



## GOVERNMENT OF INDIA

Ministry of Ports, Shipping and Waterways

**Directorate General of Maritime Administration**

# PERSONNEL BRANCH

# TRAINING MANUAL

Version 1.0

Issued by	Personnel Branch, DGMA
Governing Framework	DoPT, CVC, MoPSW, Swamy's CGS Handbook 2026, GFR 2017
Applicable to	All Personnel Branch Officials
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## SECTION 1: ROLE OF THE PERSONNEL BRANCH & POLICY CONTEXT

The Personnel Branch of the Directorate General of Maritime Administration operates as the central administrative unit responsible for all human resource management functions within the organisation. Its mandate spans the full life-cycle of service administration — from appointment through promotion, transfer, training, vigilance coordination and maintenance of statutory and service records — in accordance with the constitutional framework, Central Civil Services rules, DoPT.

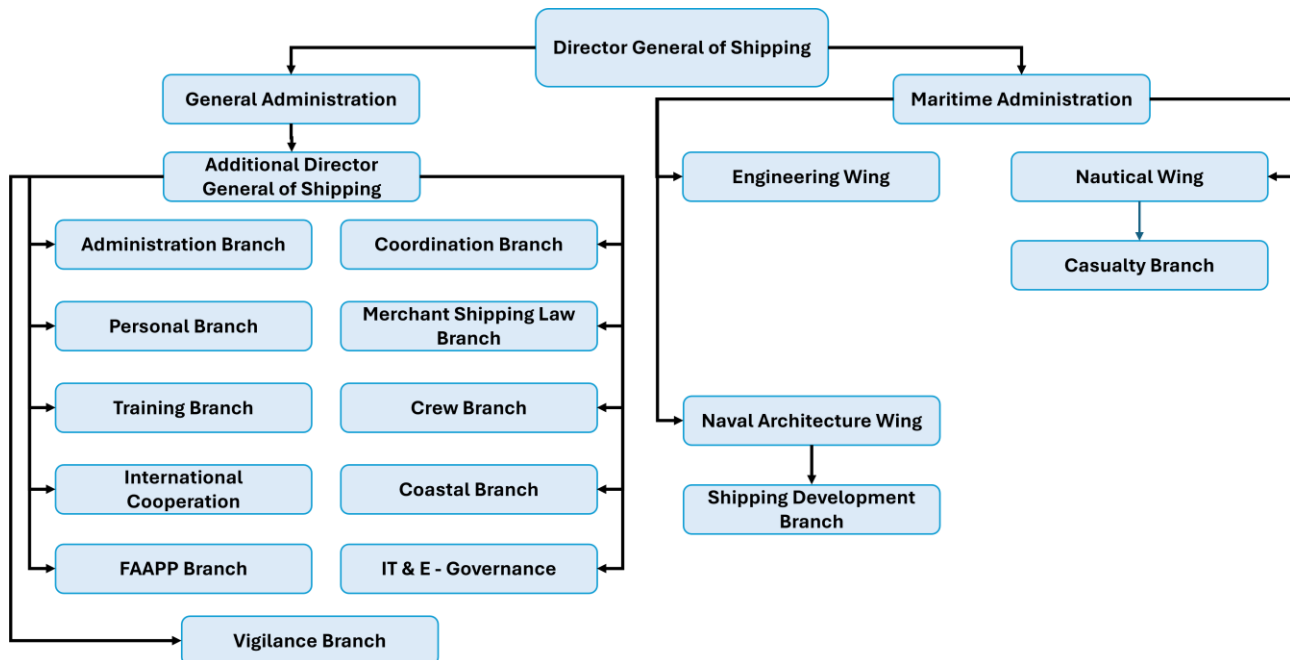
### 1.1 Mandate and Scope

The Branch is the custodian of service discipline and supports vigilance administration by ensuring procedural compliance in cases involving misconduct, complaints or irregularities. The Directorate functions within a regulatory environment subject to scrutiny by oversight bodies, courts and audit authorities; the Personnel Branch must therefore demonstrate consistent procedural accuracy and policy compliance.

### 1.2 DGMA Organogram

The Directorate General of Maritime Administration (DGMA) is structured through a clearly defined organogram that facilitates effective governance and functional specialization. At the apex of the organisation is the Director General of Shipping, under whom DGMA's operations are organised into four distinct wings: Administration, Naval Architecture, Nautical, and Engineering.

The Administration Wing supports the organisation through policy formulation, personnel management, training, coordination, legal matters, international cooperation, and e-governance, among other functions. The Naval Architecture Wing primarily oversees shipping development-related activities, providing technical inputs on vessel design and allied matters. The Nautical Wing deals with operational and safety-related aspects of navigation, including casualty investigations, while the Engineering Wing is responsible for technical oversight of ship machinery and engineering standards. This wing-based structure ensures clarity of roles, technical depth, and coordinated functioning across DGMA's diverse maritime responsibilities.



## SECTION 2: RECRUITMENT

The recruitment function encompasses the full cycle from identification of vacancies to issuance of appointment orders. All recruitments shall conform to the applicable Recruitment Rules (RRs) framed under Article 309 of the Constitution, read with DoPT guidelines on framing, amendment and review of Recruitment Rules.

### 2.1 Framing and Amendment of Recruitment Rules

- RRs for each post must be framed in consultation with UPSC (where applicable) and DoPT, and notified in the Official Gazette. No recruitment shall be made unless valid, current RRs are in force.
- RRs shall specify the method of recruitment, eligibility criteria, age limits, educational qualifications, experience and probation period.
- Review of RRs shall be undertaken at least once every five years. The Personnel Branch shall maintain a register of all RRs with gazette notification numbers, dates and review-due dates.
- Proposals for framing or amendment shall follow the prescribed consultation route: Administrative Ministry → UPSC → DoPT → Ministry of Law → gazette notification.
- Temporary relaxation of RRs requires DoPT concurrence and shall not be treated as modification of the RRs.

### 2.2 Methods of Recruitment

Method	Applicable Posts	Key Requirements
Direct Recruitment (UPSC)	Group A; certain Group B	Open competitive exam/interview; UPSC consultation mandatory
Direct Recruitment (SSC/RRB)	Group B & C (non-UPSC)	Examination and/or skill test as prescribed in RRs
Promotion — Selection/Non-selection	All Groups per RRs	DPC proceedings; APAR records essential; vacancy-based
LDCE	Eligible serving employees	Internal exam; percentage prescribed in RRs
Deputation / Absorption	As prescribed in RRs	Eligibility and period of deputation prescribed; DoPT guidelines apply
Contract / Re-employment	Against specific sanctions	Governed by contract terms and DoPT reemployment guidelines

### 2.3 Vacancy Computation and Indent

Before initiating recruitment, the Personnel Branch shall compute vacancies accounting for: sanctioned strength vs. actual strength as on the reference date; anticipated vacancies from retirement, resignation or deputation; carry-forward of unfilled reserved vacancies; posts identified for abolition; and EWS vacancy computation without disturbing existing SC/ST/OBC shares.

