

CIVIL SERVICE REGULATION, 2050 (1993)

Date of Publication

2050/3/28 (July 12, 1993)

Amendment:

1. Civil Service (First Amendment) Regulation, 2050 (1994) 2050/7/3 (Oct. 19, 1993)
2. Nepal Health Service Regulation 2055 (1999) 2055/9/19 (Jan. 3, 1999)
3. Civil Service (Second Amendment) Regulation, 2056 (1999) 2056/4/27 (Aug. 11, 1997)
4. Civil Service (Third Amendment) Regulation, 2059 2059/10/23 (Feb. 6, 2003)
5. Civil Service (Fourth Amendment) Regulation, 2060 2060/9/1 (Jan. 15, 2004)

In exercise of the power conferred by Section 75 of the Civil Service Act, 2049 (1992), His Majesty's Government has framed the following rules.

Chapter - 1

Preliminary

1. **Short title and commencement:** (1) These rules may be called as "Civil Service Regulation, 2050 (1993).

(2) This Regulation shall come into force at once.
2. **Definition:** Unless the subject or context otherwise requires, in this Regulation, -
 - (a) "Act" means the Civil Service Act, 2049 (1992).
 - (b) "Head of Department" means the official as prescribed in Schedule-1.

(c) "Chief of the Office" means the Chief of the Office as prescribed in Schedule-2.

(d) "Chief of the Unit Office" means the Chief of the Unit office under the Chief of the Office.

3. **Interpretation of this regulation:** (1) If any civil employee has been adversely affected from the interpretation made by any official while applying any rule of this Regulation, such civil employee may submit an application to ***His Majesty's Government, Ministry of General Administration.**

(2) The interpretation made by His Majesty's Government in regard to the application submitted pursuant to Sub-section (1) shall be circulated by the Ministry of General Administration to all concerned government offices for notification and guidelines.

+3a. **Procedure relating to management check:** (1) the Ministry of General Administration may Pursuant to Section 72a. of the Act, carry out, surprise management check of all bodies of His Majesty' Government in turns.

(2) The Ministry of General Administration may cause to carry out management check through the department and agencies under it pursuant to Sub-rule (1), and cause them to submit report thereof.

* Amended by the Second Amendment.

+ Inserted by the Second Amendment.

(3) The concerned bodies of His Majesty's Government shall be required to show concerned records and documents while making management check pursuant to Sub-rule (1) or (2).

(4) It shall be the responsibility of the concerned Chief of the Office to make clearance of the irregularities mentioned in the annual report of management check.

Chapter-2

Provision of Organizational Structure and Posts

*4. **Organizational structure and provision of permanent post:** (1) While preparing organizational structure of any new government office or changing the organizational structure or creating or canceling permanent posts the details of the works to be carried out along with advice of the Ministry of Finance shall be required to be sent in writing to the Ministry of General Administration for approval by the concerned Ministry.

(2) Approval for non-gazetted and gazetted posts shall be given by the Ministry of General Administration and His Majesty's Government respectively in respect of the matters pursuant to Sub-rule (1) made in writing.

(3) The concerned Ministry shall be required to update the record and send the notification thereof to the

* Amended by the Second Amendment.

Ministry of General Administration and Civil Employees Record Office within 7 days from the date of receiving approval for preparing organizational structure of any office or changing organizational structure or creating or cancelling permanent posts pursuant to this Rule.

5. **Creation of Special Post:** (1) Special posts may be created in the following circumstances:

- (a) If any civil employee delays to attend in the office of transfer owing to circumstance beyond his control,
- (b) If the work of former office could not be possible to carry out owing to transfer of any civil employee on deputation,
- (c) If any civil employee has been deputed on training, scholarship, seminar etc.,
- (d) If any civil employee has taken a leave exceeding one month.

(2) While creating special post pursuant to Sub-rule (1), a decision shall be required to be made from the Secretary level of the concerned Ministry, Commission or Secretariat in respect of the gazetted level post or from the Head of Department level in respect of non gazetted level

post with the *consent of the Ministry of General Administration.

Provided that, in cases where special post to be created for a period of less than one month on the circumstances of Clause (a) and (c) of Sub-rule (1), consent of the Ministry of General Administration shall not be required to obtain.

(3) If circumstances of Sub-rule (1) cease to exist, the special post so created shall *ipso facto* be cancelled.

6. **Registration of the post to be made:** The Concerned Ministry shall compulsorily be required to register the posts created pursuant to Rule 4 at the Civil Employees Record Office having mentioned the service, group or sub-group and class within one month from the date of decision for creation of the post. After such registration of post, the Civil Employees Record Office shall be required to send the notification thereof to the Ministry of General Administration, Ministry of Finance and the concerned agencies. The post may be fulfilled only after receiving such notification of registration of post.
7. **Civil posts:** The posts under different classes of civil service pursuant to Section 5 of the Act shall be as referred to in the rules relating to concerned service and group.

* Amended by the Second Amendment.

8. **Group and sub-groups:** The group and sub-groups of civil service pursuant to Sub-section (1) of Section 6 of the Act shall be as set forth in Schedule-3.
- +8a. **Grounds for changing service, group or sub-groups:** His Majesty's Government shall be required to follow the following grounds while changing the service, group and sub-groups of any Civil employee pursuant to Section 26 of the Act.
- (a) If any civil employee willing to change service, group or sub-groups has the qualification as referred to in the regulation concerned with the service, group or sub-groups, and the service, group or sub-groups to be changed require the skill and experience of such Civil employee.
- (b) If the number of civil employees are inadequate in the service, group or sub-groups to be changed.
9. **Description of work:** The description of work of the Civil employee shall be required to be prepared as per Schedule-4 and enforced by the concerned Ministry, Secretariat or Commission. One copy of such description of work shall be required to be sent to the Ministry of General Administration.

⁺ Inserted by the Second Amendment.

10. **Record of the civil employee:** (1) the personal details and other record of the civil employee shall be maintained at the Civil Employees Record Office.

+ (1a) For the purpose of maintaining up-to-date personal details and other record of Civil employee pursuant to Sub-rule (1), the Ministry, Secretariat, Department, Office, Constitutional bodies and other agencies of His Majesty's Government and the concerned civil employee shall be required to send necessary details from time to time to the Civil Employee Record Office.

(2) The Ministry and Departments and Offices thereunder operating the service and group shall also be required to maintain up-to-date record of the civil employee working thereunder in consistent with the record of the Civil Employees Record Office.

+ (3) The civil employees Record Office shall inspect as required whether or not the personal details and record of the civil employee have been maintained up-to-date in consistent with the record of the Civil Employees Record Office by the Ministry, Department and Offices thereunder operating the service and group pursuant to Sub-rule (2). If any mistake has been found during such inspection, the Civil Employees Record Office shall notify the concerned Ministry, Department or Office for the correction of such

⁺ Inserted by the Second Amendment.

mistake. It shall be the duty of concerned Department or Office to make correction of the mistakes so notified. The Ministry of General Administration shall take or cause to take departmental action against the concerned employee who does not correct such notified mistakes within three months.

+ (4) The Civil Employees Record Office shall be required to maintain up-to-date record of Civil employees obtained from the Ministry, Secretariat, Department, Office of His Majesty's Government and Constitutional bodies and other agencies. The Ministry of General Administration shall inspect from time to time whether or not the Civil Employees Record Office has maintained up-to-date record of civil employee so obtained. In the event of finding of any mistake during the inspection, the Ministry of General Administration shall notify the Civil Employees Record Office for the correction of such mistake within three months. The Ministry of General Administration shall take departmental action against the Head of the Civil Employees Record Office in cases where the mistakes are not corrected within the period of notification for correction.

11. **Appointment not to be made without the post:** (1) No employee shall be appointed without vacancy of a post or creation of a post in any office.
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(2) If any employee has been appointed against Sub-rule (1) and paid a salary, the amount of salary so paid shall be recovered from the official whoever so appoints.

12. **Post may be cancelled:** * (1) If permanent recruitment has not been made for one year from the date of creation or falling vacancy of any post of civil service, such post shall *ipso facto* be cancelled. The concerned authority shall compulsorily be required to give the details of the post so cancelled to the Ministry of General Administration and Civil Employees Record Office within seven days of cancellation of such post. After obtaining such details, the Ministry of General Administration and Civil Employees Record Office shall be required to maintain up-to-date record to that effect.

Provided, that the post, initiation for recruitment of which from the Public Service Commission is under process and proceeding for promotion has already been initiated, shall not be cancelled.

+(1a) The concerned authority shall compulsorily be required to give information to the Ministry of General Administration and Civil Employees Record Office about initiation of proceedings for promotion or recruitment from the Public Service Commission in regard to any post.

* Amended by the Second Amendment.

+ Inserted by the Second Amendment.

(2) The Civil Employees Record Office shall be required to give information about the cancelled posts pursuant to Sub-rule (1) to the Ministry of General Administration, Ministry of Finance and concerned Ministry related with the service.

Chapter-3

Recruitment and Lien

- *13. **Permanent civil employee to be wanted:** (1) In cases where any gazetted post has been newly created or fallen vacant owing to any reason, the concerned Ministry, Secretariat or Commission shall be required to send the details related with such post to the Ministry of General Administration within seven days. After obtaining such information, the Ministry of General Administration shall be required to send requisition to the Public Service Commission for recruitment with necessary details in every two months after verifying it with the record maintained at the Civil Employees Record Office and at the Ministry.

(2) In cases where any non-gazetted post has been newly created or fallen vacant owing to any reason, the concerned Head of Department or Chief of the Office shall be required to send the details related with such post to the Public Service Commission for requisition of permanent civil employee within two months, and information to that

effect shall be required to be given to the concerned Ministry, Ministry of General Administration, Civil Employees Record Office and Regional Office of the Ministry of General Administration.

14. **Determination of number of posts to be made on the basis of percentage of recruitment:** After obtaining the details related with the requisition of employee pursuant to Rule 13, the Public Service Commission shall determine the number of posts on the basis of percentage of posts from among vacant posts to be fulfilled through open competition or promotion based on evaluation of work efficiency and internal competitive examination (including inter-service competition for gazetted 1st class) pursuant to Section 7 of the Act.

+Provided, that after the commencement of this Regulation proceedings related with promotion shall be required to be completed within one year of the determination of number of posts. If the proceedings related with promotion could not be completed within such period, number of posts shall be required to be re-determined.

15. **Minimum Qualification:** (1) The minimum qualification required for different posts under the group and sub-groups of civil service pursuant to Sub-section (2) of Section 6 of

⁺ Inserted by the Second Amendment.

the Act shall be as referred to in the rules relating to concerned service and group.

*(2) The minimum qualification required for the post of gazetted second class and first class to be fulfilled through open competition pursuant to Clause (e) of Sub-section (1) of *any agency of His Majesty's Government Section 7 of the Act shall be five and seven years of experience in an officer level post of a corporate body or international organization or agency registered in accordance with the prevailing laws after obtaining Master's Degree in concerned subject for gazetted second class and gazetted first class respectively.

Provided that the period of experience for a person having Ph.D. level degree shall be reduced by two years.

16. **Process of appointment:** (1) Any candidate recommended from the Public Service Commission through open competition pursuant to Section 8 of the Act shall be required to be appointed by the competent authority within 2 months in case of gazetted post and within 15 days in the case of non-gazetted post from the date of submission of the recommendation letter and such notice of appointment shall be required to be given to the concerned candidate through prompt means. In cases where the concerned candidate has not received the notice of appointment or

* Amended by the Second Amendment.

* Amendment by the Third Amendment.

notice has been returned, a notification to the concerned candidate to collect the appointment letter shall be published in the public newspaper by giving the time limit of one month. In case the appointment letter has not been collected within such time limit, alternate candidate referred in the recommendation may be appointed according to order of merit. The notice of appointment so made shall be required to be given to the Public Service Commission within 15 days of such appointment.

17. **Appointment Letter May Be Issued or Cancelled:** (1) the following officer shall issue appointment or cancellation letter to the civil employee as follows:

- * (a) For gazetted civil employee, Secretary of the Ministry of General Administration,
- (b) For non-gazetted and class less employee, Competent Authority.

(2) While issuing appointment letter to any Civil employee pursuant to sub rule (1), the concerned officer may fix the date for him to join the office. The concerned employee shall be required to join the office on the same date in case where any specific date has been fixed for joining the office and within thirty-five days from the date of receiving such appointment letter excluding time for journey in case where any date has not been fixed.

(3) Except informed with evidence of having a situation beyond his control, the appointing officer may cancel the appointment letter of a civil employee who has not joined the office within the time limit pursuant to Sub-rule (2). Such information of cancellation of appointment letter shall be required to be given to the Public Service Commission.

18. **Bond to be made or property guarantee to be taken:**

Where it is deemed necessary to take property guarantee or bond to be made according to the nature of work of any employee to be appointed in any civil post, appointment letter shall not be given to such employee until such bond is made or property guarantee has been taken from him.

19. **Certificate of physical fitness to be submitted:** (1) No one shall be given permanent appointment to civil post without submission of certificate of physical fitness as per Schedule-5.

(2) The certificate of physical fitness shall be required to be obtained from a medical practitioner approved by His Majesty's Government.

20. **Oath of Office:** (1) Each civil employee to be appointed under Section 14 of the Act shall be required to take the oath of office pursuant to Schedule-6.

(2) While administering the oath of office pursuant to Sub-rule (1), Secretary of the concerned Ministry, in respect of the gazetted post and the competent authority, in respect of the non-gazetted post, shall have to administer the oath of office.

(3) One copy of the oath of office administered by the civil employee shall be required to be sent to the Civil Employees Record Office, and another copy shall be required to be maintained in the office where such employee is working.

21. **Posting to be made if a dismissed employee gets clearance:** *(1) If any civil employee dismissed from the service has been reinstated by a decision of any court to his service, such employee shall be required to attend the concerned Ministry within 3 months of obtaining the notice of such decision.

(2) The civil employee not attending within the time limit under Sub-rule (1) shall not be posted.

22. **Personal details form (Sheet-roll) and registration in book:** (1) The competent authority shall cause to prepare five copies of Personal Details of each civil employee pursuant to Schedule-7.

* Amended by the Second Amendment.

+(1a) The personal details pursuant to Sub-rule (1) shall compulsorily be required to be filled by any employee engaged at the time of commencement of this regulation, if not filled, within one year from the date of commencement of this Regulation, and by the newly appointed civil employee, within one month of his appointment. The salary of civil employees who have not filled the personal details within such time limit shall be withheld.

(2) For the purpose of registration in book, personal details prepared pursuant to Sub-rule (1) shall be required to cause to be maintained one copy in the Civil Employees Record Office, one copy in the Ministry concerned with the service and group of such employee, one copy in the Department, one copy in the Ministry of General Administration and one copy in the office where such employee is working.

(3) The personal details maintained pursuant to Sub-rule (2) in the office where the civil employee has been employed, shall be required to be sent immediately to the office of transfer if such employee has been transferred in other place.

*(4) The Civil Employees Record Office shall be required to register personal details of a civil employee obtained pursuant to Sub-rule (2) for registration and

+ Inserted by the Second Amendment.

* Amended by the Second Amendment.

maintain the personal details with certification specifying the date of birth of such employee and the date of compulsory retirement pursuant to Section 33 of the Act, and if it is deemed necessary, the Civil Employees Record Office may also ask the concerned employee to submit the original certificate of educational qualification for the purpose of certification of date of birth and age in such way.

*(5) If a civil employee requires to include any detail in his personal details, such details shall be required to be sent to the Civil Employees Record Office through his office and the Civil Employees Record Office shall be required to include the details so obtained in the personal details of the concerned employee and give information thereof to the Ministry of General Administration and to the concerned employee and to the concerned office.

23. **Not more than one employee to be appointed permanently in one post:** Not more than one person may be appointed permanently at one time in a permanent post.

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25. **No appointment be made without following the procedures determined by the Public Service Commission:** (1) While appointing in a post to be appointed as per the authority conferred by the Public

× Repealed by the Second Amendment.

Service Commission, the officer empowered to make appointment shall be required to make appointment after publishing advertisement in regard to such post and following the process and terms and conditions determined by the Public Service Commission.

≠(2) In case it is found that an appointment has been made in the post in which appointment has to be made pursuant to sub-rule (1) without having fulfilled the prescribed procedures and terms and conditions and in case it is found to have been written by the Public Service Commission within one year from the date of such appointment that the appointment is irregular, such person shall be removed from the post within one month.

