARDING OPD CONSULTATION/VISITING FEE

- OPD consultation/visiting charges for chronic diseases is fixed at RS 300. It shall be once in a month subject to conditions that the patient has visited empanelled private hospital. This amount shall not be reimbursed.
- OPD consulting/visiting charges for non-chronic diseases are being fixed at 40 % discount of their normal tariff for Haryana govt. Employees/pensioners and their dependents visiting in private empanelled hospitals. This amount shall not be reimbursed.

DIALYSIS (IN CASE OF CHRONIC RENAL FAILURE)

- Patient may get his/her dialysis in any private hospitals subject to the following conditions without obtaining emergency certificate from the civil surgeon of the concerned district.
- CRF condition is to be certified by the nephrology department of tertiary care institutions (govt. /empanelled hospitals)

- Reimbursement shall be allowed at package rates fixed for private empanelled hospitals and PGI Chandigarh rates for non empanelled hospitals.
- A certificate may be obtained from the civil surgeon of the concerned districts to verify the ongoing need for dialysis, once in five years.

REIMBURSEMENT OF MEDICAL BILLS

In case of empanelled private hospitals the amount of bill is reimbursable as per package rates fixed by health department or PGI Chandigarh rates + 75 % of the balance amount or PGI Chandigarh rates according the entitlement of the hospital. If rates are not available in PGI Chandigarh /AIIMS New Delhi rates list, then reimbursement shall be done at 75 % or 50 % of the cost incurred for the investigation/diagnostics/procedures rates according to the entitlement of the hospital.

Workout of medical bills

REIMBURSABLE ITEMS

- Medicines
- Consumables
- Rubber items
- Cotton/bandage (except pop bandage)
- Disposable syringe/needles/vein flow
- Ambulance charges (only for transfer of patient to hospital at govt. Rates)
- All kinds of iv sets/medical cannula

NON-REIMBURSABLE ITEMS

- Admission fee
- Telephone charges
- Consultation/doctor visiting charges
- EU.D. cologne
- Toilet soap
- Toothpaste brush
- Talcum powder
- Mineral water
- Deluxe/single room
- Room heater charges
- Attendant room rent and diet charges
- Vitamins/tonics (reimbursable if certified by the doctor)

REIMBURSEMENT OF DENTURE: (ONCE IN LIFE TIME)

Partial denture

- One to four teeth Rs200/-
- Five to ten Rs 400/-
- More than ten Rs 600/-
- Half denture Rs 1000/-
- Full denture Rs 2000/-

FIXING OF PACKAGE AND IMPLANTS RATES. [H.D. LETTER DATED 14.07.2020]

- Health department Haryana notified package rates for 1340 procedures listed in annexure 1 (entry level NABH & NABH/JCI rates) and annexure ii for implant rates, where ever implant rates have been fixed and notified by GOI or state government. Empanelled hospital shall charge accordingly.
- Full reimbursement will be made to the employees/pensioners on their treatment in empanelled hospital as these hospitals will charge as per fixed package/implant rates.
- The hospital will issue separate bill for the period of over stay in the hospital due to any complication occurred during treatment. That will be reimbursed as per rates applicable to the hospital i.e. PGI Chandigarh rates + 75% OF balance amount of PGI Chandigarh rates.

PACKAGE RATE

- Lump sum cost of inpatient treatment/day care/ diagnosis procedures. 1, 2, 3, 4, 5, 7, 10 & 14 package rates means the number of days a patient remains in hospital for a particular surgery/procedure normally without any complication.
- Charges for particular treatment/procedure including admission charges, visit fee/consultation fee, patient diet, monitoring charges, pre operative investigative charges, operation charges, anesthesia charges, operation theatre charges, procedural charges/surgeon fee, cost of surgical disposals and all sundries used during hospitalization, surgical charges, cost of medicine used during hospitalization/physiotherapy charges, nursing care charges etc.
- At the time of discharge the empanelled private hospital/private medical college shall give medicines for a period of 7 days as a part of package. No extra charge shall be taken from the patient for the medicines.
- Knee replacement & intraocular lens can be reimbursed once in life time.

- Hearing-aids up to Rs 3000/- is reimbursable. (after five years it can be replaced if declared condemned by technical expert)

ADDITIONAL GUIDELINES FOR NON PACKAGE PROCEDURE

- Room charges – as per entitlement of the beneficiary.
- Lab and diagnostics – as per rates fixed vide HD Haryana inst. Dated 14.07.20.
- Medicines and consumables – RS. 1750 per day excluding high cost injections such as anti-d, anti hemophilic factors, thrombolytic treatment, anti cancer drugs, antibiotics (the per day cost of which is more than RS 2000 after decreasing 30 % MRP of injections irrespective of number of doses). Health facility shall give undertaking that no cheaper brand of same composition or molecule is available in their inventory/stock.

ROOM CHARGES

- Day care charges – up to RS. 750/-
- The package rates are same for both semi private ward and private ward entitlement.

