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UDEBOOK FOR DRAWING AND PAYING OFFICIALS (DDO) SCHOOLS IN PUNJAB JOINING TIME Joining time means the time allowed for an official to rejoin a new post or to travel to or from a station of which he is [FR. 9(10)]. 9.1.1 Possibility of taking office: The accession period is granted to an official, so that he can take up a new post for which he is appointed while in his old post to take up a new post: 9.1.2 Accession period on appointment/training The public servants who have significant permanent posts (pensionable) appointed to government posts on the results of the competitive examination, which is open to both government employees and officers, are allowed joining time and joining time pay. 9.1.3 Overstepping the joining time The overrunning time is intentional absence from service and may be treated as bad conduct for the purposes of F.R.15. Salary or vacation is not allowed after the end of the enrollment period as permitted by the rules. 9.1.4 Combination of joining time with leave Can be combined with joining time in accordance with revised leave rules. 9.2 Calculation of joining time The connection time of an official in cases of transfer from one station to another, none of which are in a remote location that is not easily accessible, is subject to a maximum of 30 six days allowed for preparation, and in addition there is a time limit to cover the actual journey calculated as follows: An official is allowed- For the part of the journey he travels or can travel one day for each aircraft – No. days actually taken during air transport (one day). By rail – .250 miles/400 km or longer A day is permitted for a part of any prescribed journey by road that does not exceed five miles to or from a railway station at the beginning or end of a journey, does not count towards the accession of a Sunday does not count as a day in connection with the calculations in these rules but Sundays are included in the maximum period of 30 For illustration, if a Government Servant gave up responsibility for the post in Islamabad on December 8, 2007 (Saturday) to attend his new position in Lahore (less than 400 Kms) and took full advantage He would be due to assume duties in his new post in Lahore on December 18th, 2007 (Tuesday) (after using 7 days joining time, i.e 6 days for preparation plus one day of transit) as per the following calculation: Date 9th 11th 11th 13th 14th 16th 17th 17th Day Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Calculation Join Time X 1 2 3 4 5 6 X 7 Connection Date Other important rules under FR 106 Maximum one day is allowed for an official to take part in a new post when the appointment to such a post does not necessarily imply a change of residence from a station to A holiday counts as a day in connection with this rule. (S.R.293) Regardless of the route actually travelled by an official, his period of accession, unless a competent authority otherwise determines, shall be calculated on the route normally taken by a traveller (SR.296) If an official is authorised to take up a post elsewhere than at his place of origin, his period of accession shall be calculated on the day of his accession (SR.297) If a government employee is appointed to a new post in transit from a post to another his term of office begins the following day after that he received the order of (S.R.298) Note- An official of preparation should not be allowed for the calculation of the accession time of an official who has been appointed to a new post while in transit from one post to another. If a civil servant is appointed to a new post while on leave with a full salary of no more than 120 days, his period of appointment shall be calculated on the basis of his old stations or from the place where he received the order of employment, whichever will entitle him to the minimum connection (S.R.300) Except in the case of accession as permitted by Rules 294-A, a competent authority may in any event permit a civil servant to take up a new post at a place other than the place of origin of the order of appointment, provided that the period of accession is not more than 14 days following the second period of connection time admissible from a particular station to the salary that he would have drawn if he had continued in his old post, or the salary which he would draw from taking up his new post, whichever part of the time is allowed on departure, on the return of exceptional leave, except for exceptional leave, up to a maximum of 14 days following the second period of connection time admissible from a particular station to and from a location in remote areas; to which he would be entitled, salary as if he were on duty in his position in remote This applies even in the case of a Government Servant who is on equal treatment. Miscellaneous important decisions 9.3.2.1 The following are important decisions under the above rules: no time, according to time and travel allowance should be added to an official appointed to a post while in his new post after resigning or accession time and travel allowances for military officers in civilian employment; requirements submitting requirements The following general instructions for the preparation and form of supporting documents must also be complied