(3) While appointing pursuant to Sub-rule (1), departmental action ≠shall be taken against the official making such appointment without following determined process and terms and conditions.

Chapter- 4

Provision Relating to Expert Post

26. **Expert post:** His Majesty's Government may, by publication of a notice in the Nepal Gazette, specify any specific post of gazetted class of civil service as expert post in cases where it has become essential for the

≠ Amendment by the Fourth Amendment.

development of expertise as per qualification, experience and nature of job. Specific qualification necessary for such post shall be required to be mentioned in such notice.

27. **Transfer:** (1) His Majesty's Government may transfer a civil employee holding expert post without altering the responsibility of similar nature of job and work performance within the restriction of the service, group and sub-groups as prescribed.

(2) A civil employee, who has been transferred pursuant to Sub-rule (1), shall be transferred along with his post.

28. **Promotion:** (1) While making recommendation for the promotion of a civil employee holding expert post, the Promotion Committee shall do so on the basis of work efficiency.

(2) While evaluating the work efficiency, the Promotion Committee shall do so on the basis of fixed criteria in this regard and if deemed necessary an Expert Committee may be constituted for this purpose.

(3) While promoting a civil employee holding expert post to upper class, the existing post of the employee shall be upgraded to upper class with addition suitable designation. After the vacancy of such upgraded post, it

shall automatically be maintained to the post of initial appointment.

(4) A civil employee holding expert post shall not be allowed to be candidate for any other promotion to be made on the basis of evaluation of work efficiency.

(5) Five years of service period in the existing level of post shall be required to be completed for the promotion from one class to another class.

29. **Other provisions relating to expert post:** Except the matters referred to in this Chapter concerned with the expert post, other matters shall be as prescribed in the rules relating to service and group.

Chapter- 5

Provision Relating to Classless Post

30. **Classless post:** (1) The posts having similar nature of job with skill development on the basis of work experience as prescribed in Schedule-8 shall be treated as classless post.
31. **Fulfillment of post:** (1) While fulfilling the classless posts through new appointment, the appointment shall be made on basic salary of the approved pay scale.

(2) If class wise posts are being converted to classless posts, the concerned civil employee shall be adjusted on the basis of his existing salary to the appropriate and

equivalent salary of the approved pay scale of classless posts.

32. **Transfer:** (1) A civil employee working in the classless post may be transferred to the classless post of similar nature.

(2) Transfer of a classless civil employee shall be made, in respect of subordinate offices, by the Chief of the Office, in respect of other offices by the Head of the Department, and in respect of from one ministry to another ministry or subordinate offices, by the competent authority with the prior approval of the existing office. The notice of such transfer shall be required to be given to the Ministry of General Administration.

33. **Upgrading:** (1) Upgrading of a civil employee working in the classless post shall be made on the basis of his experience, skill and work efficiency.

(2) The ceiling of work efficiency shall be determined from upper level to lower level of the classless post and certain criteria shall be prescribed to cross such ceiling.

(3) A civil employee completing the prescribed criteria pursuant to Sub-rule (2) shall be upgraded.

(4) Upgrading of a civil employee working in the post of a peon can be made on the basis of his/her work performance and seniority.

(5) His Majesty's Government, by publication of a notice in Nepal Gazette, may arrange separate provision of upgrading for the classless posts on the basis of nature of job and skill.

(6) Concerning the posts which are prescribed as classless posts in the rules relating to concerned service, and group shall be as provisioned in such rules.

Chapter - 6

Posting and Transfer

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*36. **Criteria for Transfer:** Subject to Section 18 of the Act, transfer of civil employee shall be made as follows:

(a) A civil employee, who has served in any geographical region for a period once designated by a competent authority shall not be transferred again in the region of the same class without serving for a period of five years except in the situation where such employee requests to do so.

× Repealed by the Second Amendment.

* Amended by the Second Amendment.

- (b) Generally, the posting of initial appointment of a civil employee of gazetted third class shall be made at the central level office. Transfer shall be made to the office under any district after serving in the central level office for a period of two years.
- (c) Any civil employee, who has served continuously for a period of five years in mountainous and hilly area under one ministry, secretariat or commission, wishes to be transferred, priority shall be given to transfer in an appropriate place among the central level office or office located at any district of the Terai region under such ministry or office under the ministry, secretariat or commission matching the service, group or sub-groups.
- (d) While making posting of promotion of a civil employee, who has been promoted to gazetted third and second class rank, shall generally be transferred to the central level office, if previously serving at the office located at the region and district, and to the office located at the region and district, if previously serving in the centre level office.

- (e) Any Civil employee, who has completed fifty years of age, shall not be transferred to the geographical regions of category "a".
- (f) Subject to Proviso Clause (3) of Sub-section (2) of Section 18 of the Act, any civil employee may be transferred with the consent of the Ministry of General Administration from his current working office prior to completion of the period of transfer on the condition as follows: -
 - (1) If adverse effect to be occurred to the current working office owing to reason of conduct of such civil employee.
 - (2) If there arises a situation that more responsibilities needs to be given to such employee in addition to his current working condition.

+36a. **Facilities to be given for the transfer made prior to completion of the period:** If any Civil employee has been transferred pursuant to Sub-rule (2) of Section 18 of the Act prior to completion of the period for transfer, except in the cases of departmental action, an amount equal to the salary of one month drawn by such civil employee shall be given for the settlement in the new place.

⁺ Inserted by the Second Amendment.

37. **Details relating to transfer:** The authority empowered to transfer the civil employee shall be required to prepare the details relating to transfer of civil employees pursuant to Schedule-10, and send them to the Ministry of General Administration and Civil Employees Record Office.

*38. **Procedure of Transfer:** (1) The authority empowered to transfer the civil employee shall be required to maintain up-to-date details pursuant to Schedule-11.

(2) The following procedure shall be required to be followed while transferring a civil employee:

(a) While transferring a civil employee from one place to another place, the reason for transfer shall be required to be maintained in writing and a notification of that shall be required to be given to the Ministry of General Administration.

(b) After a decision of transfer of a civil employee has been made, a transfer letter pursuant to Schedule-11a. and travelling order pursuant to Schedule-12. shall be required to be given to the civil employee to be transferred within 7 days from the date of such decision.

* Amended by the Second Amendment.

*39. **To be present in the office of transfer:** Any civil employee shall be required to be present in the office of transfer within the time limit as prescribed in the travelling order. No civil employee shall be transferred to another post or office without attending the office of transfer. Departmental action shall be taken against such employee who does not attend the office within such prescribed time limit.

40. **Time limit for assuming the charge:** (1) In cases where a civil employee is required to move from one place to another place due to transfer, such civil employee shall be entitled to get a time limit not exceeding twenty-one days for handing over or taking over the charges and a time limit not exceeding seven days for preparation in addition to the time required for journey, and during time for preparation the employee shall not be required to attend the office. In cases where it takes more than twenty-one days for handing over or taking over the charge, the approval of the concerned Secretary shall be required to be obtained by giving clear reason thereof.

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41. **Report to be submitted by the civil employee being transferred:** In cases where a civil employee holding the post of the chief of office has been transferred, he shall be

× Deleted by the Second Amendment.

required to hand over to the successor or, in his absence, to the nearest civil employee, the work performance evaluation forms, accounts and settled arrears and details of due amount, confidential documents, and a report clearly showing status of advance payment and priorities of other works to be settled by the office under his responsibilities.

Chapter - 7

Provision Relating to Deputation and Acting

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43. **Provision relating to appointment as acting:** (1) The following officer may make appointment as acting in the posts as follows:

(a) His Majesty's Government in respect of the Head of the Department,

Provided that the head of the constitutional bodies may do so, unless otherwise mentioned, in respect of the Head of the Department of office of the constitutional bodies,

(b) The concerned departmental chief for the post of Chief of the Office and Chief of the Unit Office,

(c) The officer as prescribed in the rules relating to Public Prosecutor for the post of Public prosecutor,

(d) His Majesty's Government, upon the consultation with Chief Justice, for the post of the Chairman of Revenue Tribunal and Administrative Court.

(2) Except as referred to in Sub-rule (1), no appointment as acting shall be made in other civil post.

44. **Not more than one person may be appointed as acting in one post:** Generally not more than one civil employee shall be appointed as acting in any civil post at one time.

45. **Notice of appointment as acting:** If appointment as acting has been made in any civil post in accordance with Section 13 of the Act, the concerned ministry shall be required to give a notice thereof to the Ministry of General Administration.

46. **Power of Chief of the Office to be exercised:** (1) If the chief of any office becomes absent for a short period owing to sickness or any other reason, a senior most civil employee working under him shall be required to carry out daily work on his behalf mentioning therefore.

(2) Until the period of appointment or transfer of a successor to the vacant post of the Chief of any Office, the

senior most employee pursuant to Sub-rule (1) shall be required to carry out the work of Chief of Office as officiating chief, holding the responsibility of cash deposits, seal of office, documents and necessary goods for the operation of daily work of the office until further arrangement is made.

(3) The details of work carried out on the situation pursuant to Sub-rule (2) shall be reported by the civil employee working as officiating chief to the level above of him.

(4) If any civil employee has worked in a post as acting or as officiating chief pursuant to Sub-rules (1) and (2) he shall be responsible on the matter of handing over of ledger(account) for the period of work carried out by him in such post.

Provided, that for handing over of ledger for the whole year, the handing over shall be required to be made by the successor for the year that successor has taken the charge, and by the person working as acting or officiating for the year if the successor has not taken the charge.

47. **Salary and allowance to be obtainable for the work carried out as acting or officiating:** (1) In cases where the work has been carried out as acting or officiating for a period of more than fifteen days in any post, such civil employee who has carried out such work shall be entitled to

obtain salary and allowance of the post in which he has worked for from the date of work.

(2) The salary and allowance entitled to obtain by a civil employee, who has carried out the work as acting or officiating pursuant to Sub-rule (1), shall not exceed the salary and allowance of the one class higher post in the event that he has been promoted to one level above.

Provided, that the amount of salary and allowance entitled to be obtained shall not be less than his existing salary and allowance.

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Chapter-8

Provision Relating to Nomination for Study and Training

49. **Basis of nomination for study, training and study tour** :
While nominating the Civil employee for study, training or study tour, the concerned Ministry shall nominate the employee from among the employees of the ministry within the service, group or sub-groups and there under, on the basis as follows:

- (a) The subject of study, training or study tour is useful and required for the service, group or

× Deleted by the Second Amendment.

sub-groups to which the concerned civil employee has been serving.

- (b) On the basis of the priority among the civil employees who have secured highest marks for educational qualification, seniority, experience of serving in the geographical region and evaluation of work performance in accordance with Section 24 of the Act giving priority to the prescribed requirement for the nomination in the available scholarship for study, training and study tour.
- (c) Completion of the permanent service period of three years.
- (d) Below the age of 45 years, in respect of study of Bachelors, Masters or any educational degree.

Explanation: For the purpose of this Chapter-

- (1) "Study" means the study to be made in order to obtain Bachelors, Masters or any educational degree on the subject related with the service.
- (2) "Training" means the training programme to be conducted by any

corporate body within the fixed period as per the fixed curriculum excluding the degree of Bachelors, Masters or any educational degree is awarded.

(3) "Study tour," means workshop, seminar or observation tour to be organized for the period not exceeding six weeks other than the study and training.

50. **Priority to be given for nomination:** The employee who has not obtained earlier any opportunity for study, training or study tour in foreign country shall be given priority subject to Rule 49, while nominating the civil employee for study, training or study tour in foreign country.

51. **Restriction to nomination:** Notwithstanding anything contained in this Chapter elsewhere no civil employee shall be nominated for study, training or study tour, until the period of nonelligibiliy for becoming potential candidate for promotion in accordance with Section 22 of the Act.

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+53a. **Other provision relating to study, training or study tour:**

(1) The concerned authority shall be required to give to the

× Deleted by the Second Amendment.

+ Inserted by the Second Amendment.

Secretariat of the Committee constituted pursuant to Sub-section (3) of Section 40b. of the Act any information relating to opportunities of study, training or study tour obtained directly from donor agency to any authority where any office bearer of civil service has been serving. Such Committee shall recommend to the concerned authority for departmental action against the Chief of the authority who does not give such information.

(2) It shall be the duty of concerned authority to prepare and send yearly details of scholarship to be obtained from different donor agencies under Project Agreement in connection with the implementation of the Projects to the Secretariat of the Committee constituted in accordance with Sub-section (3) of Section 40b. of the Act.

(3) The civil employee shall be required to attend the concerned office within ninety days from the date of completion of study, training or study tour. The civil employee, who does not attend within such period, shall be allowed to attend after the expiry of such period, except in the event that a request for leave with reasonable ground along with information has been made and sanctioned.

(4) If any employee does not attend within ninety days of completion of study, training or study tour or does not serve in the civil service as per the agreement pursuant to Section 40d. of the Act, the expenditure incurred or

obtained during such study, training or study tour including the salary and allowance obtained thereto shall be required to be paid by such employee to the concerned office within next three months of completion of the time limit determined for study and, if not paid, shall be recovered as government due from such employee.

Chapter - 9

Attendance and Leave

54. All times of civil employee to be under His Majesty's Government: Except otherwise provided for in these Regulations, all times of civil employee shall be under His Majesty's Government and the employee may be deputed to government work at any time.

55. Office time, punctuality and attendance: (1) ×.....

*(2)The Chief of the concerned office shall mark the civil employee as absentee who does not come to office on time prescribed under Section 41 of the Act, and who comes to office lately and leaves, early from time, to time and who leaves office at office hour without approval other than for the purpose of office work.

Provided that the chief of the Office may permit to record attendance to the civil employee who comes to

× Deleted by the Second Amendment.

* Amended by the Second Amendment.

office fifteen minutes late than the prescribed time for up to three times in one month.

(3) No civil employee shall be allowed to be absent from his office without obtaining leave except on the purpose with justifiable reason for that. The civil employee, being so absent from the office, shall be required to submit an application for leave within seven days.

+55a. **Determination of office hour:** (1)The office hour for the office throughout the Kathmandu Valley shall be determined as from 9 'O' clock in the morning to 5 O' clock in the evening from every Monday through Friday from 1st day of the month of Bhadra 2056 B. S (Sept. 1999 A.D.)

Provided that office hour for the months of Marga, Poush and Magh (Nov., Dec., Jan.) shall be from 9 O' clock in the morning to 4 O' clock in the evening.

(2) His Majesty's Government, by publication of notice in Nepal Gazette, may determine office hour as prescribed in such notification for the office outside Kathmandu Valley as per geographical remoteness, local requirement and nature of work.

56. **Casual leave and occasion leave:** (1) Every civil employee shall be entitled to get six days as casual leave and six days as occasion leave being total twelve days each year.

+ Inserted by the Second Amendment.

(2) The civil employee who stays on casual and occasion leave shall be paid full salary.

(3) Casual and occasion leave may also be taken for half of a day.

Explanation: For the purpose of this Sub-rule, "half of a day" means half of the daily office hours.

(4) Casual and occasion leave of one year shall not be allowed to accumulate and be taken for the next year.

(5) The authority empowered to grant leave may sanction the casual and occasion leave on the basis of a verbal request.

Provided that in cases where casual and occasion leave have been sanctioned in such a way, the authority empowered to grant leave shall be required to cause to maintain the record of such sanction.

57. **Home leave:** (1) Every civil employee shall be entitled to get home leave at a rate of one day for every twelve days of working period.

Provided that the civil employee entitled to get winter or summer leave shall not be given home leave as provided in this regulation.

(2) For the purpose of these rules the "period of work" means and includes the casual and occasion leave, sick leave, maternity leave, mourning leave and public holidays taken during such period.

(3) The civil employee shall be entitled to get full salary while staying on home leave.

* (4) The civil employee shall be entitled to accumulate up to one hundred and eighty days of home leave earned by him.

(5) In case a civil employee separates from his service due to any reason, such employee shall be entitled to get lump sum amount against his accumulated home leave at the rate of salary obtained by him from his present posting.

(6) In case a civil employee dies before receiving the amount payable in lieu of the accumulated home leave, such amount payable against the accumulated home leave shall be obtained in lump sum by the person as referred to in Sub-section (5) of Section 39 of the Act.