Category	Revised Basic pay as per 7 th Pay Commission	Entry Level NABH Rates (Per day)	Full NABH Rates	NABH/JCI
General Ward	Up to Rs. 50192	Rs. 1560/-	Rs. 1720/-	
Semi Private/Twin Sharing Room	Rs. 50217/- to 64532/-	Rs. 3125/-	Rs. 3440/-	
Private room (No Sharing)	Rs. 64588/- above	Rs. 4690/-	Rs.5160/-	

FIXED COST OF ICU

Name	Entry Level NABH Rates (Per day)	Full NABH Rates (per day)	Remarks
ICU without ventilation	3000	3450	However, the routine post operative stay in ICU shall be part of package
ICU with non invasive ventilation	5525	6500	
ICU with invasive ventilation	11050	13000	

COST OF ICU

- For CCU cases per day cost shall be @6500 per day. It will include all investigations, intra-arterial monitoring catheters, pressure bag drugs including cardio version and nothing is excluded. However, the routine post operative stay in CCU shall be part of package .
- ICU with invasive ventilation includes use of ventilator nursing diet, procedural charges (such as intra arterial/neck line, catheterization of all types, chest tube, infusion pump, iv line, tracheotomy, intubation, change of tubes, change of tracheotomy, splint age (cervical/limb) etc., physiotherapy, drugs, consumables, all lab investigations, diagnostics, dietician and doctors' visit, nebulization, alpha bed charges etc and nothing is excluded.
- HDU charges shall be same as room rent charges. However the routine post operative stay in HDU shall be part of package

RATES IN CASE OF MULTIPLE PACKAGES

- In case of multiple packages are involved in operative surgery at same time then the package rates shall be charged at the following rates –
- Highest package 100 %
- 2nd highest package 50 % of the identified package rate.
- 3rd highest package and so on 25 % of the identified package rate.

FIXATION OF RATES FOR COVID TREATMENT (HD INST. DT.26.10.21)

- In addition to existing policy of MR below mentioned amount for PPE kits /cost of consumables is also reimbursable -
- Rs 1200 per day for isolation ward
- Rs 2000 per day for ICU

LIMITED CASHLESS MEDICAL FACILITY HD INST. DT. 20.11.17 & 04.04.18.

- Government has provided limited cashless medical facility to Haryana government employees/pensioners and their spouse/dependent only for 6+1 life threatening conditions namely cardiac emergency, accidents, cancer stage 3rd and 4th stage, coma, brain haemorrhage, electrocution and COVID (from 08.06.21).
- This scheme is available at all government medical colleges/aided medical colleges, districts hospitals, other health institutions of Haryana government and all empanelled hospitals under Haryana government.

- Regular employees/pensioners will produce identity card issued by the department/PPO no. To the hospitals for taking treatment.
- Cost of implant and devices will be on cashless mode if government has fixed the cost otherwise it will be got reimbursement as per reimbursement policy.
- The private empanelled hospitals will provide 100% cashless service if treatment is given under prescribed package.
- In case of non package treatment and hospital is empanelled at PGI rates + 75 % of the balance amount, 80% of treatment will be made cashless and 20% amount will be paid by the employee/pensioner which may be got reimbursed as per MR policy ; if hospital is empanelled at pgi rates then 50% of the treatment is given at cashless and 50% of the amount will paid by the employee/pensioner which may be got reimbursed .

RATES OF OTHER MINOR/MAJOR SURGERIES RELATED TO VARIOUS SPECIALTIES FOR WHICH THERE IS NO FIXED PACKAGE

Procedure/surgery	Amount/rate
Any procedure/surgery done under local anesthesia	5000
Any procedure/surgery done under IV sedation.	10000
Any procedure/surgery related to specialties other than ortho, done under spinal/regional/epidural anesthesia.	20000
Any ortho procedure/surgery done under spinal/regional/epidural anesthesia	30000
Any procedure/surgery related to any specialties done under general anesthesia	30000

RATES FOR REIMBURSEMENT IN UNAPPROVED DEDICATED COVID HOSPITAL (HD INST. DT. 13.12.21)

For treatment in dedicated COVID hospital requirement of emergency certificate is exempted.

Facility	Existing rates as per 14.07.20	Additional cost of PPE kit	Cost of medicine/consumables	of Total per day reimbursable
Isolation ward/room	RS 1720/3440/5160	RS 1200	RS 1750	RS 4670/6390/8110
ICU without ventilation	RS 3450	RS 2000	RS 1750	RS 7200
ICU with non invasive ventilation	RS 6500	RS 2000	RS 1750	RS 10250
ICU with ventilation	RS 13000	RS 2000	Nil	RS 15000

REIMBURSEMENT OF DENTAL PROCEDURES (HD INST DT. 19.03.21)

- 31 notified procedures are reimbursable on outdoor basis in state govt. Empanelled hospitals.
- Claimant has to opt for open medical allowance (once opted it will be for two years) and surrender fixed medical allowance.

AYUSH REIMBURSEMENT POLICY

Health and Ayush Department Haryana notification dated 01.05.23 provides AYUSH Reimbursement Policy for indoor treatment and outdoor treatment for chronic diseases in Govt. AYUSH Hospitals/Institutions and private empanelled AYUSH Hospitals.

FALSE DRAWL OF MR CLAIM

- The false drawl of the medical reimbursement bills tantamount to dismissal of the claimant.
- Every employee/officer has to declare the name and age of family members dependent upon him/her and if there is any change, same may also be intimated.
- Each department has to maintain a medical reimbursement register with detailed entries about each official and dependent.

BIBLIOGRAPHY

IMPORTANT DOCUMENTS

- [Punjab Financial Rules Vol. I](#)
- [Punjab Financial Rules Vol. II](#)
- [Punjab Budget Manual](#)
- [Haryana Civil Services \(General\) Rules 2016](#)
- [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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- [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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