

**RULE** CCS (Joining Time) Rules, 1979

· Rules 1–7 | GSR 695 dt. 08.05.1979 | Amended: GSR 197 dt. 10.03.1989 &amp; GSR 229(E) dt. 27.03.2015

# CCS (Joining Time) Rules, 1979 — Complete Guide: Scope, Admissibility, Amount & Pay

Effective: 08 May 1979

Dak Sutra Series

LDCE / PS Group B

**OFFICIAL PROVISION**

Verbatim legal text

PRIMARY SOURCE

CCS RULES

Rules 1–7 Complete

## CCS (Joining Time) Rules, 1979

Notified vide **GSR 695 dated 8th May, 1979** | Amended vide **GSR 197 dated 10th March, 1989** and **GSR 229(E) dated 27th March, 2015**

LDCE IP

PS Group B

PM Grade I

### **RULE 1 — APPLICATION & SCOPE**

Joining Time is granted to a Government Servant when transferred to the control of another Government or organisation, **in public interest**.

These rules apply to all Government servants appointed in Civil Services and posts under the Central Government including **work charged staff**.

#### **NOT APPLICABLE TO:**

- (a) Railway employees
- (b) Armed Forces Personnel and those paid from defence services estimates
- (c) Government servants engaged on contract and those not in whole-time employment

- (d) Government servants paid out of contingencies

## **RULE 2 — TRANSFER & DEPUTATION**

When a Government servant is transferred to another Government/organisation which has made **separate rules** prescribing joining time, his joining time (for journey to join the new post and for return journey) shall be governed by **those rules**.

Exception: Unless different provisions are expressly made in the **terms of deputation/foreign service by mutual agreement** between the lending and borrowing authorities.

## **RULE 4 — ADMISSIBILITY OF JOINING TIME**

- Granted on transfer **in public interest** to enable the servant to join the new post
- **No joining time** for temporary transfer ≤ **180 days** — only actual transit time allowed
- Surplus staff transferred under Scheme Regulating Redeployment of Surplus Staff → **eligible**
- Govt servants discharged due to reduction of establishment and reappointed to another Central Govt Office → **entitled** (subject to conditions)
- Competitive exam/interview appointees (Central/State Govt employees) → eligible if they **opt for counting past service**

### **Transfer on Own Request:**

Joining Time is **NOT admissible**. The intervening period may be regularized by grant of **leave applicable** to him. [OM No. 19011/33/81-Allowances dt. 29.01.1983]

## **RULE 5 — COMMENCEMENT & AMOUNT OF JOINING TIME**

### **CHARGE GIVEN IN FORENOON**

#### **SAME DATE**

Joining time starts from that very day

### **CHARGE GIVEN IN AFTERNOON**

#### **NEXT DATE**

Joining time starts from following day

### **SAME STATION TRANSFER (NO CHANGE OF RESIDENCE):**

**Maximum: 1 day only**

### Inter-Station Transfer (Change of Residence) — Distance-Based Table:

DISTANCE BETWEEN OLD HQ & NEW HQ	NORMAL JOINING TIME	IF ROAD TRAVEL >200 KM NECESSARILY CONTINUOUS
Up to 1,000 km	<b>10 days</b>	<b>12 days</b>
More than 1,000 km	<b>12 days</b>	<b>15 days</b>
More than 2,000 km	<b>15 days</b> (12 days if travel by air)	<b>15 days</b>

#### **Special Remote Area Provision:**

Transfer to/from **North Eastern Region, Sikkim, Andaman & Nicobar Islands, Lakshadweep, Ladakh** → **+2 additional days** over and above the normal joining time. [Rule 5 & Notification dt. 27.03.2015]

**Distance = Actual distance travelled**, not weighted mileage for which fare is charged by Railways in ghat/hill regions.

### **RULE 6 — CREDITING & COMBINATION OF JOINING TIME**

- **Unutilized joining time** → credited to **Earned Leave account** [CCS (Leave) Rules, 1972 — Rule 26]
- Joining time may be **combined** with vacation and/or regular leave of any kind or duration **EXCEPT Casual Leave**

#### **Revised Transfer Orders While In Transit:**

If directed to a different place while in transit → joining time already availed = counted as fresh spell. **Full joining time** afresh from the date following receipt of revised orders. [Rule 6 & Notification dt. 27.03.2015]

### **RULE 7 — JOINING TIME PAY & ALLOWANCES**

A Government servant on joining time is treated as **ON DUTY** during the entire period.