(7) In case a civil employee entitled to get winter or summer leave is deputed in the work not allowing him to take such leave, the office making such deputation shall be required to pay to such civil employee an amount in lieu of

* Amended by the Second Amendment.

the said leave at the rate of salary obtained by him from his posting.

(8) The civil employee who is on home leave, study leave, or extra-ordinary leave shall not be entitled to get home leave for such period.

(9) While traveling home once in a year on home leave of at least seven days or returning to own office from home after completing home leave, a civil employee shall get a time for journey, at the rate of one day for every eight Kosh (sixteen miles) if he travels on foot, and in case of travel by vehicle, train or aero plane, as many days as may be required to complete such journey through such mode of transport.

58. **Sickness leave**: (1) Every civil employee shall be entitled to get sickness leave of twelve days in each year.

(2) The civil employee shall be entitled to get full salary while staying on sickness leave.

(3) In case the accumulated sickness leave has become insufficient due to serious illness of a civil employee, advance sickness leave of maximum twelve days may be granted to him.

(4) Any civil employee staying on extra-ordinary leave shall not be entitled to get sickness leave for such period.

(5) Any civil employee requesting sickness leave for a period of more than seven days shall be required to submit a certificate issued by an approved medical practitioner.

Provided that in case the authority empowered to grant leave believes that submission of such certificate is ordinarily not possible, he may sanction such leave without certificate having recorded the matter accordingly.

(6) The civil employee shall be entitled to accumulate the sickness leave earned by him.

(7) In case a civil employee separates from his service due to any reason, such employee shall be entitled to get in a lump sum amount against his accumulated sickness leave at the rate of salary obtained by him from his present posting.

(8) In case a civil employee dies before receiving the amount payable in lieu of the accumulated home leave, such amount payable in lieu of accumulated sickness leave shall be obtained in a lump sum by the person as referred to in Sub-section (5) of Section 39 of the Act.

(9) In case the accumulated sickness leave and home leave have become insufficient for the treatment of a civil employee suffering from a major or serious illness, forty five days of additional sickness leave in advance may be taken upon submission of a certificate issued by an

approved medical practitioner which shall be deducted from sickness leave and home leave to be accumulated thereafter. The civil employee taking such advance leave shall be entitled to get full salary.

(10) In case the leave obtained pursuant to Sub-rule (9) has become insufficient and additional leave is required to be taken, extra-ordinary leave of maximum one year for the entire period of service upon recommendation from the Medical Board designated by His Majesty's Government may be taken which shall be deducted from the extra-ordinary leave obtainable to a civil employee.

(11) In case a civil employee taking advance sick leave pursuant to Sub-rule (9) dies, such advance sick leave shall *ipso facto* be exempted.

59. **Maternity leave:** (1) In case a woman civil employee becomes pregnant, she shall be entitled to get sixty days of maternity leave before or after the delivery.

(2) A woman civil employee staying on maternity leave shall be entitled to get full salary.

(3) Maternity leave shall be given only for two times during the entire period of service.

(4) Concerned office shall be required to maintain up-to-date record of the maternity leave.

60. **Obsequies leave:** (1) If any civil employee requiring to observe obsequies as per ritual practices shall be entitled to get obsequies leave of fifteen days. A women civil employee shall also be given same days of obsequies leave if her husband has to observe obsequies.

(2) A civil employee staying on obsequies leave shall be entitled to get full salary.

61. **Study leave:** (1) Any civil employee, who has to go for studies in a subject useful and necessary for the civil service by selection through open competition or inter-departmental competition with the approval of concerned Ministry or by a nomination from His Majesty's Government in the scholarship offered to His Majesty's Government, may obtain a study leave for the entire period of the study.

(2) The civil employee shall be entitled to get a study leave of maximum three years at one time or intervals of time in the entire period of the service.

Provided that His Majesty's Government may, in a condition deemed appropriate, add up to two years to the period of study leave.

(3) Notwithstanding anything contained in Sub-rule (2), any civil employee who has gone on study leave for any study on nomination, shall not be granted any

additional study leave for study of additional subject or for earning additional degree, and the extra-ordinary leave shall not be granted.

(4) The civil employee staying on study leave shall be entitled to get full salary.

(5) Any civil employee, who has to go for study on a subject useful and necessary for the concerned service group on personal initiative with the prior approval of His Majesty's Government, may be granted a study leave pursuant to Sub-rule (2). Notwithstanding anything contained in Sub-rule (4), the civil employee staying on such study leave shall not be entitled to get salary.

(6) No civil employee shall be entitled to get a study leave without completion of a period of three years of government service.

Explanation: In case a temporary service period of a civil employee has been included in his permanent service period pursuant to this Regulation, such temporary service shall also be counted for the purpose of this Sub-rule.

(7) In case a civil employee has been sent to get a training essential for the implementation of any project or programme on the nomination of His Majesty's Government, he shall be sent on deputation for the whole

period of such training and be paid full salary for such period.

Provided, that such type of deputation shall be made only for the purpose of training, and deputation on training shall not be granted while sending any civil employee to earn academic degree or diploma.

62. **Extra-ordinary leave:** (1) A civil employee shall be required to submit an application with reason for taking the extra-ordinary leave, and if the reasons are found reasonable His Majesty's Government may grant an extra-ordinary leave not exceeding one year at one time and up to three years in the entire period of service.

(2) A civil employee staying on extra-ordinary leave shall not be entitled to get salary for such period.

Provided, that the civil employee staying on extra-ordinary leave pursuant to Sub-rule (10) of Rule 58 shall be entitled to get full salary for the period of such leave.

(3) Any civil employee shall not be entitled to get an extra-ordinary leave without completion of a period of five years of government service.

Provided that -

(a) This Sub- rule shall not be deemed to have been a bar for staying on extra-ordinary leave as additional sick leave pursuant to Sub-rule (10) of the Rule 58.

(b) A civil employee desiring to study on self initiative may obtain extra-ordinary leave for a maximum period of three years at one time or at intervals of time under Sub-rule (1) after completion of a period of two years of service.

(4) The period of extra-ordinary leave taken by any civil employee shall not be counted in his service period.

63. **Leave may be granted for serving in international organization or association:** In case a civil employee applies for leave to join the service in international organization or association and if there exists sufficient ground that it will also be useful to His Majesty's Government while sending on such service, His Majesty's Government may grant permission to the civil employee to join such service on leave to be deducted from the extra-ordinary leave obtainable to him pursuant to Rule (62) by making a bond with him requiring to return to civil service after completion of the service.

64. **Procedure for requesting the leave:** (1) For approving the leave, the civil employee shall be required to submit an

application before the official empowered to grant leave through his own office in the format as prescribed in Scheduel-13 indicating the period of leave needed to him, reason and other details if requires to go abroad, and the official empowered to grant leave shall be required to give a notice of approval or rejection of leave to such civil employee.

(2) The official empowered to grant leave may approve the leave from the date preceding the date of application, if he is convinced of the following details:

- (a) That it was not possible to obtain prior approval of the official empowered to grant leave,
- (b) That the applicant had made every attempts to obtain prior approval,

(3) While applying for study leave, mainly the following details shall have to be indicated in addition to other matters:

- (a) Details of the subject intended to be studied by him,
- (b) Details of approval for admission to the university, institution or training center intended for study,

(c) Other necessary details to be helpful to His Majesty's Government in considering such leave.

65. **Official empowered to grant leave:** (1) The following leave may be approved by the following official:

<u>Type of the leave</u>	<u>Official empowered to approve</u>
(a) Casual leave and office or occasion leave	*Chief of the concerned Head of the Department
(b) Home leave office or	*Chief of the concerned Head of the Department
(c) Sickness leave office or	*Chief of the concerned Head of the Department
(d) Maternity leave office or	*Chief of the concerned Head of the Department
(e) Obsequies leave office or	*Chief of the concerned Head of the Department
(f) Study leave	His Majesty's Government

* Amended by the Second Amendment.

(g) Extra-ordinary leave His Majesty's Government

(2) Except the leave as referred to in Clause (a) of Sub-rule (1), the other leaves of a civil employee of special class shall be approved by His Majesty's Government.

Provided that except the leaves as referred to in Clauses (f) and (g) of Sub-rule (1), the other leaves of an employee of special class in the office of a constitutional bodies or other commissions shall be approved by the chief of such constitutional bodies or commissions.

(3) Notwithstanding anything contained in Clauses (a) of Sub-rule (1), the Chief of the Department or Chief of the Office may approve himself to take the casual and occasion leave.

66. **Leave not to be converted:** A civil employee shall be required to utilize the same leave which he has taken pursuant to this chapter. In case where one type of leave approved earlier shall not be allowed to convert into another type of leave after the completion of such leave except into obsequies leave or maternity leave.

67. **Public holidays to be included:** In case where any other type of leave, besides the casual leave, and occasion leave taken by a civil employee ends on a public holiday and if he does not attend the office on the next day of such public holiday, the period of such public holiday shall also be

treated as the leave taken by him or stayed on another leave obtainable to him where no such leave is due to him.

68. **Action to be taken for not attending the office:** Any civil employee remaining absent from the office without taking leave may be taken action by marking absent, deducting salary and departmental action as well. Such period of absent shall not be counted in the period of service.

69. **Record of leave:** (1) *The official, empowered to grant leave, shall be required to cause to maintain a record of the leave of civil employee working under him. Each office shall be required to send the record of leave, except casual leave and occasion leave, to the Civil Employees Record Office and to the office looking after salary expenses, within thirty days of expiry of each year.

(2) In case any civil employee has been transferred or promoted from one office to another office, a notice of such transfer or promotion and a copy of the record of leave shall be required to be sent to the current office. The record of such leave shall be required to be maintained as per Schedule-14.

(3) A copy of the record of leave mentioned as per Sub-rule (2) shall also be required to be given to the concerned civil employee. It shall be the responsibility of the concerned department or ministry of the Civil employee

* Amended by the Second Amendment.

to submit such record of leave whilst under process for promotion.

70. **Replacement leave:** The civil employee working in the offices such as airport, hospital, fire brigades, post offices, museum requiring to work on public holidays, shall be entitled to get full salaried replacement leave for working on the public holidays and such leave shall be required to be taken within one year in turns.
71. **Leave is not a matter of right:** Leave is not a matter of right, it is merely a privilege.

Chapter - 10

Promotion

72. **Promotion Committees:** There shall be the following promotion committees for the following office for the promotion in the non-gazetted posts in accordance with Sub-section (2) of Section 20 of the Act:
- (a) For Commission for Investigation of Abuse of Authority, Public Service Commission, Election Commission, Secretariat of the Council of Ministers, Parliament Secretariat, Secretariat of the National Planning Commission, Ministry, Departments and central level offices other than the court and

offices as referred to in Clauses (b), (c), (d), (e), (f), (g), (h), (i), (j), (k) and (l) -

(1) Member of Public Service Commission or official designated by the Public Service Commission - Chairman

(2) Chief Secretary, Secretary General or concerned Secretary or Officer designated by official equivalent to such level - Member

(3) Chief of the Administration Section of the concerned authority or officer designated by Head of the Department- Member

(b) For Ministry of Law, Justice and Parliamentary Affairs -

(1) Any official of Nepal Judicial Service designated by Chairman of the Judicial Service Commission - Chairman

(2) Gazetted first class officer designated by Secretary - Member

(3) Chief of the Administration Section- Member

(c) For offices located at district under any Ministry, Secretariat or Commission other than the court and offices as referred to in

Clauses (a), (b), (d), (e), (f), (g), (h), (i), (j), (k) and (l)-

- (1) Member of Public Service Commission or official designated by the Public Service Commission - Chairman
- (2) Concerned Chief District Officer or officer designated by him - Member
- (3) Chief of the Office having vacant post- Member

(d) For Supreme Court-

- (1) Any official of Nepal Judicial Service designated by Chairman of the Judicial Service Commission - Chairman
- (2) Gazetted first class officer designated by Registrar of the Supreme Court - Member
- (3) Chief of the Administration Section or officer designated by Registrar of the Supreme Court - Member

(e) For Appellate Court-

- (1) Chief Judge of the Appellate Court or judge of the Appellate Court designated by him - Chairman
- (2) Registrar of the Appellate Court- Member

(3) Officer designated by Registrar of the Appellate

Court - Member

(f) For District Court-

(1) District Judge - Chairman

(2) Officer designated by District Judge- Member

(3) District Public Prosecutor of the Office of the District Public Prosecutor- Member

(g) For Office of the Attorney General -

(1) Any official of Nepal Judicial Service designated by Chairman of the Judicial Service Commission - Chairman

(2) Officer designated by the Attorney General - Member

(3) Officer of the Administration Section- Member

(h) For Office of the Appellate Public Prosecutor-

(1) Public Prosecutor of the Office of the Appellate Public Prosecutor - Chairman

- ♣(2) Deputy Public Prosecutor of the Office of the Appellate Public Prosecutor- Member
- (3) Officer designated by Public Prosecutor of the Office of the Appellate Public Prosecutor - Member
- (i) For Office of the District Public Prosecutor-
 - (1) District Judge - Chairman
 - (2) District Public Prosecutor of the Office of the District Public Prosecutor- Member
 - (3) Officer designated by Public Prosecutor of the office of the Appellate Public Prosecutor - Member
- (j) For Judicial Council Secretariat-
 - (1) Any official of Nepal Judicial Service designated by Chairman of the Judicial Service Commission - Chairman
 - (2) Gazetted officer of the Judicial Council Secretariat designated by Secretary of the Judicial Council Secretariat- Member

♣ Amended by the First Amendment.

(3) Chief of the Administration Section or officer designated by Secretary of the Judicial Council Secretariat - Member

(k) For Administrative Court-

(1) Official of Nepal Judicial Service designated by Chairman of the Judicial Service Commission - Chairman

(2) Officer designated by Chairman of the Administrative Court - Member

(3) Officer designated by Registrar of the Administrative Court - Member

(l) For Revenue Tribunal-

(1) Official of Nepal Judicial Service designated by Chairman of Judicial Service Commission - Chairman

(2) Chairman of the Revenue Tribunal or member designated by him - Member

(3) Officer designated by Chairman of the Revenue Tribunal - Member

73. **Secretariat of the Promotion Committee and meeting:**

(1) For the promotion in the gazetted posts through evaluation of work performance in accordance with Sub-

section (1) of Section 7 of the Act, the Ministry of General Administration shall carry out the function of the secretariat of the Promotion Committee pursuant to the Section 20 of the Act.

(2) For the promotion in the non-gazetted civil posts, the function of the Secretariat of Promotion Committee shall be carried out by following office:

(a) For the vacant post in the authorities referred to in Clauses (a), (b), (d), (g), (j), (k) and (l) of the Rule 72, office of the Head of the Department prescribed by the Secretary or official equivalent to such level of the authority concerned with such vacant post.

(b) In respect of the posts vacant in the Court and the offices located at district-

(1) The Court or Office of the Public Prosecutor prescribed by Chief Judge of the concerned Appellate Court for all vacant posts in the Court or Office of the Public Prosecutor.

(2) The office prescribed by the concerned Ministry, Commission or Secretariat among the offices under the same Ministry, Commission or Secretariat

located at same district for the vacant non-technical post of Non-gazetted second and third class other than pursuant to Sub-clause (1).

- (3) The concerned District Post Office for the posts of postal group, concerned Office of the Fund and Comptroller for the posts of account group and concerned *District Administration Office for other vacant posts among the vacant non-technical posts of Non-Gazetted First Class other than pursuant to Sub-clause (1).
- (4) The office prescribed by the concerned Ministry for the vacant technical post.

(3) The meeting of the Promotion Committee shall be held once or more than once in a year for the fulfillment of vacant posts under each civil service, group or groups by promotion through evaluation of work performance.

74. **Publication of notice of fulfillment of post and application:** (1) The Public Service Commission shall publish a notice along with details of posts to be promoted through evaluation of work performance after the determination of percentage of fulfillment and number of

* Amended by the Second Amendment.

posts pursuant to Rule 14. But, it shall be the function of the Secretariat of concerned Promotion Committee to publish such notice and collect application in respect to non-gazetted post.

(2) The notice to be published pursuant to Sub-rule (1) shall be required to mention period of service required for the post to be promoted, period for calculating the seniority to become eligible candidate (calculated from last day of the month of Ashar (June-July), educational qualification, details and number of the post to be promoted, office of the vacant post, time limit and place for submission of the application.

