

Definition: -

Joining Time means the time allowed to a Government servant to join a new post to travel to or from a station to which he is posted.

When Admissible: -

Joining Time may be granted to a Government servant to Join.

1. A new post: -

- i. While serving in old post.
- ii. On return from leave on average pay of not more than 4 months.
- iii. On return from leave other than mentioned above if he was not given sufficient notice.
- iv. On return from leave out of Pakistan of more than 4 months, to travel from the port of debarkation or air port.

2.

- i. To proceed from a specified station to join a post in a remote locality which is not of easy access; or
- ii. To proceed on relinquishing charge of a post in a remote locality to a specified station. :

Pay during Joining Time: -

- a) If a Government servant is transferred from old post to join a new post, he will draw pay of the post whichever is less.
- b) Where joining time is allowed on return from leave, he will draw leave salary.
- c) No joining time pay is allowed on return from Extra Ordinary leave, except the E O.L not exceeding 14 days in continuation of other leave with pay.
- d) In transfer from a specified station to and from a place in remote locality, he will draw pay of the post in remote locality.

How Much Admissible: -

- i) When no change of residence is involved One transit day (including holiday).
- ii) When there is change of residence .. 6 days for preparation plus one day for each: -

250 miles By Railway/Ocean Steamer.

80 miles By River Steamer/Road/Motorcar

When traveling by air 6 days for preparation plus actual day(s) taken in the air will be allowed as joining time.

Occasion On Which Joining Time May Not be Granted: -

- i) To join a post in the same office.
- ii) To join a new post on return from leave exceeding four months leave.
- iii) To join a new post on return from any other leave, when he has had sufficient notice of his appointment to the new post.
- iv) To join a new post, when he returns from leave out of Pakistan of not more than four months duration.
- v) To join a post under Federal Government, after termination of his employment under the Provincial Government by resignation or otherwise except when his appointment is in the wider public interest.
- vi) To join a post under Federal Government on the result of competitive examination, when the Government servant serving under the Federal or Provincial Government does not hold permanent post in a substantive capacity.

General Orders: -

- * A day is allowed for any fractional portion of any distance as prescribed above.
- * Travel by road not exceeding 5 miles to and from the Railway Station or Steamer Ghat at the beginning or end of journey is not counted towards, joining time.
- * Friday does not count as a day for purposes of these rules, but Fridays are included in the maximum limit of 30 days.
- * An authority sanctioning a transfer is competent to reduce the period of joining time as admissible under these rules, if special circumstances so require.
- * The maximum joining time admissible on transfer from one station to another is 30 days.

- * The period of joining time may be extended beyond 30 days if there are special circumstances to justify the extension.
- * Joining time pay allowed, whether the transfer is made at his own request or in the public interest.
- * The joining time is normally calculated by the route which travelers ordinarily use irrespective of the route by which the Government servant has actually traveled.
- * If required to make over charge at a place other than headquarters, joining time should be calculated from that place.
- * If appointed to a new post, while in transit from one post to another, joining time begins from the day following that on which order for transfer is received, but a second period of 6 days for preparation is not allowed in such cases.
- * If leave is taken while in transit from one post to another, the period which has elapsed since relinquished charge of the old post, should be included in leave. If, however, the leave is on medical certificate the period may be treated as a joining time.
- * When appointed to a new post while on leave not exceeding 4 months, the joining time will be calculated from old station or from the station at which leave is being spent whichever will entitle to lesser joining time.
- * If post is not joined within joining time, pay or leave salary after joining time is allowed. Willful absence from duty after the expiry of joining time may be treated as misbehavior for the purpose of F.R. 15.
- * Period of Overstay of joining time does not count for increment or pensionable service.
- * Lien on permanent post is retained during joining time while on transfer to another post, but if transferred to a post on lower pay, lien is transferred to the new post from the date of relieving in old post.
- * Joining time and joining time pay to join post in Foreign Service will be fixed by the authority sanctioning the transfer in consultation with the foreign employer.