#### ENTITLED TO

- Joining Time Pay (= last pay drawn)
- Dearness Allowance (DA)
- House Rent Allowance (of old station)



#### NOT ENTITLED TO

- Conveyance Allowance
- Permanent Travelling Allowance
- City Compensatory Allowance (abolished — 6th CPC)

Joining time pay shall be paid by the **new administrative authority** where such Govt servant joins on transfer. [Rule 7 & Notification dt. 27.03.2015]



#### DAK GURU EXPLAINS

Plain-language breakdown

→ SIMPLIFIED

#### DAK GURU EXPLAINS

### What is Joining Time? — The Simple Picture

When you get transferred from one post/place to another, you don't disappear from pay rolls. The government gives you time to travel, settle, and report — that's **Joining Time**. During this period you are treated as *on duty*, get full pay, and the period counts as service.

#### 1 WHO GETS JOINING TIME?

##### ✓ COVERED

- All Central Govt civil servants
- Work-charged staff
- State Govt servants on deputation to Central Govt
- Railway/Armed Forces on deputation to Civil (CCS rules apply)

##### ✗ EXCLUDED

- Railway employees
- Armed Forces / Defence paid
- Contract employees
- Part-time employees
- Paid from contingencies

## 2 WHEN IS JOINING TIME ADMISSIBLE?

Situation	JT Admissible?	What Applies?
Transfer in public interest	✓ YES	Full joining time as per Rule 5
Transfer on own request	✗ NO	Regularized by leave
Temporary transfer ≤ 180 days	✗ NO JT	Only actual transit time
Surplus staff redeployment	✓ YES	Full joining time

## 3 HOW MUCH JOINING TIME? — THE MASTER FORMULA

### SAME STATION / NO CHANGE OF RESIDENCE

# 1 Day Maximum

No travel involved — just 1 day to take charge

### INTER-STATION TRANSFER (CHANGE OF RESIDENCE):

≤ 1,000 KM

**10**

days normal

12 days (road >200km)

> 1,000 KM

**12**

days normal

15 days (road >200km)

> 2,000 KM

**15**

days normal

12 days if by ✈️ AIR

### REMOTE AREA BONUS (+2 DAYS EXTRA)



Transfer : North Eastern Region • Sikkim • Andaman & Nicobar Islands • Lakshadweep • Ladakh

## 4 WHEN DOES JOINING TIME START?



**CHARGE HANDED OVER IN FORENOON**

**Joining Time starts  
SAME DAY**



**CHARGE HANDED OVER IN AFTERNOON**

**Joining Time starts  
NEXT DAY**

## 5 PAY & ALLOWANCES DURING JOINING TIME

 **Key Principle: The Govt servant on joining time is treated as **ON DUTY****

Allowance / Pay	Status	Basis
Joining Time Pay	✓ <b>Paid</b>	Equal to pay drawn at old post (before handing over charge)
Dearness Allowance (DA)	✓ <b>Paid</b>	Appropriate to the joining time pay
House Rent Allowance (HRA)	✓ <b>Paid</b>	As applicable to <b>old station</b> (from where transferred)
Conveyance Allowance	✗ <b>Not paid</b>	Not admissible during joining time
Permanent Travelling Allowance	✗ <b>Not paid</b>	Not admissible during joining time

**Who pays?** — Joining time pay is paid by the **new administrative authority** where the Govt servant joins on transfer.

## 6 WHAT HAPPENS TO UNUSED JOINING TIME?

#### UNUSED JT → EARNED LEAVE

Unutilized joining time is **credited to Earned Leave account** under CCS (Leave) Rules, 1972 [Rule 26]

#### COMBINATION ALLOWED

Joining time can be combined with **any leave (including vacation)** EXCEPT **Casual Leave**



#### PRACTICAL EXAMPLE

Real-world scenario

CASE STUDY

#### CASE STUDIES

### Real Scenarios — Apply the Rules

#### CASE 1

Ramesh, a PA in Mumbai GPO, is transferred in public interest to Kolkata. Distance: 1,900 km. He hands over charge at 11:00 AM on 10th April 2026.