(3) The concerned candidate shall be required to submit an application in the format as determined by the Public Service Commission within the time limit as prescribed in the notice pursuant to Sub-rule (1). In respect of the [♠]gazetted post, the Public Service Commission shall be required to send the applications so obtained to the Secretariat of concerned Promotion Committee to initiate the proceedings of recommendation for promotion.

♠74A. Promotion in Posts of Gazetted Third Class through Works Performance Evaluation and Interview: (1) The act of publishing advertisement, collecting application forms and other matters relating to interviews for

♠ Amended by the First Amendment.

≠ Amended by the Fourth Amendment.

fulfillment of posts of gazetted third class which is carried out by way of works performance evaluation and interviews pursuant to sub-section (3) of Section 7 of the Act shall be as prescribed by the Public Service Commission.

(2) Only the employees submitting application forms according to the advertisement published pursuant to sub-rule (1) shall be probable candidates for promotion.

(3) Upon publication of advertisement for posts to be fulfilled pursuant to sub-rule (1), the Ministry or the Central body operating the concerned services and groups shall forward the Public Service Commission with the works performance evaluation forms of the latest four years and details as to the average of marks obtained according to those forms.

(4) The Public Service Commission shall, having selected the candidate securing highest marks upon having added the marks obtained by the candidate out of the marks prescribed for interview pursuant to sub-section (3) of Section 7 of the Act into the marks obtained by the concerned employee for works performance evaluation, recommend to the Ministry of General Administration for appointment.

Provided that, in case of employees of the Nepal Judicial Services, it shall be sent to the Ministry of Law, Justice and Parliamentary Affairs.

75. **Period of service required to be candidate for promotion**: In order to become a eligible candidate for promotion in the following civil post, the following minimum period of service shall be required to have been completed in the post of one class lower:

(a) Among Non-gazetted posts-

(1) Two years for third and second class post

(2) Three years for first class post

(b) Among Gazetted Posts-

(1) Four years for third class post

(2) Five years for second class post

(3) Four years for first class post

(4) Five years for special class post

Explanation:

(1) A civil employee, who has been or working in the post of Additional Secretary of the Gazetted First Class or in the equivalent post at the time of commencement of this Regulation, may become eligible candidate for the promotion in the post of Gazetted Special Class.

- (2) The post of Assistant Secretary of the Gazetted Second Class or the equivalent posts thereof shall *ipso facto*, be converted into the post of Under Secretary of the Gazetted Second Class or into the equivalent posts thereof and all civil employees working in the post of such Assistant Secretary of Gazetted Second Class or in the equivalent post thereof shall *ipso facto*, be converted into the post of Under Secretary of the Gazetted Second Class or into the equivalent post thereof.
- (3) For the promotion in the post of Gazetted First Class through evaluation of work performance, the period of work served in the post of Assistant Secretary of the Gazetted Second Class or in the equivalent post thereof shall also be counted for the purpose of calculating marks in lieu of seniority in accordance with Clause (b) of Sub-section (2) of Section 24 of the Act.

76. **To be eligible candidate for promotion:** For the promotion in the vacant posts of Civil Service, Group and Sub-Group through evaluation of work performance, in respect of the Gazetted post, the employees having completed the service period pursuant to Clause (b) of Rule 75 in the post one class lower than the vacant post under concerned Service, Group and Sub-Group, shall be eligible candidates. For such promotion in the Non-Gazetted posts,

the following civil employees who have completed required period of service shall be eligible candidate.

▲(a) In respect of the vacant posts of the authorities as referred to in Clauses (a), (b), (d), (g), (j), (k) and (l) :

(1) For the vacant post of Non-gazetted First Class, all employees working in the post of one class lower of the concerned service, group or sub-group of one Ministry, Secretariat or Commission and the Department and Central Level Offices under such Ministry, Secretariat or Commission.

(2) For the vacant post of Non-gazetted Second and Third Class, all employees working in the post of one class lower of the concerned service, group or sub-group of the Ministry, Secretariat, Commission, Department or Central Level Office having the vacant post.

(b) In respect to the vacant posts of the Court and Office located at district-

(1) For the vacant post of the Court and Office of the District Public Prosecutor, all employees of the Court and the Office of the District Public

▲ Amended by the First Amendment.

Prosecutor located at the concerned district, working in the post of one class lower and who have completed required period of service.

(2) For the vacant post of Non-gazetted Second and Third Class other than of Sub-clause (1), all employees of the office under one Ministry, Commission and Secretariat located at the same district, working in the post of one class lower and who have completed required period of service.

(3) For the vacant technical and non-technical post of Non-gazetted First Class other than as referred to in Sub-clause (1), all employees of concerned Service, Group or Sub-group of all offices located at the same district, working in the post of one class lower and who have completed required period of service.

(c) Notwithstanding anything contained in Clauses (a) and (b), after the allocation of number of post for promotion through determination of percentage of fulfillment pursuant to Rule 14, an Employee working prior to allocation of number of post, even though transferred to another office, shall not be deprived from becoming eligible candidate for promotion in the allocated post in his former office (prior to transfer).

77. **Promotion on the basis of work performance:** A civil employee securing highest marks shall be promoted at first having done the evaluation of work performance of a civil employee pursuant to Section 24 of the Act.

Provided that in respect of the civil employees securing equal marks on the evaluation of work performance, promotion shall be made on the basis of seniority and determination of seniority of such employee shall be made on the following basis:

- (a) On the basis of the date of appointment or decision for promotion in the currently engaged class of post,
- (b) On the basis of date of appointment or decision for promotion in the class one level lower than such class if seniority could not be determined pursuant to Clause (a),
- (c) On the basis of merit list recommended by the Public Service Commission if seniority could not be determined on the basis mentioned in Clauses (a) and (b).

Provided that in cases where recommendations of open competition and competition for promotion have been received from Public Service Commission on

same date, the seniority of an employee recommended through open competition shall be maintained.

78. **Evaluation of work performance:** *(1) The work performance evaluation form to be used for evaluation of annual work performance of a civil employee shall be as per Schedule-15 and the work performance evaluation form to be used for evaluation trimesterly work performance shall be as per Schedule-15a.

*(2) For the evaluation of the work performance of a civil employee, the concerned employee one class higher than the employee whose work performance is to be evaluated, shall be the Supervisor and the concerned employee one class higher than the Supervisor shall be the Reviewer.

Provided that-

- (a) The Supervisor of the Non-gazetted employees shall not be a Non-gazetted employee except in the case of Non-gazetted employee as Chief of the Office.
- (b) In cases where there is no Gazetted Officer to be the Reviewer of the Non-gazetted employee in the offices located at district,

* Amended by the Second Amendment.

^ Amended by the First Amendment.

the officer designated by the Chairman of the Review Committee shall be the Reviewer.

- (c) In cases where an employee of the Gazetted Special Class is a Supervisor of any Gazetted Officer, he shall also act as the Reviewer.
- (d) The employee working as Chief of the Office or Head of the Department may also act as the Supervisor for the evaluation of work performance of the employee of same Class working under him.

Explanation:

In cases where the employee to be evaluated and the employee acting as his Supervisor are of same class and both are eligible candidates for promotion in same service, group and sub-group, for the evaluation of work performance of such employee, the employee working as such Supervisor shall be required to submit such work performance evaluation form along with his written views taking into account above mentioned matters to the Reviewer or to the employee of higher class than him for supervision.

- (e) For the evaluation of the work performance of a civil employee working in the Gazetted Special Class, the Chief Secretary shall also

act as the Supervisor, Reviewer and the Review Committee.

*(3) There shall be the following Review Committee for the evaluation of work performance of the Non-gazetted employee:

- (a) Secretary of the concerned Ministry,
Commission and Secretariat or
Officer designated by the concerned
Head of the Department - Chairman
- (b) Concerned Reviewer - Member
- (c) Concerned Supervisor - Member

(4) There shall be the following Review Committee for the evaluation of work performance of the Gazetted First Class and in cases where the official as referred to in the following clauses (b) and (c) is happened to be same person, Secretary of the Secretariat of the Council of Minister's shall also be a member of such Committee:

- (a) Chief Secretary - Chairman
 - (b) Secretary or Special Class officer of
the
concerned Ministry, Secretariat,
Commission,
Department or Office - Member
-

- (c) Secretary of the Ministry concerned
with
service, group - Member

▲(5) There shall be the following Review Committee for the evaluation of work performance of civil employee of Gazetted Second Class and Third Class:

- (a) Secretary or Special Class Officer of the concerned Ministry, Secretariat, Commission or Office - Chairman
- (b) Secretary of the Ministry concerned with the service, group or Gazetted First Class Officer of the concerned Ministry, Secretariat, Commission or Office, designated by him -
Member
- (c) Gazetted First Class Officer of the Ministry of General Administration
- Member

Provided that in case all three officials of the Review Committee happened to be from same Ministry, the officer to be designated as per Clause (b) shall be required to be designated from another Ministry.

▲ Amended by the First Amendment.

(6)^x

(7) While giving marks for the work performance of the employees, the Supervisor, Reviewer and Review Committee shall be required to give on the basis as set forth in the work performance evaluation form.

⁺(7a.) In case where a retired civil employee has been reinstated by the decision of the Court, such employee shall be given marks in the ratio of marks secured by him in the evaluation of work performance of preceding year of his retirement.

Provided that in respect of the civil employee who has been reinstated before the end of the month of Asadh (Mid June), while evaluating the work performance of such employee, evaluation shall be made taking as total period of such year.

(8) The Review Committee may follow the procedures in respect of the work performance evaluation form of Gazetted Officers as follows:

(a) To maintain uniformity between work performance and distribution of marks in such forms through screening of submitted work performance evaluation forms,

^x Deleted by the Second Amendment.

⁺ Inserted by the Second Amendment.

- (b) To take into account the inter-relationship between the aggregate achievement of any agency and the evaluation of work performance of the employee engaged thereto,
- (c) To request for clarification with the Reviewer or Supervisor or send back to them for reconsideration, if it is found necessary to do so in the submitted work performance evaluation forms,
- (d) To send in writing to the concerned agency for maintenance of record of such Supervisor or Reviewer by the Review Committee along with the comments on that subject if clarification has been found inappropriate and marks not changed in the resubmitted work performance evaluation form.

+(8a) If the Review Committee has to grant marks more than 95 percent and less than 75 percent for the evaluation of work performance to any civil employee, the reason thereof shall be required to be mentioned clearly.

*(9) While calculating marks of the evaluation of work performance after the commencement of this

⁺ Inserted by the Second Amendment.

^{*} Amended by the Second Amendment.

Regulation, the average marks shall be calculated on the basis of the evaluation of work performance of the previous fiscal years for the promotion. While making such calculation of marks of the evaluation of work performance of previous years, the calculation of total average marks shall be made by taking average of secured marks supposing forty as full marks.

+78a. **Evaluation of work efficiency:** (1) For the purpose of Clause (a) and (b) of Sub-section (2) of Section 19 of the Act, the evaluation of work efficiency shall be made on the following basis:

(a) The result and quality of work of the currently working authority when the official to be promoted had given the leadership and performed the work in his previous post.

(b) The creativeness and initiatives shown by the official to be promoted while performing the work.

(c) The accountability and discipline of the official to be promoted towards the work.

+78b. **Period for evaluation of the work performance:** (1) The concerned civil employee shall be required to submit his duly completed work performance evaluation form to the Supervisor within 7th day of the month of Shrawan (3rd

week of July) of each year. The Supervisor shall be required to deliver to the Reviewer such form having done the supervision within the last day of the month of Shrawan (Mid August).

(2) The Reviewer shall be required to deliver to the Review Committee the work performance evaluation form obtained pursuant to Sub-rule (1) having done the evaluation within last day of the month of Bhadra (2nd week of September).

(3) After having done the evaluation pursuant to Sub-rule (1) and (2), the Review Committee shall be required to send one copy each to the Secretariat of Promotion Committee and the Public Service Commission after the evaluation of work performance within the last day of the month of Kartik (2nd week of November).

[√](4) Notwithstanding anything contained in sub-rules (1), (2) and (3), in cases where a civil servant has submitted his/her works performance evaluation form to the supervisor having it registered within the time limit, but it has not been evaluated by the concerned evaluators within the time limit, the concerned Head of Department may, having stated the due and reasonable causes, cause to carry out the evaluation by the evaluators in posts having taken permission of the concerned Ministry in case of non-

[√] Inserted by the Fourth Amendment.

gazetted employees and of the Ministry of General Administration in case of gazetted officers.

Provided that,

- (1) In case of non-gazetted employees of a Ministry or Central Level Secretariat, the Secretary of the concerned Ministry or Central Level Secretariat may cause to evaluate by the present evaluator.
- (2) In case of an employee of the Nepal Judicial Services, the concerned Head of the Department may cause to evaluate by the present evaluator.

×79.

×80.

+80a. **Details of geographical region:** For the purpose of granting marks against the evaluation of experience for the work carried out by the civil employee in different geographical regions, the details of geographical regions shall be as set forth in Schedule-16.

+80b. **Marks of geographical region to be obtained in the event of reinstatement:** If any civil employee continues the work upon reinstatement after having retired from the civil service, the marks against the work carried out in the geographical region for the year of his retirement shall be

× Repealed by the Second Amendment.

given pursuant to Sub-section (3) of Section 24c. of the Act which states the marks of geographical region of same category shall be granted from which category of geographical region he had been retired.

Provided that the marks of geographical regions of category "e" shall be granted for the remaining period.

×81

+81a. **Attested copy of the educational qualification and training to be submitted:** After entering into civil service, any civil employee shall be required to submit the certificate of educational qualification awarded by the foreign university through other means within three months from the date of such awarding except the certificate of educational qualification awarded by the foreign university or recognized educational institution upon nomination from His Majesty's Government. While submitting such certificate, the following documents shall be required to be submitted compulsorily:

- (a) Mark-sheet.
- (b) Certificate.
- (c) Evidence of taking leave indicating the period
- (d) Transfer certificate.

- (e) Equivalent certificate
- (f) Examination programme indicating date and time
- (g) Receipt or proof of paying of examination fee and admission card or any other evidence.

×82.....

×83.....

84. **Date of promotion and appointment of promotion:** (1)

After publication of the list of promotion *n accordance with Sub-section (4) of Section 20 of the Act for the purpose of lodging complaint against promotion, the candidate recommended for promotion shall be put under waiting lists without issuing appointment of promotion for a period of 35 days from the date of publication of such list. If complaint has not been lodged against such recommendation of promotion, appointment shall be required to be given establishing the seniority in the class to be promoted from the date of the 36th day (next day of the lapse of time limit for lodging complaint) of publication of such list.

× Repealed by the Second Amendment.

* Amended by the Second Amendment.

(2) In cases where the complaint has been lodged against the promotional recommendation *in accordance with Section 24f. of the Act, appointment shall be required to be given establishing date of seniority as follows:

- (a) In cases where a decision has been made to amend the promotional recommendation *in accordance with Sub-section (2) of Section 24f. of the Act, from the date of publication of such amended list, and
- (b) In cases where the complaint has been repealed or the first promotional recommendation has been reestablished, from the date of the 36th day of first publication of the promotional list.

85. **The promotional committee may make necessary arrangement:** While going through the process of promotion of Gazetted posts in case any unforeseen difficulty has been arisen, the Promotional Committee may make necessary interpretation or arrangement in the subject not included in this Section or in the subject included therein but the Regulation not indicating how to do, without being prejudice to the objectives of this Regulation. Such interpretation or arrangement shall be required to be sent all concerned agencies for guidance.

86. **Advertisement for promotion through internal competitive examination:** The Public Service Commission shall be required to publish an advertisement for the information of the concerned candidates for the fulfillment of the Gazetted posts to be fulfilled by promotion through internal competitive examination (including the promotion in the post of Gazetted First Class through inter-service competition) as per the percentage determined pursuant to Rule 14. Such advertisement shall be required to contain number and details of posts to be promoted, necessary educational qualification and period of service, last date and place of submission of application.

87. **Provision of candidature in the examination of promotion through internal competition:** (1) For the promotion through internal competitive examination in the vacant post of same service, group and sub-group to be promoted as per the advertisement published pursuant to Rule 86, any civil employee of related service, completing period of service pursuant to Rule 75 in the post one class lower than such vacant post and having necessary educational qualification, may become candidate.