with: all vouchers must be drawn up in printed forms, but if these are not available, they can also be manufactured in typewritten These must be completed in ink or typewritten. Regardless of which forms are adopted, the coupons must be signed in ink. The amount of each voucher should, for the whole rupees, be written in words as well as in numbers, and should be taken into account in order not to allow for interpolation. All corrections and changes in the sum of a voucher must be certified by the dated initials of the person signing the receipt as many times as such corrections and changes are made. corrections or changes in order for payment shall be certified in the same way by the Financial Director. No documents bearing a deletion are acceptable and payment deducted by financial officials at the bank shall be certified by their Full Accounting Classification as shown in the Declaration of Authorization communicated to him should be entered on the voucher of Drawing Card, which does not include Other allowances and fees in the same bills as those applicable to the salaries of officers or the Pays of Establishment. Charges against two heads should not be included in one This does not apply to employee-related expenses. When the signature of a voucher is given by a mark or seal or thumb-print, it should be certified by some well-known Head of an Office can allow any officer serving under him to sign a bill, voucher or for him, to communicate his name and sample signatures to the Treasury. However, this will not absolve the Head of Unit in any way of his responsibility for the correctness of the bill or for the disposal of the money received in payment. Bills requiring earlier countersignature should be returned unpaid if presented without such The authority under which deductions are made in a bill should be Payment details should be noted by the recipients in their acknowledgments in sub-vouchers, acquittal rolls. When the Drawing officer requires payment to be made through another person, he must specifically approve an order to pay for this declared Income for all amounts to be stamped , unless they are exempt from stamp duty under rules issued under stamp laws e. receipts issued by or on behalf of the government, revenue on cheques, etc. Deletions and over the writings of any bill or voucher are absolutely prohibited: if a correction is necessary, the wrong entry should be cancelled neatly in red ink, and the correct entry Each such correction, or any interpolation deemed necessary should be confirmed when determining his dated initials against each. The salaries of companies treated as a contingent tax should not be in salary Arrear Arrear not enter in the ordinary monthly bill but in a separate bill the amount required for each month, separately listing the bill from which the tax was omitted or withheld or from which it was reimbursed by deduction, or by a special order of the competent authority granting special remuneration, or a new reimbursement such bills may be presented at any time under the conditions laid down in the financing provisions. In the case of bills of exchange from suppliers whose amounts are too large to be paid from the case of advances, they may be endorsed in return for payment to the relevant conditional register: a register of contingent expenditure should be kept. The various columns relating to detailed items may be amended to fit the requirements of each department and the authorization shall be entered in the quota register relating to the date of payment and the name of the method of payment, the number of the sub-voucher and the amount paid. Each item should be initialled by the official incurring the costs. In order to enable a paying staff member to monitor the development of expenditure under each detailed heading, a progressive total number of all months should be drawn up immediately after the total monthly amount from the beginning of the financial year to the end of the last expired month. In any case, when drawing money for contingent expenditure, whether to make money from the depravity or tax time line, and in any case at the end of each month, a red line must be drawn across the membership of the quota register, different columns should be added and separate bills drawn up for each type of contingent expenditure. The items in the bills, coupons/sub-vouchers should be carefully compared with the items in the quota register, and only then must the bill be signed and presented for payment. Service stamps: In order to obtain service stamps, and adjust their value, a bill should be prepared in the form of T.R. 34 (STR.33) in the case of the providing of contingent expenditure. The items in the bills, coupons/sub-vouchers should be carefully compared with the items in the quota register, and only then must the bill be signed and presented for payment. Service stamps: In order to obtain service stamps, and adjust their value, a bill should be prepared in the form of T.R. 34 (STR.33) in the case of the providing of contingent expenditure. The items in the bills, coupons/sub-vouchers should be carefully compared with the items in the quota register, and only then must the bill be signed and presented for payment. 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