#### Calculation:

- Distance 1,900 km → More than 1,000 km → **12 days** normal joining time
- Charge given in forenoon (11:00 AM) → Joining time starts **10th April itself**
- He must join by **21st April 2026** (10th + 11 more days = 21st)
- If he joins on 18th April → Unused 3 days → **Credited to Earned Leave**

#### CASE 2

Sunita is transferred from Delhi to Port Blair (Andaman & Nicobar Islands). Distance: 2,400 km. She must travel by road for 220 km.

#### Calculation:

- Distance 2,400 km → More than 2,000 km
- Road travel >200 km → **15 days** (not the air-reduced 12 days)
- Port Blair = Andaman & Nicobar → **+2 days remote area bonus**
- **Total Joining Time = 15 + 2 = 17 days**

**CASE 3**

Vijay requests a transfer from Hyderabad to Chennai (own request). Distance: 700 km. He asks: Can I get joining time?

**Answer:**

**No joining time** is admissible on transfer on own request. The intervening period between relinquishment at Chennai and taking charge at Hyderabad can only be regularized as **leave** (EL/HPL etc.) applicable to him. [OM No. 19011/33/81-Allowances dt. 29.01.1983]

**CASE 4**

Priya is transferred from Delhi to Pune (1,400 km) and while in transit, gets revised orders directing her to Bengaluru instead. She had availed 5 days of joining time so far.

**Rule 6 — Fresh Spell Principle:**

- 5 days already availed = treated as **fresh spell** (not wasted)
- From the day after she receives revised orders → **full fresh joining time starts again**
- Delhi → Bengaluru = ~2,150 km → More than 2,000 km → **15 days fresh**

**EXAM INSIGHT**

What the examiner expects



**MUST READ**

**EXAM INSIGHT**

## CCS (Joining Time) Rules — The Numbers That Matter

Everything examiners love to ask — in one place.

**RAPID REVISION — ALL KEY NUMBERS AT A GLANCE**

**Topic / Rule**

**Key Figure / Answer**

Notification — Original

**GSR 695 dated 8th May, 1979**

Topic / Rule	Key Figure / Answer
Last amendment	GSR 229(E) dated 27th March, 2015
Same station joining time (max)	1 day
Temporary transfer — no JT if duration ≤	180 days
≤ 1,000 km — normal JT	10 days
≤ 1,000 km — if road >200 km	12 days
> 1,000 km — normal JT	12 days
> 1,000 km — if road >200 km	15 days
> 2,000 km — normal JT	15 days
> 2,000 km — if travel by AIR	12 days (reduced!)
NE Region / Sikkim / A&N / Lakshadweep / Ladakh bonus	+2 additional days
Unutilized JT credited as	Earned Leave
JT can be combined with	Any leave EXCEPT Casual Leave
JT Pay = paid by	New administrative authority
HRA during JT (which station?)	Old station rates

### COMMONLY TESTED TRICKY POINTS

**? Can JT be combined with Casual Leave?**

**NO.** JT can be combined with any leave or vacation EXCEPT Casual Leave.

**? Who pays Joining Time Pay?**

**New administrative authority** (not the old one). Common trick — don't confuse with old station.

**? For >2,000 km, when is joining time 12 days (not 15)?**

Only when the entire journey is by **air**. The maximum is capped at 12 days in that case (not 15).

**? Is JT admissible for temporary transfer of 6 months?**

**No** — 6 months = 180 days. JT is NOT admissible for temporary transfer up to and including 180 days. Only actual transit time.

**? Distance = actual or weighted mileage?**

**Actual distance travelled** — NOT the weighted mileage charged by Railways for ghat/hill regions.

**? Charge handed over at 2:30 PM — when does JT start?**

**Next day.** Charge given in the afternoon → JT commences from the following date.

**MEMORY AID — "10-12-15 RULE"**

**10**

≤ 1,000 KM  
→ 12 with road

**12**

> 1,000 KM  
→ 15 with road

**15**

> 2,000 KM  
→ 12 if by ✈ air

**Trick to remember HRA:** "You left your house behind at the OLD station — so HRA is for the OLD place."

**Trick to remember JT Pay:** "The NEW authority gets you, so the NEW authority pays you."



**DAK GURU — DAK SUTRA SERIES**

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