(2) Notwithstanding anything contained in Sub-rule (1), for the fulfillment of vacant post of Joint Secretary level of Gazetted First Class of civil Service through inter-service competition, all civil employees completing period

of service in the post of any Service, Group or [♣]Sub-group, one class lower than such vacant post pursuant to Rule 75 and having necessary educational qualification, shall attend.

(3) Notwithstanding anything contained in Sub-rules (1) and (2), the civil employees of all services having prescribed educational qualification and completing period of service in the post one class lower than the vacant post, may become candidate for the promotion in the vacant post of Nepal Economic Planning and Statistics Service through internal competitive examination to be held for the first time after the commencement of this Regulation.

+87a. **Special provision relating to promotion:** While promoting any civil employee pursuant Section 20a. of the Act, the Secretary of the concerned Ministry, Secretariat, or Commission shall be required to give the promotion after inquiring continuity of service and age from the concerned Head of the Department or Chief of the Office and Civil Employees Record Office and the information of such promotion shall be required to be given to the Ministry of General Administration and the Civil Employees Record Office.

88. **Fulfillment of the post of typist and promotion:**
Notwithstanding anything contained elsewhere in this

♣ Amended by the First Amendment.

+ Inserted by the Second Amendment.

Chapter, fulfillment of vacant posts of typist of civil service and promotion of the civil employee serving in the post of typist shall be made as per the ***typist categorization planning and procedures as prescribed from time to time by His Majesty's Government.**

89. **Basis of promotion in the competitive examination:**
While making promotion in the vacant posts of civil service through internal competition and inter-service competitive examination pursuant to Rule 87, it shall be done on the basis of recommendation made from among successful candidates in the examination held by the Public Service Commission.
90. **Inapplicability of age:** Age limit shall not be applicable to the civil employee to be candidate for promotion.

Chapter - 11

Salary and allowance

91. **Pay scale:** (1) Any civil employee, who has been newly appointed in the salaried post as per determined pay scale, shall get starting salary mentioned in such pay scale.
- (2) Any civil employee to be promoted in any post of higher pay scale shall get the starting salary prescribed in such pay scale.

* Amended by the Second Amendment.

Provided that, in case the present salary obtainable to him is equal or more than the minimum salary of said higher pay scale, his salary under the said higher pay scale shall be prescribed as follows:

- (a) In case the present salary obtainable to him is only equal to the starting salary of the higher pay scale, the salary shall be prescribed by adding one salary increment in that salary.
- (b) In case where the salary receiving from existing post is higher than the starting salary of the promoted post, salary of higher pay scale shall be prescribed by adding the amount of difference in his existing salary and one salary increment of higher pay scale.

+ (3) In case where total period of service for pension has been maintained by adding period in accordance with Section 35 or Sub-section (3) of Section 37 of the Act, the amount of increment of salary during such period shall be included for the purpose of his pension.

92. Other condition for obtaining salary and allowance: (1) Any civil employee having been transferred or promoted from one office to another office, shall be entitled to get the

+ Inserted by the Second Amendment.

salary (excluding local allowance) from the current office as per the transferred or promoted post for time limit of seven days for preparation and time limit for journey obtainable pursuant to this Regulation in order to join the current office and leave the existing office.

(2) In case where His Majesty's Government has made a decision to give any training or depute on any other government work, any civil employee who has been transferred or promoted from one office to another office or newly appointed, prior to joining the current office, the salary (except local allowance) as per the transferred, promoted or newly appointed post shall be given for such period.

(3) In cases where the appointment of promotion could not be collected immediately due to the reason of participation in study, training or study tour abroad on nomination of any civil employee from His Majesty's Government in the scholarship obtained to His Majesty's Government or any civil employee died before collection of appointment of promotion after being promoted, such employee shall be entitled to get the salary, allowance and facilities as per the promoted post from the date of the decision of promotion.

93. **Local allowances:** If any civil employee serves, staying in a place where local allowance is obtainable only such

employee shall be entitled to get such allowance. In cases where any civil employee has been posted in a place where local allowance is obtainable but serving on deputation or for other reasons in a place where no allowance or less allowance is obtainable, he shall not be entitled to get any allowance or shall get only the allowance prescribed for that place for such period.

Chapter - 12

Medical Expenses

94. **Medical expenses:** (1) Any civil employee shall be entitled to get up to an amount equal to current salary of twelve months if he is an employee of Gazetted Officer level; current salary of eighteen months if he is an employee of Non-gazetted First Class level and classless level equivalent to that and current salary of twenty-one months if he is an employee of other Non-gazetted and classless post; against the medical expenses for the entire period of service.

(2) If any civil employee or any member of his family falls sick, His Majesty's Government shall give the medical expenses, not exceeding the amount obtainable pursuant to Sub-rule (1), as follows:

(a) The fees incurred for medical examination carried out by a recognized medical

practitioner and the expenses for medicines purchased as per the prescription after the examination for the treatment of disease,

- (b) The expenses incurred for admission or treatment in a health institution as per the bill,
- (c) The expenses certified by the Head of the Department in respect of other civil employees other than the Head of the Department and by the Secretary of the concerned Ministry in respect of the Head of the Department, incurred for the treatment in the place where hospitals or recognized medical practitioners are unavailable,

Explanation: "Recognized medical practitioner" means the doctor, Kaviraj (Aurvedic doctor), health assistant or Vaidya (Aurvedic doctor) engaged in the government service or registered as doctor under prevailing laws.

- (d) The expenses incurred for all kinds of operations (surgical operations) except plastic surgery as per bill,

(e) In the event of medical treatment in other district or abroad leaving the home or rented place, total amount of transport expenses for the patient and one caretaker, if caretaker is required, to go and back from such place and the amount of expenses for food equal to seventy five percent of the daily allowance obtainable to the concerned civil employee as per the prevailing laws.

(3) If any civil employee wishes to get medical allowance obtainable pursuant to this rule, as advance, and if the reason therefore appears to be reasonable, the amount may be given in advance on condition of settling down the account later on, subject to this rule. While settling down the account of the amount taken as advance exceeds the amount obtainable against the treatment, such amount of difference shall be deducted from the salary of the concerned civil employee in installments. If the concerned civil employee or the member of his family expires prior to recovery of such amount of deduction, the due amount of deduction shall be exempted.

(4) Departmental action may be taken against the civil employee who demands or obtains the medical allowance under this Rule by submitting false details, including the medical practitioner (if he is an employee) who certifies such false details.

(5) While releasing the expenses for medical treatment in case any temporary employee falls sick, the period of twenty years shall be regarded, as total period of service and the expenses for treatment shall be given under this rule by calculating in this ratio, the period of service of such temporary employee who has fallen sick.

Provided that medical expenses under this rule shall not be given to any temporary civil employee when being relieved from the service.

(6) Except in cases of dismissal from the service disqualifying for government service in future, the civil employee separated from the service on whatsoever ground shall get the lump sum payment of such remaining amount of medical expenses, if due remains, out of the medical expenses to be received under this Rule for the entire period of service, after getting some of it or getting not at all.

Provided that any civil employee separated from the service on pension shall be entitled to get a lump sum amount to be calculated by adding an additional ten percent, fifteen percent and twenty percent respectively in the remaining amount to be received against the medical expenses if the employee completes a period of service of twenty years, twenty-five years or more than that.

(7) While giving the medical expenses to any civil employee who has not completed a period of service of ten years, the amount prescribed in this Rule shall be regarded as the amount to be given for ten years of service period and only the amount being calculated in proportion thereof shall be given.

(8) If any civil employee requesting medical expenses under this Rule shall be required to take sick leave as long as sick leave is due, in case he could not be present in the office as a result of fallen sick. Other leaves may be requested only when the balance of sick leave is over.

(9) Except in cases of treatment in health institution or abroad under this Rule, any civil employee may be given, in one year, the medical expenses equal to an amount not exceeding his current salary of one and half month.

(10) The record of medical expenses given to civil employee under this Rule should be maintained by the office, maintaining such expenses and such details should be send to the concerned Department and the civil employees Record Office for maintenance of record.

(11) If any civil employee serving in the remote area having lack of means, has fallen sick and the disease could not be treated at the local health institution whereby putting his very life under threat, and if such civil employee is carried to any other nearest well equipped health institution

within the Kingdom of Nepal from that place for treatment by the quickest means with the approval of Secretary of the concerned Ministry, the transport expenses incurring to and from the health institution shall be borne by His Majesty's Government.

95. **Additional financial assistance:** In the event of the treatment of any civil employee who has sustained injuries whilst performing government work or if the civil employee certified by the Medical Board constituted by His Majesty's Government saying that his treatment can not be done within the Kingdom of Nepal, wishes to go abroad for treatment, he may be provided with an amount of additional financial assistance as deemed appropriate by His Majesty's Government on the recommendation of the following Committee, in addition to the medical expenses obtainable pursuant to Sub-rule (1) of Rule 94:

- (a) Secretary of the Ministry of General Administration - Chairman
- (b) Secretary of the Ministry of Finance - Member
- (c) Secretary of the Ministry where the civil employee receiving additional financial assistance is working - Member

(d) Senior medical practitioner
designated by the Ministry of Health

- Member

Chapter - 13

Pension, Subsistence and other Facilities

96. **Disability subsistence:** (1) If any civil employee has been physically or mentally disabled for government service due to the reason of loss of parts of body or sustained injuries in an accident whilst performing government work, such employee shall be entitled to get pension as referred to in the Sub-rule (2) and disability subsistence as referred to in the Sub-rule (5) for his sustenance throughout the life.

(2) If the period of service of the civil employee, who has become disabled pursuant to Sub-rule (1), reaches to the period entitling to get pension, such employee shall be entitled to get disability pension equal to the amount to be calculated pursuant to Section 37 of the Act on the basis the salary currently drawn by him (if worked as acting or worked as officiating pursuant to Rule 46, including that) In case the period of service of such disabled civil employee has not reached to the period entitling to get pension, deduction shall be made in the amount of pension proportionately for each year or part of a year required in order to complete the year entitling to get pension under the Act and the remaining amount shall be provided as

pension. While deducting the amount, it shall not be more than one third of the amount.

(3) The civil employee who has become disabled pursuant to Sub-rule (1), may be given maximum amount of Rupees ten thousand as financial assistance taking into the account the sustained injuries. In cases where such financial assistance has not been given, such employee shall be entitled to get disability pension pursuant to Sub-rule (2) to be calculated on the basis of last scale of salary of the highest post currently held by him (including the post if served as acting or worked as officiating pursuant to Rule 46).

(4) The concerned civil employee shall be entitled to get cent percent of the medical expenses incurred for the treatment of the sustained injuries pursuant to Sub-rule (1). Such employee shall not be considered to have been prevented from getting the medical expenses obtainable pursuant to Sub-rule (1) of Rule 94 in the event of illness in future due to the reason of getting such medical expenses.

(5) The amount of monthly disability allowance to be obtainable by the civil employee in addition to the additional disability allowance to be obtainable pursuant to Sub-rule (2) shall be equal to twenty percent of salary drawing by him.

Explanation: If any civil employee obtaining or entitled to obtain disability subsistence rejoins any service in future, he shall not get the disability subsistence as referred to in this rule. But, already received amount of disability subsistence or additional financial assistance need not be refunded.

(6) If any civil employee obtaining or entitled to obtain disability subsistence, dies within seven years from the date of obtaining such disability subsistence, a lump sum amount of disability subsistence for the remaining period completing that seven years shall be given as assistance to a person deemed appropriate by His Majesty's Government from among the members of the family of such employee.

(7) If any civil employee sustains injury or loses body parts due to his willful gross negligence and thereby becomes disabled, he shall not get any facility pursuant to this rule.

97. **Facilities to be provided in the event of loss of body parts or injury:** (1) In case any civil employee sustains injury whilst performing the government work and if his growth of efficiency has been affected as a result of such injury but not requiring to resign from the service, such employee may be given salary increment of final scale of the salary drawn by him or a lump sum amount of Rupees

ten thousand as financial assistance taking into account the condition of the sustained injuries.

(2) The civil employee shall be entitled to get fully paid additional sick leave, not deducting from his any accumulated leaves, for the period as may be required for the treatment of the sustained injuries pursuant to Sub-rule (1).

(3) Such civil employee shall be entitled to get cent percent of the medical expenses incurred for the treatment pursuant to Sub-rule (2). Such employee shall not be considered to have been prevented from getting the medical expenses obtainable pursuant to Sub-rule (1) of Rule 94 in the event of illness in future due to the reason of getting such medical expenses.

(4) If any civil employee sustains injury willfully due to his gross negligence and becomes disabled, he shall not be provided any facility pursuant to this rule.

98. Extra-ordinary family subsistence and gratuity: (1) If any employee dies immediately in an accident whilst carrying out government work or dies later on as a result thereof without recovering, the wife or husband of such employee shall be provided with separate amount of fifty percent of the minimum pension to be calculated in accordance with Sub-section (2) of Section 37 of the Act as life-long monthly family subsistence and a lump sum amount equal

to existing salary of three month of the deceased employee as additional gratuity.

(2) The widowed wife of the civil employee shall be recognized only in the following conditions:

(a) Should have been maintained matrimonial relationship with such civil employee prior to occurrence of death due to above reason.

(b) Should have resided jointly with him at the time of death of the civil employee.

(3) The gratuity to be provided from time to time as prescribed in Sub-rule (1) may be given proportionately in lump sum to the offspring of the deceased employee born before re-marriage of such widowed wife or adopted son in cases where there is no widowed wife or she had separated from him before the death of husband. But, if the offspring or adopted son is below eighteen years of age, His Majesty's Government may also give additional family subsistence, at the rate as deemed appropriate on proportionate basis, not exceeding two third figure of the family subsistence obtainable to widowed wife until the completion of 18 years of age for their sustenance.

(4) In case where there is no widowed wife or widower husband, offspring or adopted son of the deceased civil employee, both dependent mother and father of such

employee or any one among them, whoever is there, shall be provided with an amount not exceeding two third figure of the family subsistence obtainable to widowed wife as life-long family subsistence for their sustenance.

(5) In case where there is any dispute in the rights of widowed wife, widower husband, offspring of the deceased civil employee, His Majesty's Government may make proceedings in a reasonable and justifiable way.

(6) In cases where there is no widowed wife, offspring, adopted son or mother and father of the deceased civil employee, His Majesty's Government may give family subsistence to the dependent brothers or unmarried sisters, whoever is there, at the rate as deemed appropriate on proportionate basis, not exceeding two third figure of the family subsistence obtainable to widowed wife, for a period as deemed appropriate.

99. **Education and offspring subsistence** ;(1) In case where any civil employee dies in an accident whilst performing the government work or becomes unable to work throughout the life due to such reason, up to two offspring's of such deceased or disabled employee shall be given annual education subsistence until completion of 18 years of age at the rate as follows:

(a) For each offspring of gazetted employee two thousand four hundred rupees,

(b) For each offspring of Non-gazetted and classless employee one thousand eight hundred rupees.

(2) In addition to education subsistence pursuant to Sub-rule (1), up to two offspring's of the civil employee died whilst performing the government work, shall also be given monthly offspring subsistence at the rate of the following percentage of starting salary scale of the post of the deceased employee:

Designation of the employee Percentage of starting salary

(a) Chief Secretary	-	6
(b) Secretary and equivalent to that	-	6.5
(c) Additional Secretary and equivalent to that	-	7
(d) Joint Secretary or equivalent to that	-	8
(e) Under Secretary or equivalent to that	-	10
(f) Section Officer or equivalent to that	-	12
(g) Nayab-subba and equivalent to that	-	12
(h) Kharidar and equivalent to that	-	12
(i) Mukhiya and equivalent to that	-	13

(j) Bahidar and equivalent to that - 14

(k) Classless - 15

(3) The subsistence pursuant to Sub-rule (1) shall be obtained by the concerned offspring until the completion of 18 years of age.

Explanation: For the purpose of this Rule " Offspring " means the son or daughter of the concerned civil employee.

100. **Provision of Committee:** In case where any civil employee dies in an accident whilst performing the government work or becomes disabled throughout the life, a Committee comprising of the following members shall be constituted to recommend in regard to the subsistence or gratuity to be obtained by him, his family or offspring:

(a) In respect of the civil employee of the government office located at Kathmandu Valley

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(1) Representative of the Ministry of General Administration,

(2) Representative of the Ministry of Finance,

* (3) Representative of the Ministry, Secretariat, Commission or Office where the concerned employee has been engaged.