**NOTE:** The indent to the recruiting body must be submitted in the prescribed format with reservation details, classification of posts and any special instructions. Errors in vacancy computation are a primary source of audit observations.

### 2.4 Appointment Orders and Joining Formalities

- Issue appointment/promotion orders in prescribed format with correct pay, grade, date of effect and joining time.
- Verify antecedents and medical fitness for direct recruits as per prescribed procedure.
- Record character and antecedents verification outcome on the service book before confirmation.
- Ensure reservation and roster points are correctly updated in the roster register upon appointment.

- Complete Aadhaar-seeding and bank account mapping on e-HRMS at induction.

## SECTION 3: RESERVATIONS AND CONCESSIONS IN APPOINTMENTS

Reservation and roster management shall be implemented strictly in accordance with the Constitution and the executive instructions issued by DoPT. The current framework is anchored in DoPT's consolidated instructions on reservation (updated 28 March 2024), read with subject-specific OMs on post-based rosters, EWS, PwBD and Ex-Servicemen reservations.

### 3.1 Applicable Reservation Percentages

Category	Reservation %	Basis / Reference
Scheduled Castes (SC)	15%	DoPT Consolidated Instructions 2024
Scheduled Tribes (ST)	7.5%	DoPT Consolidated Instructions 2024
Other Backward Classes (OBC)	27%	DoPT Consolidated Instructions 2024
Economically Weaker Sections (EWS)	10%	DoPT OM 31.01.2019 + clarifications
Persons with Benchmark Disabilities (PwBD)	4% across Groups A, B & C	DoPT OM 17.05.2022; SC directions
Ex-Servicemen (Group C)	10%	Ex-SM Rules 1979; DoPT Compendium 2025
Ex-Servicemen (Group D)	20%	Ex-SM Rules 1979

**NOTE:** OBC creamy layer exclusion threshold remains Rs. 8 lakh per annum (DoPT, 13.09.2017). EWS vacancies not filled in a recruitment year are NOT carried forward as backlog.

### 3.2 Post-Based Rosters and Unit of Application

All rosters shall be post-based, not vacancy-based, in line with the Constitution Bench judgment in R.K. Sabharwal and DoPT OM dated 2 July 1997. Where reservation in promotion is applied, the cadre is the unit for determining inadequacy of representation, as clarified by DoPT on 12 April 2022 following Jarnail Singh and connected matters. Ministries/Departments must collect quantifiable cadre-wise data before implementing reservation in promotion.

### 3.3 Maintenance of Roster Registers

Appointing authorities shall maintain reservation registers and roster registers in prescribed formats, separately for direct recruitment and each mode of promotion. Entries shall be continuous, signed by the competent authority, and treated as a running account year to year. At year-close, the register shall reflect representation by SC, ST and OBC categories and details of backlog vacancies.

### 3.4 EWS Implementation in Rosters

EWS reservation shall be interpolated in the post-based rosters for direct recruitment. If an EWS roster point coincides with an SC, ST or OBC point, the next available unreserved point is allotted to EWS applying the squeezing principle.

### 3.5 PwBD Reservation and Notional Promotion Compliance

Reservation for PwBDs in promotion shall be operated at four percent within applicable cadres, with one percent earmarked for each specified disability category. DoPT has directed that notional promotion be granted where due from 30 June 2016 to 16 May 2022, ensuring historical entitlements are correctly reflected.

### 3.6 Verification of Community Status

The appointing authority shall verify caste/community status at the time of appointment and at subsequent stages. Where a candidate is provisionally appointed, verification from District authorities must be secured within stipulated timelines using prescribed formats for SC/ST/OBC and EWS Income & Asset certificates.

### **3.7 Documentation and Audit Readiness**

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The Personnel Branch shall ensure that requisitions, advertisements, selection records, DPC proceedings and appointment orders reflect reservation correctly, and that roster registers are up to date and auditable. The designated Liaison Officer for reservation shall oversee roster integrity, representation reviews and compliance reporting.

## SECTION 4: CONFIRMATION

Probation and confirmation are governed by the relevant provisions of Recruitment Rules and DoPT's general instructions on probation.

### 4.1 Probation Period Monitoring

- Monitor probation periods and initiate the assessment/confirmation process at least three months before the due date.
- Ensure satisfactory APAR during probation before recommending confirmation.
- Where an officer has not completed prescribed training or passed the departmental examination, process extension of probation with proper recording of reasons.
- Issue confirmation orders only after character and antecedents verification is complete and all prescribed conditions are fulfilled.

**Note:** Failure to issue confirmation orders within the prescribed period, or failure to initiate extension/termination proceedings for unsatisfactory probationers, constitutes a common audit finding and may lead to courts implying deemed confirmation.

### 4.2 Character and Antecedents Verification

Character and antecedents verification shall be completed using prescribed formats prior to confirmation. Outcome shall be recorded in the service book. Where verification is pending from State authorities, the Personnel Branch shall follow up through official channels and record status on e-HRMS.

### 4.3 Departmental Examinations and Prescribed Training

Where RRs prescribe passing of departmental examinations or completion of foundational training as a condition of confirmation, the Personnel Branch shall maintain a watch register for each new appointee and initiate extension or action for failure to qualify within the prescribed period.

## SECTION 5: TRAINING

### 5.1 Mission Karmayogi — Capacity Building Framework

The National Programme for Civil Services Capacity Building (NPCSCB), implemented through the iGOT Karmayogi platform, requires Personnel Branch officials to develop structured competencies aligned to their roles. Continuous learning is mandatory, not optional. Officials must be onboarded on iGOT, complete prescribed learning hours, and link outcomes with performance management in accordance with the 2025 DoPT guidance. The Branch shall review onboarding and completion data quarterly.

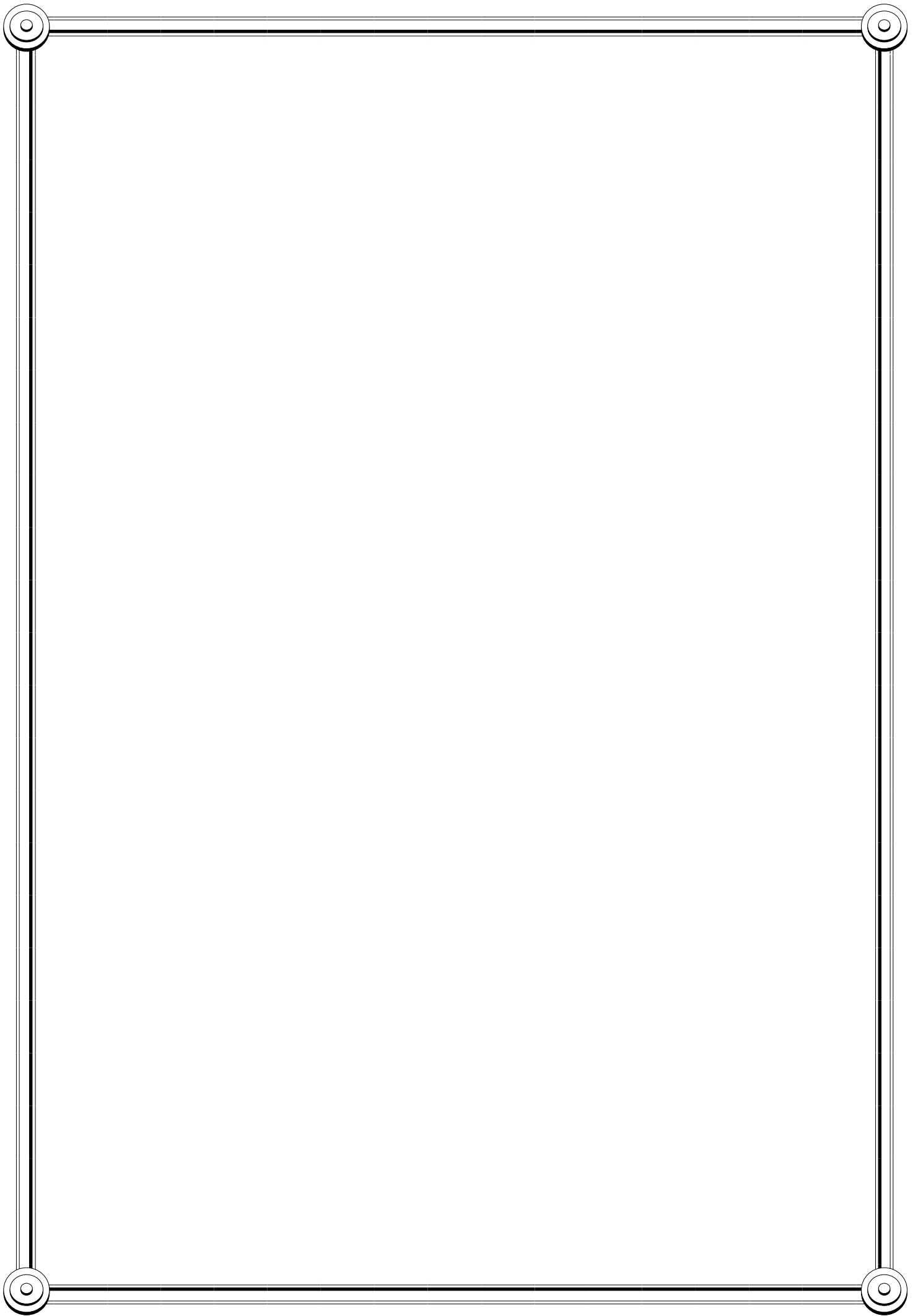
### 5.2 Training Calendar for DGMA Officials

All DGMA Officials shall mandatorily participate in the Training programs organised by the branch only after nomination approval and submit their feedback post completion.

Reference shall be taken from the Training Calendar for each financial year, which shall be custody of the branch and shall be notified 1 month prior to the first training of the financial year.

### 5.3 Development of Branch Wise Training Manual

All branches under the DGMA shall, in consultation with their respective officers, staff, and consultants, develop branch-specific training manuals for internal circulation. These manuals shall aim to facilitate effective knowledge transfer and shall be structured to enable a new joiner, whether a fresh recruit or an inter-branch transferee; to acquire a comprehensive understanding of the branch's functions and responsibilities through a minimum two-week training programme upon joining.



## SECTION 6: CONDUCT RULES

The Central Civil Services (Conduct) Rules, 1964 provide the binding code of conduct for all government servants and apply to all Personnel Branch officials of DGMA. They are statutory rules made under Article 309 of the Constitution.

### 6.1 Core Obligations (Rules 3, 3-A and 3-B)

Officials are required to maintain absolute integrity, devotion to duty and impartiality; to be prompt and courteous in dealings with the public; and to observe Government policies. These duties are foundational and their breach may invite disciplinary proceedings under the CCS (CCA) Rules, 1965.

### 6.2 Political Neutrality (Rule 5)

Officials shall maintain political neutrality and refrain from participation in political activities. Attendance at, or association with, organisations having a political character is prohibited. Government servants must avoid actions that create even an appearance of political partisanship.

### 6.3 Public Communications (Rules 8, 9 & 11)

Officials shall not participate in demonstrations or strikes inconsistent with service discipline, shall not criticise Government in a manner that violates Rule 9, and shall comply with restrictions on press, media and public communications under Rule 8. Official information shall not be disclosed except in accordance with Rule 11.

### 6.4 Gifts and Hospitality (Rule 13 — Amended 06.08.2019)

Employee Group	Permissible Limit (Without Government Sanction)
Group A & B Officers	Up to Rs. 5,000
Group C Staff	Up to Rs. 2,000
From Foreign Dignitaries	Must follow Foreign Contribution rules (2019 amendment)
From near relatives/personal friends (no official dealings)	Subject to reporting thresholds on social/religious occasions

### 6.5 Property Transactions (Rule 18 — DoPT OM 17.12.2018)

Prior intimation or previous sanction is mandatory for acquisition or disposal of property. Stricter conditions apply where the counter-party has official dealings with the government servant. Annual property returns and transactional intimations shall be filed in prescribed forms within prescribed time limits.

### 6.6 Sexual Harassment (Rule 3-C and POSH Act, 2013)

Sexual harassment is misconduct under Rule 3-C, addressed through the POSH Act, 2013, its Rules, and DoPT's consolidated guidance of 4 November 2022. Internal Committees must be duly constituted. Inquiries shall generally follow Rule 14 of the CCS (CCA) Rules. The Personnel Branch shall coordinate to ensure constitution, training, functioning and timely submission of reports.

### 6.7 Dealings with Legislators (DoPT Consolidation — 13.09.2022)

Communications from elected representatives must be handled promptly, at appropriate levels and with due courtesy, following the specific timelines and signature levels prescribed in the DoPT consolidation issued on 13 September 2022.

## SECTION 7: DISCIPLINARY MATTERS

**▲ HIGH RISK:** All actions under CCS (CCA) Rules, 1965 must conform to natural justice principles, be fully documented, and withstand scrutiny from the CVC, DoPT and judicial forums. Personnel Branch officials must maintain accuracy, neutrality and procedural discipline at every stage.

Disciplinary matters typically arise from complaints, audit findings, system failures or preventive vigilance observations. The Chief Vigilance Officer (CVO) determines whether a vigilance angle exists in accordance with the CVC Vigilance Manual. Cases involving corruption or integrity issues are vigilance matters; unintentional procedural lapses without malafide intent may be processed as administrative matters.

### 7.1 Initiation of Proceedings

Disciplinary proceedings require issue of a charge memorandum under Rule 14 (major penalty) or Rule 16 (minor penalty). Charges must be precise, based on verifiable facts and supported by a clear statement of imputations. All listed documents and witnesses must be available at the time of issue.

### 7.2 Inquiry Process

Stage	Requirement
Appointment of IO & PO	IO must be impartial, senior to charged officer, free from conflict of interest
Service of documents	Charged officer must be given opportunity to inspect all listed documents
Hearing	Opportunity to present evidence, cross-examine witnesses and submit written statement
IO Report	Findings based on evidence; reasoned conclusions on each charge
Representation by charged officer	Must be given before disciplinary authority arrives at a decision
CVC second-stage advice	Mandatory where CVC consultation was obtained at initial stage
Final order	Reasoned, speaking order demonstrating consideration of all material

### 7.3 Suspension (Rule 10, CCS (CCA) Rules)

Suspension is permitted only where necessary in the public interest. Suspension orders require mandatory review within ninety days and cannot continue without recorded justification. Subsistence allowance must be reviewed and paid strictly as per rules.

### 7.4 Sealed Cover Procedure

Cases involving promotion, confirmation or empanelment where an officer is under suspension, has a charge memorandum outstanding or is undergoing prosecution are subject to the sealed cover procedure. The Personnel Branch must ensure these cases are monitored, reviewed and concluded promptly upon finalisation of proceedings.

### 7.5 Common Deficiencies Leading to Court Reversal

- Delay in issuing charge memoranda.
- Defective drafting of charges — vague, unverifiable or imprecise imputations.
- Inadequate documentation of proceedings.
- Non-speaking penalty orders without reasoned justification.
- Failure to follow CVC consultation requirements.
- Failure to give the charged officer adequate opportunity at each stage.

## SECTION 8: DEPUTATION AND FOREIGN SERVICE

Deputation and foreign service are governed by DoPT's consolidated guidelines. The Personnel Branch shall ensure that deputation orders state tenure, reporting details and relieving timelines clearly, and that all deputation-related service events are updated on e-HRMS.

### 8.1 Policy Framework

- Deputation shall be for a defined tenure as prescribed in DoPT guidelines; extensions require fresh approval.
- Inter-cadre movement and foreign service terms (including pay, allowances and leave) shall conform to current DoPT instructions.
- No deputation shall be sanctioned beyond the maximum permissible tenure without DoPT concurrence.
- Lien management: the Personnel Branch shall maintain an updated register of officers on deputation and their expected date of return.

### 8.2 IMO Matters — Human Element Implications

The International Maritime Organization (IMO) adopts mandatory and voluntary instruments addressing the human element in shipping, including the STCW Convention, the Maritime Labour Convention (MLC), and IMO resolutions on seafarer welfare, fatigue management and safe manning. The Personnel Branch has coordination responsibilities where these instruments affect service conditions, training obligations and certification requirements of DGMA officers.

#### 8.2.1 Coordination Responsibilities

- Liaise with the Training and Certification division to ensure training obligations arising from IMO instruments are reflected in training nominations and annual calendars.
- Where IMO instruments require amendment of service rules, training regulations or posting norms, process necessary rule changes in consultation with DoPT and Ministry of Law.
- IMO resolutions and circulars affecting the human element shall be examined by a multi-divisional committee; the Personnel Branch shall contribute the service-administration perspective.

#### 8.2.2 Safe Manning and Fatigue

Where IMO safe manning determinations affect staffing levels, the Personnel Branch shall coordinate with the Operations Division to ensure that service rules on duty hours, rest periods and relief schedules for DGMA technical staff are consistent with STCW requirements and MLC provisions on seafarer rest hours.

## SECTION 9: SENIORITY, DPC AND PROMOTION

The seniority, DPC and promotion framework is governed by DoPT OM dated 10.04.1989 and subsequent instructions.

### 9.1 Seniority Principles

- Seniority in a grade shall be determined in accordance with RRs and DoPT instructions. Date of appointment is the primary determinant for direct recruits; merit-cum-seniority for direct recruits selected in the same batch is determined by merit list position.
- Seniority lists shall be prepared and circulated to all concerned, with a period provided for representations before finalisation.
- Disputes regarding seniority shall be examined against service records and resolved before convening any DPC.

### 9.2 Departmental Promotion Committee (DPC) Proceedings

- DPCs shall be convened in a scheduled and time-bound manner. The Personnel Branch shall prepare zone-of-consideration lists based on seniority in the feeder grade.
- APARs for the requisite number of years shall be placed before the DPC; incomplete or missing APARs must be flagged before convening.
- Where a feeder-grade officer is under suspension, has a charge memorandum outstanding or is undergoing prosecution, the sealed cover procedure shall apply.
- DPC proceedings, including minutes and grading sheets, shall be preserved as permanent records.

### 9.3 APAR — Annual Performance Appraisal Report

APARs are recorded on the SPARROW platform. The governing instructions are DoPT's consolidated orders on APAR and the Supreme Court judgment in Dev Dutt v. Union of India, which established the right of officers to receive a copy of their APAR and make representations against adverse entries.

Activity	Deadline / Timeline
Appraisal year closes	31 March
Appraisee submits self-appraisal	By 15 April (or as DoPT prescribes)
Reporting Officer records APAR	Within 30 days of year close
Reviewing Officer reviews APAR	Within 15 days of receipt from Reporting Officer
Accepting Authority (where applicable)	Within 15 days of receipt from Reviewing Officer
Communication of adverse remarks	Within 15 days of acceptance/final recording
Officer's representation against adverse remarks	Within 15 days of communication
Disposal of representation by competent authority	Within 30 days of receipt

**NOTE:** DoPT instructions issued annually must be calendarised. Late recording of APARs without documented justification is a common audit finding. The Personnel Branch shall send timely reminders to reporting and reviewing authorities.

## **9.4 Grading, Benchmarks and DPC Linkage**

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- APARs are graded on a scale of 1–10. For promotion to Senior Duty Posts and above, DoPT/UPSC-prescribed benchmarks apply.
- Only finalised APARs (where the representation period has elapsed or representation has been disposed of) shall be placed before DPCs.
- Where an APAR has been expunged or upgraded on representation, only the revised grading shall be placed before the DPC.
- Gaps in the APAR chain (e.g., years on deputation) shall be accounted for in zone-of-consideration lists with proper annotations.
- APAR data on SPARROW shall be reconciled with e-HRMS records before convening any DPC.

## **9.5 APAR and iGOT Karmayogi (Mission Karmayogi — 2025 DoPT Guidance)**

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- Ensure all employees are onboarded on the iGOT Karmayogi platform.
- Factor mandatory learning hours and outcomes into APARs where directed by DoPT for specific cadres.
- Maintain quarterly reports on onboarding, completion hours and outcomes.

## SECTION 10: PAY

Pay fixation and revision are governed by the CCS (Revised Pay) Rules, 2016 (based on the 7th Pay Commission Report) and DoPT/MoF instructions. The Personnel Branch is responsible for accurate pay fixation at appointment, promotion and on any change in service conditions.

### 10.1 Pay Fixation Principles

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- Pay shall be fixed in accordance with the applicable Level in the Pay Matrix on appointment, promotion or on grant of increment.
- Pay fixation worksheets shall be maintained and uploaded on e-HRMS 2.0 as part of the e-Service Book.
- Errors in pay fixation identified through audit shall be corrected prospectively or retrospectively as per DoPT/MoF instructions; recoveries shall be processed with proper approval.

### 10.2 Pay-Related Records and e-HRMS

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All pay-related events — fixation, increment, step-up, and recovery — shall be captured on e-HRMS 2.0 and integrated with PFMS for payroll. The Personnel Branch shall coordinate with the Pay & Accounts Office for reconciliation at least quarterly.

## SECTION 11: ALLOWANCES, FEE AND HONORARIUM

Allowances payable to Central Government servants are governed by the CCS (Allowances) Rules and DoPT/MoF OMs issued from time to time in implementation of 7th Pay Commission recommendations.

### 11.1 Common Allowances

Allowance	Governing Provision	Personnel Branch Role
House Rent Allowance (HRA)	CCS (HRA) Rules 1955; 7th CPC OMs	Certify city classification; update on transfer
Dearness Allowance (DA)	MoF OMs (bi-annual revision)	Circulate and ensure PFMS integration
Transport Allowance (TPTA)	MoF OM 7.7.2017 + revisions	Apply per city/grade; certify non-receipt of Govt vehicle
Children's Education Allowance (CEA)	DoPT OM; Swamy's Handbook	Process claims; verify receipts; annual ceiling
Special Duty Allowance	Posted to NE Region/Island territories	Verify posting; integrate with pay claims

### 11.2 Children's Education Allowance (CEA)

CEA is reimbursable up to the prescribed annual ceiling per child for up to two children. Personnel Branch shall collect and verify CEA claims against school fee receipts annually and process reimbursement within the financial year in which the expenditure is incurred.

## SECTION 12: PROVIDENT FUNDS

Central Government employees appointed before 1 January 2004 are covered under the General Provident Fund (Central Services) Rules, 1960. Employees appointed on or after 1 January 2004 are under the National Pension System (NPS). The Personnel Branch maintains PF-related service records and coordinates with PAO for GPF final payment.

### 12.1 GPF Management

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- Ensure GPF account numbers are allotted and recorded on service books at appointment.
- Process advance/withdrawal applications under GPF Rules with competent authority approval.
- Obtain final GPF settlement statement from PAO as part of the retirement process.

### 12.2 NPS Records

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For NPS subscribers, the Personnel Branch shall ensure PRAN (Permanent Retirement Account Number) is allotted, recorded in service records and mapped to the employee record on e-HRMS. Contribution amounts and employer contribution shall be reconciled with PFMS and CRA records.

## SECTION 13: LEAVE RULES

Leave entitlements and procedures are governed by the CCS (Leave) Rules, 1972 and subsequent amendments.

### 13.1 Types of Leaves

Central Government employees are entitled to various kinds of leave to meet personal, medical, and service-related requirements. The main types include **Casual Leave (CL)** for short-term personal needs, **Earned Leave (EL)** accumulated annually and used for longer absences, and **Half Pay Leave (HPL)**, which can be availed on medical or private grounds at half pay or converted into commuted leave on medical certification. **Extraordinary Leave (EOL)** may be granted in special circumstances when no other leave is admissible. Employees are also eligible for **Maternity Leave**, **Paternity Leave**, and **Child Care Leave (CCL)**, subject to prescribed conditions. In addition, provisions exist for **Study Leave**, **Special Disability Leave**, **Hospital Leave**, and **Leave Not Due**, depending on service exigencies and eligibility. All leave is subject to approval by the competent authority in accordance with applicable rules.

### 13.1 Child Care Leave (CCL)

Instrument	Key Provision
DoPT OM 29.07.2024	Up to 3 additional CCL spells (beyond existing 3/year) permitted for female and single male employees when child is hospitalised (Rule 43-C(3)(i))
AIS (Leave) Amendment Rules, 2023 — Gazette 28.07.2023	730 days CCL for entire service; 100% leave salary for first 365 days; 80% for next 365 days; max 3 spells/year; 6 spells for single mothers
CCS (Leave) Amendment Rules, 2024 — G.S.R. 331(E)	Updates maternity, paternity and CCL norms in surrogacy cases; internal SOPs must be revised accordingly

### 13.2 Leave Administration

- All leave records shall be maintained on e-HRMS 2.0 leave module; manual leave accounts shall be discontinued.
- Sanction of leave is the responsibility of the leave-sanctioning authority as per DoPT delegation; the Personnel Branch shall maintain delegation registers.
- Leave without pay (EOL) and leave at credit shall be reconciled with AEBAS attendance data monthly.

## SECTION 14: LEAVE TRAVEL CONCESSION (LTC)

LTC entitlements and procedures are governed by the CCS (LTC) Rules, 1988 and consolidated DoPT instructions.

### 14.1 Key Provisions

DoPT OM dated 29.03.2023 clarifies that earned leave encashment (up to 10 days; maximum 60 days in service) shall not be denied even when the employee undertakes LTC travel by private vehicle or voluntarily forgoes fare reimbursement, provided the employee: (a) intimates intention to avail LTC in advance; (b) applies for leave encashment before the journey; (c) gives self-declaration of actual travel.

LTC air travel relaxation for travel to Northeast, J&K, Ladakh and A&N Islands has been extended until 25 September 2026. Comprehensive LTC consolidations were issued by DoPT on 30.04.2024 and 03.09.2025 covering applicability, family definition, travel options, reimbursement conditions and special provisions.

### 14.2 LTC Administration

- LTC claims shall be processed within the prescribed financial year; lapsing of LTC block for want of processing shall be documented and reported to the competent authority.
- Verification of journey details, tickets and declarations shall be completed before reimbursement is authorised.

## SECTION 15: TRAVELLING ALLOWANCE

Travelling Allowance (TA) entitlements are governed by the CCS (TA) Rules and 7th Pay Commission-based TA revision orders.

### 15.1 TA on Transfer and Tour

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- TA on transfer covers transportation of self, family and personal effects; entitlement depends on Pay Level and mode of travel.
- Daily Allowance (DA) rates on tour are revised periodically; the Personnel Branch shall ensure updated rates are circulated to all sections.
- TA bills shall be audited by the Accounts section before payment; Personnel Branch shall furnish service and posting-related particulars when required.

## SECTION 16: MEDICAL ATTENDANCE RULES

Medical attendance for Central Government servants at stations not covered by CGHS is governed by the CS (MA) Rules, 1944. The Personnel Branch processes medical advance claims and reimbursement bills in coordination with the Accounts division.

### 16.1 Medical Advance and Reimbursement

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- Medical advances for hospitalisation may be sanctioned by the competent authority on application.
- Medical reimbursement claims shall be submitted with prescribed forms, certificates and bills within the prescribed time limit.
- Reference to CGHS or empanelled hospitals for treatment shall be routed through the CGHS Wellness Centre or as prescribed.

## SECTION 17: ADVANCES

Advances to Central Government servants — including House Building Advance (HBA), Computer Advance, Motor Car Advance and Festival Advance — are governed by relevant rules and DoPT/MoF instructions. The Personnel Branch processes advance applications in coordination with the Finance/Accounts division.

### 17.1 Types of Advances

Advance	Governing Rules	Key Conditions
House Building Advance (HBA)	HBA Rules 1956 (as amended)	For purchase/construction of house; income ceiling; maximum amount as prescribed
Motor Car / Scooter Advance	DoPT OM; as revised	Pay Level eligibility; recovery schedule; insurance mandatory
Computer Advance	DoPT OM	For purchase of personal computer; fixed amount; recovery over 3 years
Festival Advance	MoF OM (if in operation)	Limited amount; repayable in instalments; available at festivals

## SECTION 18: MODIFIED ASSURED CAREER PROGRESSION (MACP) SCHEME

The MACP Scheme provides financial upgradation to employees who are unable to get regular promotion.

### 18.1 MACP Benchmarks and Timelines

- Financial upgradation under MACP is granted on completion of 10, 20 and 30 years of continuous regular service if no promotion has been received.
- Benchmark for MACP: 'Very Good' in APAR for the preceding 3 years (as per DoPT instructions; the Personnel Branch shall track APAR grades before processing MACP).
- MACP screening committees shall be constituted and cases processed annually with a focus on avoiding delays that create financial liability.
- MACP benefits shall be reflected on e-HRMS and integrated with PFMS for payroll update.

**△ HIGH RISK:** Delayed processing of MACP cases is a significant source of court cases and audit observations. Personnel Branch shall maintain a MACP watch register and process all cases due in a financial year before March.

## **SECTION 19: CONCESSIONS WHEN POSTED TO N-E REGION, ISLAND TERRITORIES ETC.**

Special concessions for government servants posted to the North-Eastern Region, Andaman & Nicobar Islands, Lakshadweep, Ladakh and other specified areas are governed by DoPT Oms.

### **19.1 Applicable Concessions**

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- Special Duty Allowance (SDA): payable at prescribed percentage of basic pay for postings in NE Region and Island territories.
- LTC air travel relaxation (extended to 25 September 2026 as noted under Section 14).
- Additional HRA, transfer TA and family transit concessions as per applicable DoPT OMs.
- The Personnel Branch shall circulate updated rates and eligibility criteria to all officials posted to these areas and maintain a register of such postings.

## SECTION 20: GFR, PROCUREMENT AND GOVERNMENT e-MARKETPLACE (GeM)

While primary responsibility for procurement rests with the indenting division and Finance division, the Personnel Branch has defined procurement responsibilities for items and services that directly support HR functions.

### 20.1 Categories of Procurement Managed or Coordinated by Personnel Branch

Item / Service	Applicable Rule / Guideline
Outsourced manpower and housekeeping services	GFR Rules 149–157; Contract Labour Act; CVC guidelines
Training services and institutional nomination fees	GFR Rule 154; DoPT training nomination guidelines
IT and software for HR systems (branch as user department)	GeM mandate (mandatory); MeitY guidelines
Printing of service books, registers and stationery	GeM; DGMA internal procurement norms
AMC for HR-related equipment (biometric devices for AEBAS)	GFR Rule 149; AEBAS vendor terms and conditions

### 20.2 Deployment of Contractual Staff — Policy Framework

Type of Engagement	Governing Framework
Outsourced manpower (security, housekeeping, data entry)	GFR 2017 Chapter 6; CVC guidelines; minimum wage compliance mandatory
Individual Consultants	DoPT advisory; qualifications, remuneration and term prescribed; SOP-based selection
Re-employed retired officers	DoPT OM; approval of competent authority; terms and duration regulated
Project-based technical staff	Project sanction; MoF emolument guidelines; fixed-term contracts
Apprentices under Apprenticeship Act, 1961	Board of Apprenticeship Training; does not create any employment claim

**▲ HIGH RISK:** The Principal Employer (i.e., the Directorate) has statutory liability under the Contract Labour Act and Payment of Wages Act for wages not paid by the contractor. Non-compliance has been the subject of adverse audit observations in DGMA inspections.

### 20.3 GeM Compliance

- All procurement within the jurisdiction of the Personnel Branch for available goods and services shall be routed through GeM.
- Identify branch-level procurement requirements at the start of the financial year and consolidate into the annual procurement plan.
- Ensure Direct Purchase (DP), L1 purchase and bidding procedures on GeM are followed as per applicable monetary thresholds.
- Maintain a purchase register for all GeM transactions with GeM order ID, vendor name, amount, delivery status and acceptance certificate date.

#### **20.4 Contract Management Responsibilities**

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- Designate a Contract Management Officer (CMO) for each contractual engagement.
- Verify attendance rolls, work output and service quality against SLA benchmarks monthly.
- Ensure wages are paid by the agency by the prescribed date; obtain salary compliance certificates each month.
- Verify PF and ESI remittance challans and escalate defaults to Finance division.
- Maintain a contract register with contract number, period, value, agency, CMO, renewal/expiry date and performance observations.

## **SECTION 21: QUITTING SERVICE — OTHER THAN RETIREMENT**

This section covers resignation, dismissal, removal, compulsory retirement, and voluntary retirement.

### **21.1 Resignation**

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- Resignation shall be accepted by the competent authority; it takes effect from the date of acceptance, not the date of submission.
- Notice period as per service agreement/Recruitment Rules must be served; waiver requires competent authority approval.
- No Dues Certificate, vigilance clearance and service record finalisation shall be completed before acceptance.

### **21.2 Voluntary Retirement Scheme (VRS)**

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- VRS is available to employees with 20 years of qualifying service or after attaining a prescribed age, subject to competent authority approval.
- VRS applications shall be acknowledged promptly; acceptance/rejection communicated within the prescribed period; unilateral withdrawal before the acceptance date is permissible.

### **21.3 Dismissal, Removal and Compulsory Retirement (Minor Penalty)**

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These service exits follow after conclusion of disciplinary proceedings under CCS (CCA) Rules. Personnel Branch shall ensure the penalty order is correctly recorded on e-HRMS, communicate the outcome to PAO, and process consequential service matters (GPF final payment, gratuity forfeiture where applicable).

## SECTION 22: RETIREMENT ON SUPERANNUATION

Retirement on superannuation is governed by the Fundamental Rules (FR 56) and DoPT instructions. The pension process is governed by CCS (Pension) Rules, 2021 and DoPPW instructions.

### 22.1 Mandatory Retirement Processing Timeline

Timeline Before Retirement	Mandatory Action
15 months	HoD prepares list of upcoming retirees and initiates Bhavishya entries
12 months	Obtain accommodation clearance (CCS Pension Rules, Rule 55)
8 months	Initiate No-Dues Certificate (NDC) process; verify and update service records
Not later than 2 months	PAO must issue PPO / e-PPO

**NOTE:** Pension cannot be delayed for want of vigilance clearance. If departmental/judicial proceedings are pending, provisional pension must be authorised with gratuity withheld until finalisation. Pension must also not be withheld due to pending caste verification — Ministries must coordinate with States for speedy verification.

### 22.2 Digitisation Mandates — Bhavishya, e-HRMS and Digital Service Records

- Ensure 100% digitisation of service records on e-HRMS 2.0.
- Integrate e-HRMS with Bhavishya pension portal for seamless retirement processing.
- For CAPFs: mandatory adoption of Employee Payroll System (EPS).
- Map workflows and hold monthly review meetings to avoid retirement processing delays.
- All departments must appoint Pension Mitras/Welfare Officers to assist retiring employees and family pension claimants.

### 22.3 e-Service Book — Mandatory from 2025

DoPT OMs dated 17.06.2025 mandate complete transition to e-Service Books on e-HRMS 2.0. e-Service Books are legally valid for all purposes including pension processing. Physical service books shall be phased out after verification and completeness checks. All updates shall be entered only through e-HRMS 2.0 with seamless integration with Bhavishya, PFMS, eSampada and AEBAS.

### 22.4 Service Exit Process

The Personnel Branch must establish a uniform exit workflow covering: (a) No-dues and clearances — accommodation (Rule 55), vigilance clearance, equipment/records return; (b) Verification of caste certificates; (c) Exit record finalisation — complete locking of service book data on e-HRMS, confirmation of leave balance, LTC claims, GPF/NPS dues, and uploading of retirement documents on Bhavishya.

## SECTION 23: NATIONAL PENSION SYSTEM (NPS)

Employees recruited on or after 1 January 2004 are covered under NPS, governed by PFRDA Act 2013 and related regulations.

### 23.1 Administration of NPS

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- PRAN allotment and registration with a Point of Presence (POP) must be completed at induction; details recorded on e-HRMS.
- Monthly contributions (employee and employer shares) shall be remitted to CRA-FC by the prescribed date; delays attract penal interest.
- Partial withdrawal and exit from NPS are governed by PFRDA regulations; the Personnel Branch shall process exit requests as part of retirement/separation processing.
- Tier-I (mandatory) and Tier-II (voluntary) accounts shall be separately tracked; Tier-II withdrawal is free.

## SECTION 24: OTHER SERVICE MATTERS

### 24.1 Immovable Property Return (IPR) and Vigilance Clearance

Requirement	Details / Action Required
Annual filing deadline	Reference date: 31 January; Submission: by 31 March each year
Format	Prescribed proforma under CCS (Conduct) Rules, Rule 18; via e-HRMS IPR module where available
Scrutiny	IPRs shall be examined for significant unexplained accretion; doubtful entries referred to CVO
Property transactions (intimation/permission)	Prior intimation required for purchase/disposal above threshold; prior permission required where counter-party has official dealings
Annual returns register	Personnel Branch shall maintain register of IPR receipts and flag non-filers for follow-up
Non-filing consequences	Conduct violation under Rule 18; repeated default may be treated as a minor penalty charge

### 24.2 Transfer, Posting and Training Policies

The Directorate shall administer transfers and postings in accordance with DoPT's framework on rotational transfers, spouse-case postings, facilitation for PwBDs and related safeguards. The Rotational Transfer Policy (RTP) shall prescribe minimum and maximum tenure and be available in the public domain.

Policy Area	Governing Instrument	Key Requirement
Rotational Transfer Policy (RTP)	CVC vigilance advisory; DoPT RTP instructions	Sensitive posts rotated every 2–3 years; RTP published on Directorate website
Spouse posting at same station	DoPT OM 24.11.2022	Mandatory where post is available; explore nearest station otherwise
PwBD and caregiver facilitation	DoPT OM 02.02.2024	Preference in posting/transfer; exemption from routine rotation for caregivers
Compassionate appointment	DoPT Master Circular 02.08.2022	Strictly per consolidated instructions; recorded separately

### 24.3 Court Cases and Monitoring

**▲ HIGH RISK:** Failure to comply with CAT/Court directions within the specified timeline can lead to contempt proceedings. Court directions must not be treated as routine noting matters requiring multiple levels of file movement.

- A court case register shall be maintained listing case number, court/tribunal, date of institution, current stage, next date of hearing, counsel engaged and nature of relief sought.
- Counter affidavits shall be prepared in consultation with the dealing officer and vetted by the legal cell; Personnel Branch shall provide all relevant service records promptly.
- Interim orders (stay, reinstatement, interim promotion) shall be acted upon within the timeline specified or within 7 working days of receipt, whichever is earlier.
- Compliance reports shall be prepared in the required format and approved by the competent authority before filing.
- Designate a nodal officer for court case monitoring; maintain a separate compliance implementation register.

## SECTION 25: WELFARE MEASURES

Personnel Branch facilitates access to welfare benefits and coordinates with welfare bodies.

### 25.1 Key Welfare Schemes

- Central Government Employees Group Insurance Scheme (CGEGIS): deduction from pay; nominee details must be updated on e-HRMS.
- Benevolent Fund: where constituted, contributions and claims to be processed as per relevant rules.
- Welfare activities — sports, cultural events, cooperative societies: Personnel Branch shall maintain liaison with the respective staff welfare bodies.
- Pension Mitras / Welfare Officers: appointed to assist retiring employees and family pension claimants; Personnel Branch shall ensure availability of the contact details to all staff.

## SECTION 26: HR DATA MANAGEMENT, RECORD MANAGEMENT AND ACCOUNTABILITY

Comprehensive and accurate HR data management is the foundation of effective personnel administration. The shift to digital systems — e-HRMS 2.0, SPARROW, Bhavishya, AEBAS and GeM — creates both opportunity for seamless service delivery and a corresponding responsibility to ensure data quality, security and integrity.

### 27.1 Data Architecture — Systems of Record

HR Data Domain	System of Record / Platform
Service book (all service events)	e-HRMS 2.0 (e-Service Book; mandatory from 2025)
APAR (recording and storage)	SPARROW; linked to e-HRMS
Leave records	e-HRMS 2.0 leave module
Pension processing	Bhavishya portal (integrated with e-HRMS)
Attendance data	AEBAS (Aadhaar Enabled Biometric Attendance System)
Immovable Property Returns (IPR)	e-HRMS IPR module / designated portal
Pay and allowances	PFMS integration with e-HRMS
Government accommodation	eSampada (MoH&UA)
Recruitment / DPC records	DPC records on e-HRMS; UPSC/SSC portals for direct recruitment
Training completions	iGOT Karmayogi; reflected in e-HRMS / SPARROW
Contractual staff data	Branch-level contract register; payroll compliance records

### 27.2 Data Quality Standards

Standard	Requirement
Completeness	No employee record shall have missing mandatory fields; onboarding checklists used for new entrants
Accuracy	DoB, date of joining, pay details, leave balances, reservation category and disability status verified against source documents at entry and periodically reviewed
Timeliness	Service events updated in e-HRMS within 15 working days of the event or within DoPT-prescribed timeline, whichever is earlier
Consistency	Data across linked platforms (e-HRMS, SPARROW, Bhavishya, AEBAS) reconciled at least quarterly; discrepancies resolved with source documentation
Non-repudiation	Entries made only by authorised users with role-based access; audit trails of all changes preserved in e-HRMS

### 27.3 Data Security and DPDPA Compliance

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Personnel data is sensitive data under the IT Act, 2000 and the Digital Personal Data Protection Act, 2023 (DPDPA). The Personnel Branch shall: restrict access to personal data on e-HRMS to officers with a legitimate need-to-know; not share personal data without employee consent or a legally mandated requirement; comply with CERT-In cyber security guidelines; and implement a data retention and disposal policy consistent with the Public Records Act, 1993.

**NOTE:** The Digital Personal Data Protection Act, 2023 requires Government entities processing personal data to implement reasonable security safeguards. Personnel Branch officers must be trained on DPDPA obligations. DoPT is expected to issue sector-specific guidelines for Government HR data.

### 27.4 Annual HR Data Audit

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The Personnel Branch shall conduct an annual HR data audit covering: reconciliation of sanctioned vs. actual strength; verification that reservation rosters accurately reflect cadre composition; confirmation that all mandatory APAR entries are complete; review of IPR submission status for Group A officers; reconciliation of leave balances; audit of contractual staff register; and verification that all employees retiring in the next 15 months have complete data in Bhavishya. Results shall be placed before the Head of Department with an action-taken report within thirty days.

### 27.5 File Management and Correspondence Standards

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Personnel records, case files and correspondence shall be created, classified and processed in accordance with the Manual of Office Procedure (MOP) and DoPT-linked rules on e-Office. Record retention schedules shall be adhered to so that the Directorate is inspection-ready at all times. Reservation rosters, disciplinary case records and service-law compliance documents shall be preserved in formats capable of audit and judicial scrutiny.

## ANNEXURE: AUTHORITATIVE REFERENCES

Officials should consult the corresponding Handbook chapter alongside each section of this manual for the full text of rules and DoPT instructions.

### A. Training & Capacity Building

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- Mission Karmayogi / NPCSCB: <https://dopt.gov.in/mission-karmayogi>
- iGOT Karmayogi Platform: <https://igotkarmayogi.gov.in>
- DoPT Annual Training Plan: <https://dopt.gov.in/training>

### B. Recruitment and Recruitment Rules

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- DoPT — Framing of Recruitment Rules: <https://dopt.gov.in/recruitment-rules>
- UPSC: <https://upsc.gov.in>
- SSC: <https://ssc.nic.in>
- DPC Guidelines (DoPT OM 10.04.1989): <https://doptcirculars.nic.in>

### C. APAR and IPR

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- SPARROW Platform: <https://sparrow.nic.in>
- DoPT Consolidated APAR Instructions: <https://dopt.gov.in/apar-guidelines>
- CCS (Conduct) Rules — Rule 18 (IPR): <https://dopt.gov.in/sites/default/files/central-civil-services-conduct-rules-1964.pdf>

### D. Conduct, Discipline and Vigilance

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- CCS (Conduct) Rules, 1964: <https://dopt.gov.in/sites/default/files/central-civil-services-conduct-rules-1964.pdf>
- CCS (CCA) Rules, 1965: [https://dopt.gov.in/sites/default/files/CCA\\_Rules\\_1965.pdf](https://dopt.gov.in/sites/default/files/CCA_Rules_1965.pdf)
- CVC Vigilance Manual: [https://www.cvc.gov.in/vscvc/vigilance\\_manual.pdf](https://www.cvc.gov.in/vscvc/vigilance_manual.pdf)
- POSH Act, 2013 / DoPT POSH Guidelines: <https://wcd.nic.in/act/prevention-sexual-harassment-workplace-act-2013>

### E. Court Cases

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- Central Administrative Tribunal: <https://www.cat.nic.in>
- DoPT Instructions on Court Cases / Legal Matters: <https://doptcirculars.nic.in>

### F. IMO Matters

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- IMO — STCW Convention: <https://www.imo.org/en/OurWork/HumanElement/Pages/STCW-Conv.aspx>
- IMO — Maritime Labour Convention (MLC 2006)
- <https://www.imo.org/en/OurWork/HumanElement/Pages/MLC-2006.aspx>
- DGMA — Seafarer Training and Certification: <https://www.DGMAhipping.gov.in>

## G. Leave, LTC, Pension

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- CCS (Leave) Rules, 1972: <https://dopt.gov.in/sites/default/files/central-civil-services-leave-rules-1972.pdf>
- LTC Consolidated Instructions (DoPT 30.04.2024 & 03.09.2025): <https://doptcirculares.nic.in>
- CCS (Pension) Rules, 2021: <https://pensionersportal.gov.in>
- Bhavishya Portal: <https://bhavishya.nic.in>
- DoPPW / Pension Mitras: <https://doppw.gov.in>

## H. Contractual Staff, Procurement and GeM

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- General Financial Rules, 2017: <https://doe.gov.in/gfr-2017>
- Contract Labour (R&A) Act, 1970: <https://labour.gov.in>
- GeM — Government e-Marketplace: <https://gem.gov.in>
- CVC Guidelines on Procurement: <https://www.cvc.gov.in>
- DoPT Advisory on Contractual Staff: <https://dopt.gov.in/contractual-employees-guidelines>

## I. HR Data Management and Digital Systems

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- e-HRMS 2.0: <https://e-hrms.gov.in>
- AEBAS: <https://aebas.gov.in>
- CERT-In Cyber Security Guidelines: <https://www.cert-in.org.in/Guidelines.jsp>
- Digital Personal Data Protection Act, 2023: <https://meity.gov.in/dpdpa>
- Public Records Act, 1993 / DoPT Record Retention: <https://dopt.gov.in/service-records>
- e-Office: <https://eoffice.gov.in>

## J. DGMA-Specific and Reservation Policies

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- DGMA Transfer & Posting Policy: <https://www.DGMAhipping.gov.in/WriteReadData/Orders/Transfer-Policy.pdf>
- DGMA Training Policy  
[https://www.DGMAhipping.gov.in/WriteReadData/Orders/Training\\_Policy\\_DGMA.pdf](https://www.DGMAhipping.gov.in/WriteReadData/Orders/Training_Policy_DGMA.pdf)
- Reservation in Services — DoPT Guidelines  
[https://dopt.gov.in/sites/default/files/Reservation\\_in\\_Services\\_Guidelines.pdf](https://dopt.gov.in/sites/default/files/Reservation_in_Services_Guidelines.pdf)
- ISTM (Secretariat Training): <https://www.istm.gov.in>

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