(b) In respect of the civil employee of the government office located at other district other than the Kathmandu Valley -

(1) Chief District Officer of the concerned district,

(2) Chief of the Office of the Fund and Comptroller of the concerned district -

(3) Chief of the Office of the concerned deceased employee.

Provided that in case where the Chief District Officer himself is Chief of the Office, the officer designated by him.

(2) The Committee constituted pursuant to Sub-rule (1), shall have powers to make recommendation whether or not any civil employee has died whilst carrying out the government work and also in respect of disability.

101. **Procedure relating to pension:** (1) Any civil employee getting mandatory retirement owing to the reason of age factor or completion of period of service shall be required

* Amended by the Second Amendment.

to send to the Civil Employees Record Office through his current office duly completed *forms as per Schedule - 17a., 6 months before the date of retirement.

(2) In cases where any civil employee dies before completing the form pursuant to Sub-rule (1), the person willed by such deceased employee and, if no one has been willed, any one member of his family, in the following order whoever is alive, shall be required to send the duly completed form to the concerned officer within six months:

- (a) Husband or wife of joint family,
- (b) Son of joint family,
- (c) Unmarried daughter, adopted son or unmarried adopted daughter of joint family,
- (d) Father, mother of joint family,
- (e) Grandfather, grandmother in respect of male employee being personally responsible for maintenance, and mother-in-law, father-in-law and grandson from son in respect of female employee,
- (f) Separated husband or wife,
- (g) Separated son,

* Amended by the Second Amendment.

- (h) Separated unmarried daughter, father and mother,
- (i) Brothers, widowed daughter-in-law and unmarried granddaughter from son of joint family,
- ^ (j) Unmarried sisters and married daughter of joint family,
- (k) Nephew, niece, step-mother, separated grandson from son, unmarried daughter of joint family,
- (l) Uncle, widowed aunt, sister-in-laws, granddaughter-in-law of joint family,
- (m) Separated brothers,
- (n) Married sisters, separated grandfather, grandmother, widowed daughter-in-law, widowed granddaughter-in-law, nephew.

Explanation: In case where more than one relative have been prescribed in same order, all relatives prescribed in such order may be entitled to get equal share of pension of the deceased employee.

(3) After obtaining form pursuant to Sub-rule (1) and (2), the Civil Employees Record Office, after necessary verification, shall be required to issue letter of authority for pension to the employee to be retired or relatives of the deceased employee entitled to get pension in the format as prescribed by His Majesty's Government.

The person sending the duly filled form for pension shall be required to send to the Civil Employees Record Office in writing the details of address where he wishes to get the letter of authority for pension and the letter of authority for pension shall be required to send to the concerned person within thirty-five days so as to be received by the concerned person if all requirements are duly met.

102. **Gratuity or pension may be stopped if handing over is not done:** In cases where the retired civil employee, responsible for handing over of government cash, commodity and document, does not carry out the handing over as per rule, the gratuity or pension obtainable to him may be withheld for the period until such handing over is not made. The civil employee, responsible for taking over such government cash, commodity and document, shall also be required to take within the prescribed time limit.

Chapter - 14

Bases for Increment of the Service Period and Retirement:

×103.

×104.

×105.

Chapter - 15

Punishment and Appeal

106. Authority empowered to impose penalty and hearing appeal: Except the departmental action to be taken against any civil employee holding the following post as referred to in Clause (b) of Section 59 of the Act, the authority empowered to impose punishment and the authority empowered to hear appeal against the order of such punishment pursuant to Clause (a) of the said Section shall be as follows:

(a) Concerning Chief of the Office and the Civil employee of his office -

× Repealed by the Second Amendment.

Designation	Authority empowered to give warning	Authority empowered to hear appeal against such punishment	Authority empowered to stop increment of two grade in maximum and stop <u>*promotion for five years in maximum</u>	Authority empowered to hear appeal against such punishment
1	2	3	4	5
(1) Other Non-gazetted employee except Chief of the Office	Chief of the Office	Head of the Department	Chief of the Office holding the post at least one class higher than the concerned employee, in his absence Head of the Department	Head of the Department in case the appeal is against Chief of the Office, Secretary of the concerned Ministry in case the appeal is against Head of the Department

1	2	3	4	5
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* Amended by the Second Amendment.

<p>(2) Other Gazetted employee except Chief of the Office</p>	<p>Chief of the Office at least one class higher than the concerned employee, in his absence Head of the Department</p>	<p>Head of the Department in case the appeal is against Chief of the Office, Secretary of the concerned Ministry in case the appeal is against Head of the Department</p>	<p>Head of the Department</p>	<p>Secretary of the concerned Ministry</p>
<p>(3) Non-gazetted Chief of the Office</p>	<p>Chief of the Office at least one class higher than the concerned employee, in his absence Head of the Department</p>	<p>Head of the Department in case the appeal is against Chief of the Office, Secretary of the concerned Ministry in case the appeal is against Head of the Department</p>	<p>Head of the Department</p>	<p>Secretary of the concerned Ministry</p>
<p>(4) Gazetted Chief of the Office</p>	<p>Head of the Department</p>	<p>Secretary of the concerned Ministry</p>	<p>Secretary of the concerned Ministry</p>	<p>His Majesty's Government</p>

(b) Concerning Other Head of the Department under the Ministry or Secretariat and Civil employees of his Office -

1	2	3	4	5
(1) Non-gazetted employee	Head of the Department or an Gazetted officer designated by him	Concerned Secretary	Head of the Department	Concerned Secretary
(2) Other Gazetted employee except Head of the Department	Head of the Department	Concerned Secretary	Concerned Secretary	His Majesty's Government
(3) Head of the Department	Concerned Secretary	His Majesty's Government	Concerned Secretary	His Majesty's Government

(c) Concerning Secretary of the Ministry and Secretariat and Civil employee of his office -

1	2	3	4	5

(1) Non-gazetted employee	Gazetted officer designated by Secretary of the concerned Ministry or Secretariat	Concerned Secretary	Gazetted First Class Officer designated by concerned Secretary	Concerned Secretary
(2) Other Gazetted employee except Secretary of the Ministry or Secretariat	Concerned Secretary	His Majesty's Government	Concerned Secretary	His Majesty's Government
(3) Secretary of the Ministry or Secretariat	His Majesty's Government	His Majesty's Government	His Majesty's Government	His Majesty's Government

(d) Concerning Non-gazetted and Gazetted Civil employees of the Court -

1	2	3	4	5
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(1) Non-gazetted employee of the District Court	District Judge or Gazetted officer designated by him	Judge of the Appellate Court designated by the Chief Judge of the concerned Appellate Court in case the appeal is against the District Judge, District Judge in case the appeal is against other officer	District Judge	Judge of the same Court designated by the Chief Judge of the concerned Appellate Court
(2) Non-gazetted employee of the Appellate Court	Gazetted officer designated by the Registrar of the Appellate Court	Registrar of the Appellate Court	Registrar of the Appellate Court	Chief Judge of the Appellate Court or the Judge of same Court designated by him

1	2	3	4	5
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(3) Non-gazetted employee of the Supreme Court	Gazetted second class officer designated by the Registrar of the Supreme Court	Registrar of the Supreme Court	Gazetted First Class Officer designated by the Registrar of the Supreme Court	Registrar of the Supreme Court
(4) Gazetted employee of the District Court	District Judge	Judge of the same Court designated by the Chief Judge of the Appellate Court	District Judge	♣ <u>Chief Judge of the Appellate Court</u>
(5) Other Gazetted employee of the Appellate Court except the Registrar of the same Court	Registrar of the Appellate Court	♣ <u>Judge of the same Court designated by the Chief Judge of the Appellate Court</u>	Registrar of the Appellate Court	♣ <u>Chief Judge of the Appellate Court</u>

♣ Amended by the First Amendment.

(6) Other Gazetted officer of the Supreme Court except the Registrar of the same Court	Registrar of the Supreme Court	Chief Justice or Judge of the Supreme Court designated by him	Registrar of the Supreme Court	<u>♣Chief Justice or Judge of the Supreme Court designated by him</u>
(7) Registrar of the Appellate Court	Judge of the same Court designated by the Chief Judge of the Appellate Court	Chief Judge of the Appellate Court	Chief Judge of the Appellate Court	<u>♣Chief Justice or the Judge of the Supreme Court designated by him</u>
(8) Registrar of the Supreme Court	Judge of the Supreme Court designated by the Chief Justice	<u>♣His Majesty's Government</u>	Judge of the Supreme Court Designated by the Chief Justice	<u>♣His Majesty's Government</u>

(e) Concerning Civil employee of the Commission for Investigation of Abuse of Authority, Public Service Commission and Election Commission -

1	2	3	4	5
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(1) Non-gazetted employee	Gazetted officer designated by the Secretary of the concerned Commission	Secretary of the concerned Commission	Gazetted First Class Officer designated by the Secretary of the concerned Commission	Secretary of the concerned Commission
(2) Other Gazetted officer except the Secretary	Secretary of the concerned Commission	His Majesty's Government	His Majesty's Government	His Majesty's Government
(3) Secretary	His Majesty's Government	His Majesty's Government	His Majesty's Government	His Majesty's Government

(f) Concerning [⊗] civil employee of the Revenue Tribunal -

1	2	3	4	5
(1) Non-gazetted employee	♣ Member designated by the chairman	Chairman	Member designated by the Chairman	Chairman
(2) Gazetted employee	Chairman	♣His Majesty's Government	Chairman	♣His Majesty's Government

(g) Concerning civil employee of the Office of the Attorney General and the Offices of the Public Prosecutor there under -

1	2	3	4	5

⊗ Deleted by the First Amendment.
♣ Amended by the First Amendment.

(1) Non-gazetted employee of the Office of the District Public Prosecutor	District Public Prosecutor	Public Prosecutor of the concerned Office of the Appellate Public Prosecutor	Deputy Public Prosecutor or any other Officer of the same office designated by the Public Prosecutor of the concerned Office of the Appellate Public Prosecutor	Concerned Public Prosecutor
1	2	3	4	5
(2) Non Gaztted employee of the Office of the Appellate Public Prosecutor	Deputy Public Prosecutor or any other officer designated by the concerned Public Prosecutor	Concerned Public Prosecutor	Concerned Public Prosecutor	Senior Public Prosecutor
(3) Non-gaztted employee of the Office of the Attorney General	Second Class Officer designated by the Attorney General	Senior Public Prosecutor	Public Prosecutor designated by the Attorney General	Senior Public Prosecutor

(4) Gazetted second and third class employee of the Office of District Public Prosecutor and the Office of Appellate Public Prosecutor	Public Prosecutor of the concerned Office of Appellate Public Prosecutor	Senior Public Prosecutor	Senior Public Prosecutor	♣ <u>Attorney General</u>
(5) Gazetted second and third class employee of the Office of the Attorney General	Senior Public Prosecutor	Attorney General	Attorney General	♣ <u>His Majesty's Government</u>
(6) Gazettee first class officers of the Office of the Attorney General and Office of the Appellate Public Prosecutor	Senior Public Prosecutor	Attorney General	Attorney General	♣ <u>His Majesty's Government</u>

♣ Amended by the First Amendment.

(7) Senior Public Prosecuter	Attorney General	♣ <u>His Majesty's Government</u>	Attorney General	♣ <u>His Majesty's Government</u>
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(h) Concerning civil employee of the Parliament Secretariat -

1	2	3	4	5
(1) Non gazetted employee	Gazetted second class employee designated by the Secretary General	Secretary of the House of Representative s or National Assembly designated by the Secretary General	Gazetted first class employee designated by the Secretary General	Secretary General
(2) Gazetted second and third class employee	Gazetted first class employee designated by the Secretary General	Secretary of the House of Representative s or National Assembly designated by the Secretary General	Secretary of the House of Representative s or National Assembly designated by the Secretary General	His Majesty's Government
(3) Gazetted first class employee	Secretary of the House of Representative s or National Assembly designated by the Secretary General	Secretary General	Secretary General	His Majesty's Government

♣ (i) Concerning civil employee of the Administrative Court -

1	2	3	4	5
(1) Non gazetted employee	Officer designated by Chairman	Registrar	Registrar	Chairman
(2) Other Gazetted officer except the Registrar	Registrar	Chairman	Chairman	His Majesty's Government
(3) Registrar	Chairman	His Majesty's Government	Chairman	His Majesty's Government

(j) Concerning Secretary of the Judicial Council and other civil employee -

1	2	3	4	5
(1) Non-gazetted employee	Gazetted second class officer designated by the Secretary	Joint Secretary	Joint Secretary	Secretary
(2) Gazetted third and second class employee	Joint Secretary	Secretary	Secretary	♣Chairman of the Judicial Council
(3) Gazetted first class employee	Secretary	♣Chairman of the Judicial Council	Secretary	♣Chairman of the Judicial Council

(4) Secretary	Member of the Judicial Council designated by the Chairman of the Judicial Council	Chairman of the Judicial Council	Member of the Judicial Council designated by the Chairman of the Judicial Council	♣Chairman of the Judicial Council
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(k) Concerning Secretary of the Nepal Law Reform Commission and other civil employee -

1	2	3	4	5
(1) Non-gazetted employee	Officer designated by the Secretary	Secretary	Officer designated by the Secretary	Secretary
(2) Gazetted employee	Secretary	♣ <u>His Majesty's Government</u>	Secretary	♣ <u>His Majesty's Government</u>
(3) Secretary	♣ <u>His Majesty's Government</u>	♣ <u>His Majesty's Government</u>	♣ <u>His Majesty's Government</u>	♣ <u>His Majesty's Government</u>

(1) Concerning Training Chief of the Judicial Training Centre and other civil employee -

1	2	3	4	5
(1) Non-gazetted employee	Officer designated by the Training Chief	Training Chief	Assistant Training Chief	Training Chief
(2) Gazetted third and second class officer employee	Training Chief	♣ <u>Secretary of the Ministry of Law, Justice and Parliamentary Affairs</u>	Training Chief	♣ <u>Secretary of the Ministry of Law, Justice and Parliamentary Affairs</u>
(3) Training Chief	Secretary of the Ministry of Law, Justice and Parliamentary Affairs	♣ <u>His Majesty's Government</u>	Secretary of the Ministry of Law, Justice and Parliamentary Affairs	♣ <u>His Majesty's Government</u>

107. **Suspension and opportunity for clarification:** (1) In case where any civil employee has to be suspended, the authority empowered to impose order of punishment shall be required to hand over a letter of suspension and a letter written to submit clarification in accordance with Sub-section (1) of Section 66 of the Act to the concerned employee.

♣ Amended by the First Amendment.

(2) Prior to making demand of clarification with any civil employee, the authority empowered to impose order of punishment may make departmental investigation by himself or through any other officer in accordance with Sub-section (2) of Section 66 of the Act and take report along with his findings.

108. **Procedure to be followed by the investigating officer:** (1)

The investigating officer shall have the power for initiating the departmental investigation by following the procedure as follows:

- (a) To exercise the power as exercised by the Court on the subjects of taking statement, asking to produce written proof and evidences and issuing of summons in the name of witness, etc.
- (b) To collect the proof and evidence in the presence of the accused civil employee.
- (c) To give an opportunity to the accused civil employee for cross-examination with the witness and submission of proof and evidences against the charge.

(2) The investigating officer shall be required to submit a report to the authority empowered to impose an order, after completion of the work of investigation

pursuant to Sub-rule (1). He shall be required to submit his findings including reasons concerning the punishment and all proof and evidences so available.

109. **Non-requirement of departmental investigation:** Under the following circumstances, departmental investigation shall not be required to be made by the authority empowered to impose order of punishment in respect of imposition of departmental punishment as follows:

- (a) To impose ordinary punishment pursuant to Clause (a) of Section 59 of the Act.
- (b) To impose departmental punishment to the civil employee who could not be traced due to absconding or with whom establishment of communication has become impossible due to any other reasons.
- (c) To impose departmental punishment to any civil employee on the basis of conviction made by the Court for criminal offence purporting moral turpitude.

110. **Reasons for being unsatisfactory with the clarification to be disclosed:** While making demand of clarification with any civil employee by the authority empowered to impose order of punishment in accordance with Section 67 of the Act, if the clarification submitted prior to that pursuant to

with Sub-section (1) has been found unsatisfactory, the reason thereof shall be required to be mentioned. If the departmental investigation has been made in respect of such employee in accordance with Sub-section (2) of Section 66 of the Act, the result of such investigation and the justification for the proposed punishment shall be required to be mentioned in such clarification.

111. **Procedure for seeking consultation of the Public Service**

Commission: Prior to imposing order of departmental punishment to any civil employee, the authority empowered to impose order of punishment shall be required to send a file containing proposed departmental punishment to be imposed on the basis of evaluation of submitted defense, clarification and proof and evidences thereof and all original documents while seeking consultation of the Public Service Commission in writing in accordance with Section 68 of the Act.

112. **Order of punishment and procedure relating to copy:** (1)

While making decision of departmental punishment against any civil employee, the authority empowered to impose order of punishment shall be required to make decision by mentioning explicit reasons upon proper evaluation of the defense, clarification submitted by such employee and all available proof and evidences after having checked whether or not the concerned employee has been given enough opportunity for submission of defense or clarification. The

authority empowered to impose order of punishment shall be required to make decision as per Schedule -17 with his clear opinion in connection to the order of punishment.

(2) Notwithstanding anything contained elsewhere in this Chapter, once the defense, clarification have been demanded from any civil employee by proposing one punishment, later the decision should not be changed for another punishment. But, in case where a situation arises requiring to increase or decrease in the punishment due to any reason, the procedure of Rules 111 and 112 shall be required to be re-completed.

(3) The authority empowered to impose order of punishment shall not be allowed to effect the order before the date of decision while making decision for imposing departmental punishment to any civil employee pursuant to Sub-rule (1).

(4) The authority empowered to impose order of punishment shall be required to be given one duplicate copy of the order of punishment made in respect to any one civil employee pursuant to Sub-rule (1) to the concerned employee free of cost.

113. **Constitution of an Advisory Committee:** His Majesty's Government may constitute an Advisory Committee to give him advice, if the authority empowered to impose order of punishment wishes, prior to imposing an order of

punishment to any civil employee in accordance with Clause (b) of Section 59 of the Act.

114. **Procedure for appeal:** If any civil employee has to file an appeal against the departmental punishment imposed to him in accordance with Clause (b) of Section 59 of the Act, the following procedures shall be required to be followed:

(a) An employee making an appeal shall be required to file an appeal under his own name and such appeal shall be required to be written in proper and respectable language.

(b) An employee making an appeal shall be required to attach along with the appeal all the proofs and evidences available for his defense and also duplicate copy of order of punishment against which such appeal is to be filed.

(c) While filing an appeal, the appeal shall be required to be addressed to the authority empowered to hear an appeal and registered in his office.

(d) An appeal shall be required to be filed within thirty-five days of receipt of an order of punishment. But, if the person making an appeal, after the expiry of time limit of

appeal, submits an application showing adequate reasons, and the authority empowered to hear an appeal decides it as reasonable, an appeal filed within six months may be registered.

115. **Consideration and decision over an appeal:** (1) The authority empowered to hear an appeal may reject an appeal filed by any civil employee against an order of departmental punishment made to him, if such appeal does not complete the requirements as referred to in Rule 114.

(2) The authority empowered to hear an appeal shall be required to look into the following matters on all registered appeals other than the appeal rejected pursuant to Sub-rule (1):

- (a) Whether or the matters taken as basis in the order of punishment have been proven as accurate or not,
- (b) Whether the proven matters are sufficient or not for imposing punishment,
- (c) Whether the imposed punishment is correct, sufficient, insufficient or more, how is it?

(3) After having looking into the matters pursuant to Sub-rule (2), the authority empowered to hear an appeal may give final decision whether the punishment imposed to

the appellant be endorsed or repealed or such punishment be reduced.

Chapter - 16

Miscellaneous

116. **Provision of award:** [▲](1) The civil employee who has been unable to get a place in the promotion after securing best marks in the work performance evaluation form for four years in consecutive in the post of same class as per this Regulation, shall be given an increment of five grade as award. Such amount of award shall be given along with letter of appreciation by a decision of the concerned Head of the Department.

(2) In cases where the salary increased pursuant to Sub-rule (1), exceeds to the last pay scale of the concerned civil employee, the exceeding amount of salary shall be added in the monthly salary drawn by him.

+116a. **Civil service award:** (1) On the recommendation of the Committee pursuant to Sub-rule (2), His Majesty's Government shall provide the following civil service award to the civil employees every year:

<u>Name of award</u>	<u>Amount NRs</u>	<u>Number</u>
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[▲] Amended by the First Amendment.

⁺ Inserted by the Second Amendment.

- | | | |
|-----------------------------------|----------|-------------|
| (a) Excellent civil service award | 2,00,000 | for |
| one person | | |
| (b) Best civil service award | 1,00,000 | for five |
| persons | | |
| (c) Civil Service award | 50,000 | for fifteen |
| persons | | |

(2) The following Committee shall be constituted to recommend the award pursuant to Sub-rule (1):

- (a) Chief Secretary of His Majesty's Government - Chairman
- (b) Secretary of the Ministry of Law and Justice - Member
- (c) Any Secretary of His Majesty's Government designated by His Majesty's Government - Member
- (d) Person designated by His Majesty's Government from among the employees retired from the service of Special Class - Member
- (e) Secretary of the Ministry of General Administration - Member-Secretary

(3) For awarding the civil service award pursuant to Sub-rule (1), the Committee pursuant to Sub-rule (2) shall make recommendation by selecting the civil employees on the basis as follows:

- (a) Recommendation of the concerned Ministry, Secretariat or Commission,
- (b) Evaluation of work performance,
- (c) Work efficiency and work competency,
- (d) Seniority, dedication, dutifulness and professional efficiency.

(4) The Secretariat of the Committee pursuant to Sub-rule (2) shall be located at the Ministry of General Administration.

117. **Requirement of approval for the establishment of the Company and operation of business or profession:** Any Gazetted civil employee, and Non-gazetted and classless civil employee, willing to take part in the works concerning establishment, registration or operation of any bank or Company, operate any business or profession, or willing to accept any kinds of service in other places pursuant to section 48 of the Act shall be required to obtain approval from the Ministry concerned with the service, group and the Head of the Department, respectively.

Provided that the Non-gazetted and classless civil employee of Offices located at a district shall be required to obtain such approval from the Chief District Officer of the concerned district.

118. **Details of properties to be submitted:** All civil employees serving at the time of commencement of this Regulation, within three months of enforcement of this Regulations and the civil employee to be newly appointed, within one month of such appointment, shall be required to submit duly prepared details of properties as per Schedule-18 as follows:

- (a) The Gazetted civil employee shall be required to submit two copies of duly prepared details of properties to the Ministry concerned with service and group. One copy of the submitted details of properties shall be required to be kept at the concerned Ministry and another copy shall be required to be sent to the Ministry of General Administration.
- (b) The Non-gazetted and classless civil employee shall be required to submit one copy of duly prepared details of properties to the concerned Head of the Department.

119. **Notification of purchase of immovable properties to be given:** In cases where any civil employee has acquired any immovable property through purchase or in other way in his name or in the name of any member of his family, the details including the value thereof shall be required to be submitted to his Office within one month of such purchase or acquisition.
120. **Restriction on polygamy, child marriage, incompatible marriage:** No Civil Employee shall be allowed indulge or caused to indulge in polygamy, child marriage and incompatible marriage against the Chapter on Marriage of the Muluki Act (Civil Code).
121. **Loss and damage not to be caused:** Notwithstanding anything contained elsewhere in this Regulations, no civil employee shall be allowed to cause any kind of loss and damage to His Majesty's Government or government office by carrying out any work with gross negligence or indiscipline or willful wrongdoings.
122. **Required to work in the office and place of deputation:** Any civil employee shall be required to attend the office or place of his posting or transfer and discharge the prescribed duties.
123. **Calculation of period of previous service:** (1) While calculating the period of previous service of any civil employee, it shall be calculated as follows:

(a) For the purpose of calculation of seniority for promotion, cent percent for the period of service rendered previously in the government service or post on permanent appointment (if discontinued, deducting the period of discontinuity), and previous period of development or temporary service of any civil employee who has been appointed permanently to the civil service by serving continuously at first in the development posting and by serving temporarily at first in the general posting for more than one year, maintaining continuity shall be calculated as follows:

- (1) For the period of service worked in the post of Gazetted First Class - Thirty three percent
- (2) For the period of service worked in the post of Gazetted Second Class - Fifty percent
- (3) For the period of service worked in the post of Gazetted Third Class - Sixty- six percent
- (4) For the period of service worked in the Non-gazetted Class and sweeper post - Seventy-five percent

* (b) For the purpose of pension, the period of service rendered being appointed permanently in the government service or post (if discontinued, deducting the period of discontinuity), and the period of such temporary service rendered in the general and development posting by any civil employee who has been appointed permanently to the civil service by serving temporarily in general posting for one year or more and serving in the development posting being appointed before the date 2026/8/11 (Nov. 26, 1969) and maintaining continuity.

(2) Notwithstanding anything contained in Sub-rule (1), in cases where any person who has obtained gratuity for any previous civil service, gets appointed again in the civil service, the period of his previous service shall be counted under this regulation only if he returns the amount of gratuity obtained by him.

+ (3) The civil employee serving in the civil service at the time of commencement of this Regulation, within one year from date of commencement of this Rule and the civil employee appointed after the commencement of this

* Amended by the Second Amendment.

+ Inserted by the Second Amendment.

Regulation, within one year from the date of such appointment, shall be required to have added the period of service under this Regulation. In cases where the period of service has not been added within such period, the period of such service shall not be added.

+ (4) The civil employee intending to add the period of previous service in current service pursuant to Sub-rule (3) shall be required to submit the details of Study Leave, Extra-ordinary Leave, Medical Expenses and record of insurance taken prior to addition of service to the Civil Employees Record Office.

124. **Handing over to be made:** (1) Unless otherwise prescribed by His Majesty's Government, the civil employee shall be required to hand over all cash, goods or documents under his responsibility requiring to hand over in accordance with Section 74 of the Act to the concerned employee within twenty one days and the employee responsible for taking over shall be required to take the handing over within such time.

(2) Each civil employee shall be required to give notification of the day of joining to the existing employee and the existing employee shall be required to be ready to hand over on the same day.

(3) After completion of the handing over, a notification thereof shall be required to be sent to the concerned office. In the event that the incumbent has not joined, the existing employee shall be required to make hand over to the closest subordinating employee and proceed to join the new office within the time limit and such employee shall be required to take the handing over.

(4) For the purpose of handing over, any civil employee may make arrangements for taking and handing over by appointing his brother, son or trusted person as the representative.

125. **Result oriented plan to be prepared:** (1) Each Chief of the Office or Head of the Department shall be required to prepare and maintain the annual work plan clearly showing the work division of all employees under him on the basis of the prescribed functions, duties and responsibilities for each post.

(2) While preparing work plan pursuant to Sub-rule (1), the detailed descriptions of work, quantity, estimate and time period shall be required to be mentioned to the extent possible in order to make the work performance of the concerned employee result oriented.

126. **Provision for work performance evaluation form:** (1) The authority empowered shall maintain the work performance evaluation form confidentially as prescribed.

(2) The concerned office shall be required to send one copy each of the work performance evaluation form pursuant to Sub-rule (1) to the concerned office of the Promotion Committee and the concerned Ministry in respect of Non-gazetted Employee and to the Ministry concerned with the Service, Group and the Ministry of General Administration in respect of Gazetted Employee.

≠127. **Relevancy Determination Committee:** (1) In case of doubt as to whether or not the academic degree secured by a civil servant is related to the concerned service, group or sub-group for the purpose of promotion, the following committee shall decide into the matter: -

- (a) Secretary at the Ministry of General Administration -
Chairperson
- (b) Secretary at the Public Service Commission or a Joint Secretary of the commission designated by him/her -Member
- (c) Secretary of the Ministry relating to the service; group or sub-group or the gazetted first class officer designated by him -Member
- (d) One Professor of the Tribhuvan University related to the subject

University related to the subject
of determination of relevancy -Member

(e) One expert of the university
prescribed by the Relevancy
Determination Committee from
amongst recognized universities
and who is related to the subject -Member
of relevancy determination

(2) In order to determine subject, class, level and
relevancy of trainings acquired by civil servants for the
purpose of promotion, there shall be a Relevancy Determination
Committee as follows: -

(a) Secretary at the Ministry of General
Administration -Chairperson

(b) Secretary at the concerned Ministry
operating the service, group or sub-
group or the gazetted first class officer -Member
designated by him

(c) Joint Secretary at the Public Services
Commission -Member

(d) In-charge of a Training Academy or
Training Center related to the subject
of training for which relevancy has to
be determined or one representative -Member
designated by him

(e) An officer designated by Secretary

at the Ministry of General Administration -Member-Secretary

(3) Notwithstanding anything contained in sub-rules (1) and (2), the Secretary at the Ministry of Law, Justice and Parliamentary Affairs shall be the chairperson for employees of Nepal Judicial Services.

128. **Provision for Dashain expenses:** (1) An amount equal to salary of one month obtainable to the civil employee shall be paid fifteen days before Ghatasthapana (1st day of Dashain festival) as Dashain expenses every year in accordance with Sub-section (1) of Section 32 of the Act. While giving Dashain expenses, the salary of the preceding month shall also be paid by debiting as expense even though the month preceding the Dashain festival has not be completed.

(2) In respect of the temporary employee, if the period of service of six months gets completed before fifteen days of the Ghasthapana, only then Dashain expense pursuant to Sub-rule (1) shall be paid.

129. **Letter of retirement:** The authority empowered shall have the power to issue letter of retirement to the civil employee.

+129a. **Provision relating to Letter of Authority:** On recommendation from the concerned office, the Civil Employees Record Office shall issue a Letter of Authority enabling to get gratuity, pension, family subsistence and other facilities obtainable to the civil employee retiring from the service.

130. **Record of dismissal from the service to be maintained:**

(1) In respect of any civil employee who has been dismissed from the service disqualifying for government service in future, the authority empowered to issue order of dismissal shall be required to send the notification thereof mentioning details of three generations and identification of such employee to the Public Service Commission, Police Headquarters, Civil Employees Record Office. Police Headquarters shall be required to send such notification to each District Police Office.

(2) In cases where the person so dismissed from the service pursuant to Sub-rule (1) has been re-appointed in the civil service or post, the salary obtained by him from such appointment shall be recovered from him and he shall be immediately removed from the service.

+130a. **Duplicate copy to be given:** While requesting for the duplicate copy of his record maintained in the Civil Employees Record Office, any civil employee shall be

⁺ Inserted by the Second Amendment.

required to make such request through the Ministry, Secretariat, Department or Office where he has been currently working. If the civil employee makes a direct request for duplicate copy in the event that the request for duplicate copy could not be made through his currently serving office, the Civil Employee Registration Office shall be required to give duplicate copy of the record after completing procedures in accordance with No. 17 of the Chapter on Examination of Documents of the Muluki Act (Civil Code).

131. **Provision of insurance:** If any civil employee dies during the service, the person prescribed in accordance with Sub-section (1) of Section 39 of the Act, shall be given the following amount as insurance:

- (a) For the Gazetted employee twenty thousand rupees, and
- (b) For the Non-gazetted and classless employee twelve thousand rupees.

132. **Provision for leaving the area:** Any civil employee shall not leave the district or area, wherein his office is located, without the approval of the authority empowered to grant leave, except on deputation in the government service and on leave.

Provided that in case where it is required to leave the office immediately, the civil employee may travel inside and outside the country with the approval of Chief of the Office submitting an application with the reason thereof and in case where such approval could not be obtained due to lack of time, by submitting a written or verbal report to the concerned office, department or secretariat giving the reason thereof. While being out in such a way, necessary arrangement shall be required to be made for non-hampering of the office work and misappropriation of the government properties.

133. **Reasonable and justifiable actions:** On the basis of the application submitted by any civil employee stating there that he has been debarred from the privileges or facilities granted prior to the commencement of this Regulation due to the provisions of privileges or facilities made in these Regulations, His Majesty's Government may take action on it in a proper and justifiable manner.

134. **Restriction on fulfillment of the post:** Fulfillment in the vacant posts of civil service shall not be allowed to make in other manners except provisioned in the Act and this Regulation.

+134a. **Treated as absconded:** For the purpose of providing the pension and gratuity, obtainable to the absconded civil

⁺ Inserted by the Second Amendment.

employee in accordance with Section 39a. of the Act, to his family, such civil employee shall be required to have been absconded for at least five years not being able to be traced out whether he is alive or dead.

135. **Delegation of authority:** (1) His Majesty's Government may delegate the powers conferred to it under this Regulation to be exercised by any civil employee.

(2) Any official may delegate the powers conferred to him by this Regulation to his subordinate civil employee to be exercised under his general supervision.

136. **Power to make changes and addition/reduction in the Schedule:** His Majesty's Government may add or reduce the Schedules and make changes in the details contained in the Schedule, by publication of notification in Nepal Gazette, from time to time.

137. **Special provision relating to the employees of the Nepal Judicial Service:** Notwithstanding anything contained elsewhere in these Regulations, where the subjects of functions, duties and powers as well jurisdictions have been prescribed in accordance with the Constitution of the Kingdom of Nepal shall be as referred to in such Constitution, prevailing laws relating to Judicial Service Commission, and the matters referred to in the regulation concerning division of class, recruitment, transfer and

promotion shall be done as per the same Regulation, and for other matters it shall be done as per this Regulation.

138. **Repeal and Savings:** (1) Civil Service Regulation, 2021 B.S. (1964 A.D.) has been repealed.

(2) All works and proceedings carried out under the Civil Service Regulation, 2021 B.S. (1964 A.D.) shall be treated as carried out under these Regulations.

(3) All matters referred to in the rule framed and enacted separately for separate service or group shall be done accordingly and other matters shall be done as per these Regulations.

(4) Notwithstanding anything contained in Sub-rule (3), it shall be done as per these Regulations concerning promotion.

Schedule - 1

(Relating to clause (b) of Rule 2)

Departmental Heads

1. Chief Commissioner of Commission for Investigation of Abuse of Authority.
2. Chairman of Public Service Commission.
3. Chief Election Commissioner.
4. Attorney General.
5. Secretaries and ≠Special Secretaries of the Ministry / Secretariat / Constitutional bodies and agencies and other permanent Commission.
6. Registrar of the Supreme Court.
7. Senior Public Prosecutor.
8. Comptroller General.
9. Chairman of the Revenue Tribunal.
10. Chairman of the Administrative Court.
11. Central level departmental heads of His Majesty's Government.
12. Chief of Office of Central level offices where the department level office and Gazetted first class office shall be chief.
13. Chief of General, Adjutant General, Quartermaster or Commanders (only the agency where civil employee shall be employed).
14. Chiefs of regional level office.
15. Chief of Royal Nepalese Embassy and Mission located aboard.
16. Chief of the Water and Energy Commission.
17. Chief District Officer.

≠ Inserted by a notification dated 2053/4/21 B.S. (Aug. 5, 1996 A.D.)
(Nepal Gazette dated 2053/4/21 B.S. (Aug. 5, 1996 A.D.))

18. Registrars of the Appellate Court.
19. Public Prosecutor of the Office of the Appellate Public Prosecutor.
20. Local Development Officers.
21. Registrar of the Administrative Court.
22. Other Officer prescribed from time to time by His Majesty's Government, by publication of notification in Nepal Gazette.
- ≡23. Chairman of Labour Court or in case where there is only one adjudicating officer, such officer.
- ≈24. Office Chief of the Office of Deputy Prime Minister.
- ∇25. Regional Administrators of Regional Administration Office.
- ∠26. Office Chief Postal Officer of General Post Office.

≡ Inserted by notification dated 2053/6/14 B.S. (Sept. 30, 1996 A.D.)

(Nepal Gazette dated 2053/6/14 B.S. (Sept. 30, 1996 A.D.))

≈ Inserted by notification dated 2053/4/20 B.S. (Aug. 4, 1996 A.D.)

(Nepal Gazette dated 2053/4/20 B.S. (Aug. 4, 1996 A.D.))

∇ Inserted by Notification dated 2058-1-17 (April 30, 2001 A.D.)

(Nepal Gazette dated 2058-1-17 (April 30, 2001 A.D.))

∠ Inserted by Notification dated 2058-9-16 (Dec. 31, 2001 A.D.)

(Nepal Gazette dated 2058-9-16 (Dec. 31, 2001 A.D.))

Schedule - 2

(Relating to Clause (c) of Rule 2)

Name of Offices

1. Zonal Office of Public Service Commission.
2. District Courts.
3. District Public Prosecutor Offices.
4. Hospitals Located at District.
5. Offices of Fund and Comptroller located at District.
6. District Public Health Offices.
7. Agriculture Development Offices.
8. Regional and District Co-operatives Offices.
9. Cooperatives Development Training Centre.
10. District Education Offices.
- ~11. Section Statistics Offices.
12. District Education Offices.
13. Cottage and Small Scale Industries Offices.
14. Zonal Offices under National Transportation Management Department.
15. District Level Offices under the Department of Road.
16. Zonal Offices under Nepal Standard and Weight Measurement Department.
17. Commerce Offices under Ministry of Commerce.
18. District Level Offices under Housing and Urban Development Department.
19. District Level Offices under Water Supply and Sewerage Department.
20. District Forest Offices.
21. National Park and Wild Life Conservation Offices.

~ Changed by notification dated 2052-11-10 B.S. (Feb. 22, 1996 A.D.)
(Nepal Gazette dated 2052-11-10 B.S. (Feb. 22, 1996 A.D.))

22. Royal Botanical Garden, Godawari.
23. District Soil Conservation Offices.
24. District Level Offices of Department of Botany.
25. Principal Custom Offices.
26. Tax Offices.
- 27. Value Added Tax Offices.
- " 28.
29. Civil Aviation Offices under Department of Civil Aviation.
30. Tourism Office, Pokhara and Tourism Information Centers.
31. Land Revenue Offices.
- 32. Land Reform Offices.
33. Department of Survey under Survey General and Survey Training Centers.
34. Astronomical and Land Measurement Division.
35. Plot Survey Division.
36. Topographical Survey Division.
37. Central Recovery Office.
38. The following Offices under the Department of Post:
 - (a) District Post Offices having Chief as Gazetted Offices.
 - (b) Central Ticket Store.
 - (c) Central General Post Office.
 - (d) Postal Training Centre.
 - (e) <.....

• Amended by notification dated 2056-6-14 B.S. (Oct. 1, 1999 A.D.)
(Nepal Gazette dated 2056-6-14 B.S. (Oct. 1, 1999 A.D.).

" Deleted by notification dated 2056-6-14 B.S. (Oct. 1, 1999 A.D.).
(Nepal Gazette dated 2056-6-14 B.S. (Oct. 1, 1999 A.D.).

• Changed by notification dated 2051-6-23 B.S. (Oct. 9, 1994 A.D.)
(Nepal Gazette dated 2051-6-23 B.S. (Oct. 9, 1994 A.D.)

< Deleted by Notification dated 2058-9-16 (Dec. 31, 2001 A.D.)
(Nepal Gazette dated 2058-9-16 (Dec. 31, 2001 A.D.)

- (f) Nepal Philatelic Bureau.
- ∠ (g) Area Postal Offices having Gazetted officer as chief.
39. Labour Offices having Gazetted employee as Chief.
 40. Social Welfare Offices having Gazetted employee as Chief.
 41. Valley Maintenance Division.
 42. Libraries under Ministry of Education, Culture and Social Welfare
 43. National Archives.
 44. Museums under Department of Archaeology.
 45. Central Cultural Property Protection laboratories.
 46. Royal Nepalese Army Archives.
 47. Palace Care taking Offices.
 48. Archaeological Garden.
 49. Singh durbar Baidhyakhana.
 50. Ayurvedic Hospitals.
 51. Homeopathy Hospital.
 52. Kaushi Tosha Khana (Treasury named so).
 53. Central Jail Hospital.
 54. Juddha Fire brigade.
 - "55.
 56. Other Offices prescribed from time to time, by His Majesty's Government, by publication of notification of Nepal Gazette.
 - *57. Area Administration Section and Boundary Administration Section having Gazetted employee as Chief.
 - ~58. Municipalities.

∠ Inserted by Notification dated 2058-9-16 (Dec. 31, 2001 A.D.)
(Nepal Gazette dated 2058-9-16 (Dec. 31, 2001 A.D.))

" Deleted by notification dated 2051-1-15 B.S. (April 28, 1994 A.D.), with effective from 2050-11-1 B.S. (Feb. 13, 1994 A.D.).
(Nepal Gazette dated 2051-1-15 B.S. (April 28, 1994 A.D.)).

* Included by notification dated 2051-1-15 B.S. (April 28, 1994 A.D.)
(Nepal Gazette, dated 2051-1-15 B.S. (April 28, 1994 A.D.)).

- #59. Immigration Offices having Gazetted employee as Chief.
- ∇ 60. Unit Offices under Revenue Investigation Department.
- 61. District Election Office.

~ Inserted by notification dated 2051-6-23 B.S. (Oct. 9, 1994 A.D.)
(Nepal Gazette dated 2051-6-23 B.S. (Oct. 9, 1994 A.D.)

Inserted by notification dated 2052-1-18 B.S. (May 1, 1995 A.D.)
(Nepal Gazettee, dated 2052-1-18 B.S. (May 1, 1995 A.D.)

∇ Inserted by notification dated 2053-12-25 B.S. (April 07, 1997 A.D.)
(Nepal Gazette dated 2053-12-25 B.S. (April 07, 1997 A.D.)

• Inserted by notification dated 2054-12-24 B.S. (April 6, 1998 A.D.)
(Nepal Gazettee, dated 2054-12-24 B.S. (April 6, 1998 A.D.).

Schedule - 3

(Relating to Rule 8)

Group and sub-groups to be under civil service

The following group and sub-groups shall be under civil services:

(A) Groups to be under Nepal Administration Service

- (1) General Administration Group.
- (2) Account Group.
- (3) Revenue Group.
- (4) Postal Group.
- √(5) Diplomatic Group.

(B) Groups to be under Nepal Forestry Service :

- (1) General Forestry.
- (2) Forest Research.
- (3) Soil and Water Conservation.
- (4) Botany.
- (5) ""
- (6) Hattisar (Where elephants are kept on)
- (7) National Parks and Wildlife.

∇(C)

•(D) Group and Sub-groups to be under Nepal Engineering Service :

- (1) Civil Engineering

√ Inserted by notification dated 2050-9-13 B.S. (Dec. 28, 1993 A.D.)
(Nepal Gazettee, dated 2050-9-13 B.S. (Dec. 28, 1993 A.D.)

" Deleted with effective from 2050-12-29 B.S. (April 11, 1994 A.D.)
(Nepal Gazettee, dated 2050-12-29 B.S. (April 11, 1994 A.D.).

∇ Deleted by Nepal Health Service Regulations, 2055 (1998/99 A.D.)

• Changed and amended with effective from 2051-2-9 B.S. (May 23, 1994 A.D.).
(Nepal Gazette dated 2051-2-9 B.S. (May 23, 1994 A.D.).

- (a) General
 - (b) Highway
 - (c) Sanitary
 - (d) Building and Architect
 - (e) Irrigation
 - (f) Hydro-power
 - (g) Hydrology
 - (h) Airport
- (2) Electrical Engineering:
- (a) General Electrical Engineering
 - (b) Aviation Electrical Engineering
- (3) Electronic and Telecommunication Engineering
- (4) Mechanical Engineering:
- (a) General Mechanical Engineering
 - (b) Aviation Mechanical Engineering
 - (c) Construction Equipment Maintenance
- (5) Aeronautical Engineering
- (6) Mining Engineering
- (7) Chemical Engineering
- (8) Metallurgical Engineering
- (9) Metrology
- (10) Meteorology
- (11) Geology
- (a) General Geology
 - (b) Hydro-geology
 - (c) Engineering Geology
- (12) Civil Aviation Operation and Engineering:
- (a) Civil Aviation Operation.

- (b) Flight Operation
- (c) Aviation Fire Services
- (13) Survey
- (14) Chemistry
- (15) Agri-Irrigation Engineering
- (E) Group and sub-groups to be under Nepal Teaching Service:
 - (1) Teaching
 - (2) General Education
 - (a) Education Administration
 - (b) Science
 - (c) Mathematics
 - (d) Social Studies
 - (e) Agriculture (Agriculture Education)
 - (f) Industrial Education
 - (g) English
 - (h) Nepali
 - (i) Home Science
 - (j) Secretarial Science
 - (k) Adult Education
 - (l) Sanskrit
 - (3) Printing:
 - (a) Press Engineering
 - (b) Press Management
 - (4) Physical Education
 - (5) Painting and Photography
 - (a) Painting
 - (b) Photography
 - (6) Archaeology

- (7) Guidance and counseling
- (8) Test and Management
 - (a) Education Test and Measurement
 - (b) Personal Test and Measurement
- (9) Library Science
- (F) Groups to be under Nepal Agriculture Service :
 - (1) Agri extension
 - (2) Horticulture
 - (3) Fisheries
 - (4) Livestock, Poultry and Dairy Development
 - (5) Agronomy
 - (6) Plant Pathology
 - (7) Entomology
 - (8) Agri Economical, Marketing and Statistics
 - (9) Soil Science
 - (10) Veterinary
 - (11) Agri Engineering
 - (12) Food Processing, Analysis and Nutrition.
- (G) Group and sub-groups to be under Nepal Fiscal Planning Statistic Service :
 - (1) Fiscal Planning Group
 - (2) Statistics Group
 - (a) General Statistics
 - (b) Bio-statistics
 - (c) Agriculture Statistics
 - (d) Demography

√(G1) Groups to be under Nepal Parliament Service :

- (1) Administration Group
- (2) Marshal Group

≠(G2) Groups to be under Nepal Judicial Service :

- (1) Judicial Group
 - (2) Legal Group
 - (3) Public Prosecutor Group
- (H) Other group and sub-groups of Civil Services prescribed from time to time by His Majesty's Government, by publication of notification in Nepal Gazettee.

√ Inserted by notification dated 2051-12-19 B.S. (April 2, 1995 A.D.)
(Nepal Gazette dated 2051-12-19 B.S. (April 2, 1995 A.D.))

≠ Inserted by notification dated 2051-3-6 B.S. (June 20, 1994 A.D.)
(Nepal Gazettee, dated 2051-3-6 B.S. (June 20, 1994 A.D.))

Schedule - 4

(Relating to Rule 9)

Model of Work Description Form

<p>His Majesty's Government Work</p> <p>Description Form</p>	<p>Post symbol</p>
<p>1. Name of Post.....</p> <p>Permanent <input type="checkbox"/> Temporary <input type="checkbox"/></p> <p>2. Salary (Monthly)</p> <p>3. Time of Work</p> <p>4. Name of Employee</p>	<p>Service:</p> <p>Group/Sub-group</p> <p>Class</p> <p>5.</p> <p>Ministry</p> <p>..... Department</p> <p>..... Office</p> <p>..... Section</p> <p>Desk.....</p> <p>6. Zone</p> <p>District</p> <p>.....</p> <p>Place.....Phone No.: ...</p>
<p>Detail Rights, duties and responsibilities of the post.</p>	

<p>Required qualification:-</p>	
<p>The above-mentioned detail to be carried under the functions, duties, responsibilities and powers of my post is complete and true.</p> <p>.....</p> <p>Signature of employee</p> <p>Date:-</p>	<p>The above-mentioned detail to be carried under the functions, duties, responsibilities and power of this post is complete and true.</p> <p>.....</p> <p>(Signature of the immediate officer)</p> <p>Date:-</p> <p>.....</p> <p>(Signature of Chief of the Office)</p> <p>Date:-</p>

Schedule - 5

(Relating to Rule 19)

Specimen Health Certificate

I have examined Mr....., who has applied for candidature tooffice Service in course of examination; I did not find him suffering from any contagious disease or any other type of physical disability or internal disease. I believe that, even though he suffers from,..... this will not make him incapable of discharging the duties of his post.

His transparent reference is

- (a) Impressions of right thumb:
- (b) Signature of concerned person
- (c) Date: -

Certifying Physician's

- (a) Name:
- (b) Signature:
- (c) Registration No. of Nepal
Medical Council:
- (d) Date: