

Nepal Health Service Rules, 2055 (1999)

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Amendments:

1. Nepal Health Service (First Amendment) Rules,
2060 (2003) 2060.1.8 (21 April 2003)
2. Nepal Health Service (Second Amendment) Rules,
2061 (2005) 2061.11.12 (25 Jan. 2005)

In exercise of the powers conferred by Section 95 of the Nepal Health Service Act, 2053, the Government of Nepal has framed the following Rules.

Chapter- 1

Preliminary

1. **Short title and commencement:** (1) These Rules may be called as the "Nepal Health Service Rules, 2055 (1999).
(2) These Rules shall come into force immediately.
2. **Definitions:** Unless the subject or the context otherwise requires, in these Rules,
 - (a) "Act" means the Nepal Health Service Act, 2053.
 - (b) "Service" means the Nepal Health Service.
 - (c) "Group" means the group as referred to in Rule 8.
 - (d) "Sub-group" means a sub-group maintained under a group.
 - (e) "Head of Department" means the official as prescribed in Schedule-1.
 - (f) "Chief of Office" means the chief of office as prescribed in Schedule-2.

(g) "Head of Unit Office" means the chief of unit office with separate identity under the Chief of Office.

3. **Interpretation of this Rule:** (1) If any employee is aggrieved from an interpretation made by any official while exercising any rule of this Rule, such employee may submit an application to the Ministry of General Administration.

(2) The interpretation made by the Ministry of General Administration in regard to the application submitted pursuant to Sub-rule (1) shall be circulated to the Ministry and subordinate departments and offices for their information and guidance.

Chapter-2

Provision on Organizational Structure and Posts

4. **Organizational structure and provision of permanent post:** (1) While preparing the organizational structure of the Ministry and departments and offices under the Ministry or changing the organizational structure or creating or canceling permanent posts, advice of the Ministry of General Administration and the Ministry of Finance have to be sought, and on receipt of advice, it has to be submitted to the Government of Nepal for decision thereon.

Provided that, the Ministry may, on receipt of such advice, make decision on the creation or cancellation of permanent posts of assistant level.

(2) No position shall be created without obtaining advice of the Ministry of Finance and the Ministry of General Administration.

(3) A post fulfilled after creating the position contrary to Sub-rules (1) and (2) shall *ipso facto* be canceled.

(4) After a decision has been made to prepare the organizational structure of any office or change the organizational structure or create or

cancel a permanent post pursuant to this Rule, the Ministry shall send a copy of such decision to the Ministry of Finance, the Ministry of General Administration and the Civil Employee Record Office within Fifteen days from the date of such decision.

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

- (a) If any employee delays in attending the office transferred to owing to a circumstance that is clearly beyond his or her control,
- (b) If the successor employee does not attend office prior to the hand-over of charge by the predecessor employee,
- (c) If it is not possible to perform the business of the previous office while assigning any employee on deputation,
- (d) If any employee has been deputed on training, scholarship, seminar, etc.,
- (e) If any employee has taken leave exceeding One month,
- (f) If, in preparing the organizational structure of the Ministry and body under it, it is required to maintain the lien of a redundant employee.

(2) While creating a special post pursuant to Sub-rule (1), a decision shall be made at the Secretary level of the Ministry in the case of the officer level post and at the Head of Department level in the case of the assistant level post, by obtaining prior advice of the Ministry of General Administration and the Ministry of Finance.

Provided that, in cases where a special post is to be created for a period of less than One month in the circumstances as referred to in Clauses (a), (b) and (d) of Sub-rule (1), it is not required to seek advice of the Ministry of Finance and the Ministry of General Administration.

(3) If circumstance as referred to in Sub-rule (1) ceases to exist, the special post so created shall *ipso facto* lapse.

6. **Registration of post:** The Ministry shall compulsorily register a post of service created pursuant to Rule 4 with the Civil Employees Record Office, along with the job description, and also setting out the service, group or sub-group and level thereof, within One month from the date of decision for the creation of that post. After such registration of post, the Civil Employees Record Office shall send the information thereof to the Ministry of General Administration, the Ministry of Finance and the concerned body. The post may be fulfilled only after receiving information of such registration of the post.
7. **Posts in service:** The posts that remain in different levels of the service pursuant to Sub-section (1) of Section 5 of the Act shall be as referred to in Schedule-3.
8. **Groups and sub-groups:** (1) For the purposes of Sub-section (1) of Section 7 of the Act, the groups and sub-groups consisting of posts of similar nature within the service, based on the nature of business of service, minimum qualification required to discharge the same and job specialty, among others, shall be as set forth in Schedule-4.

(2) Notwithstanding anything contained in Sub-rule (1), in the case of the employee incumbent in the service, group and sub-group at the time of commencement of these Rules, the qualification prescribed for his or her entry into such group and sub-group shall be considered as the minimum qualification for purposes of this Rule.

9. **Job description:** The job description of a post in the service shall be prepared as per Schedule-5 and enforced by the Ministry. One copy of such job description shall be sent to the Ministry of General Administration.

10. **Records of employee:** (1) The personal details (sheet rolls) and other records of the employee shall be maintained in the Civil Employees Record Office.

(2) The Ministry and subordinate Departments and Offices shall also maintain up-to-date records of employees working thereunder in such a manner as to be consistent with the records maintained by the Civil Employees Record Office.

11. **Prohibition on appointment without existence of post:** (1) No employee shall be appointed without vacancy of a post or creation of a post in any office.

(2) If any employee is appointed contrary to Sub-rule (1) and salary is paid to him/her, the amount of salary so paid shall be recovered from the appointing official.

12. **Cancellation of post:** (1) If a post falling vacant cannot be fulfilled permanently until Two years from the date of creation of that post, except a post in which an employee is deputed to act pursuant to Section 15 of the Act, such vacant post shall *ipso facto* be cancelled; and the Civil Employees Record Office shall have to maintain up-to-date records thereof.

(2) Notwithstanding anything contained in Sub-rule (1), where a requisition is sent to the Public Service Commission for permanent fulfillment of a vacant post, such post shall not be canceled until recommendation is made by the Public Service Commission for permanent fulfillment.

(3) The Civil Employees Record Office shall give information about the cancelled posts pursuant to Sub-rule (1) to the Ministry of General Administration, the Ministry of Finance, the Ministry of Health and the concerned office.

Chapter-3

Recruitment and Lien

13. **Permanent employee to be demanded:** (1) In cases where any new post of officer level has been created or fallen vacant in any manner, the concerned office shall send all the details related with such post to the Ministry within Seven days after the post has fallen vacant; and details thereof shall also be given to the Ministry of General Administration and the Civil Employees Record Office.

(2) The Ministry shall send requisition, accompanied by necessary details, to the Public Service Commission for permanent employees, within Seven days after it has received such information from a subordinate Department or Office pursuant to Sub-rule (1).

(3) In cases where any new post of assistant level has been created or fallen vacant in any manner, the concerned Head of Department or Chief of Office shall make requisition, accompanied by details related with such post, to the Public Service Commission for permanent employee, within Seven days after the vacancy of post, and also give information thereof to the Ministry and the concerned Regional Directorate.

(4) The concerned Head of Department or Chief of Office who fails to give necessary details of vacancy of post shall be subjected to departmental action.

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, out of the vacant posts to be fulfilled through open competition or promotion based on evaluation of work efficiency and internal competitive examination pursuant to Section 8 of the Act.

15. **Minimum qualification:** (1) The minimum qualification required for such posts of the groups and sub-groups of the service as mentioned in Schedule-3, as to be fulfilled through open competition pursuant to Sub-section (2) of Section 7 of the Act and Rule 8 shall be as referred to in Schedule-6 and the minimum qualification required for the post to be fulfilled through promotion shall be as referred to in Schedule-7.

(2) Out of the posts to be fulfilled through the internal competitive examination pursuant to Clause (f) of Sub-section (1) of Section 7 of the Act, in fulfilling the posts from amongst the employees in service in a post that is one level below, pursuant to Sub-section (3) of the said Section, the candidate has to possess certificate level or educational qualification equivalent thereto in the concerned subject granted by a recognized educational institute or has taken at least One year's training in the concerned subject.

(3)¹ For the officer eighth and tenth level posts to be filled by open competition pursuant to Clauses (i) and (k) of Sub-section (1) of Section 8 of the Act, the candidates shall, after having obtained the minimum qualification as mentioned in Schedule-6, have to gain experience as follows at the officer level of any organization or body:

- (a) Five years for the officer ninth level,
- (b) Seven years for the officer eleventh level.

¹ Amended by Second Amendment.

Provided that, in the case of a person having obtained doctorate degree, the period of experience shall be less by Two years.

(4) Only a person who has gained bachelor's degree in the concerned subject and whose name is registered with the concerned Council shall be a candidate for the officer seventh level medical officer, dental officer, officer *Kaviraj*, integrated medical officer and other doctor equivalent to officer level to be filled through open competition pursuant to Sub-section (4) of Section 8 of the Act.

16. Process of appointment: (1) Any candidate recommended by the Public Service Commission through open competition pursuant to Section 10 of the Act shall have to be appointed by the Authority within Thirty Five day in the case of officer level post and within Fifteen days in the case of assistant level post from the date of submission of the recommendation letter, and a notice of such appointment shall have to be given to the concerned candidate through fast means.

(2) In cases where the notice given pursuant to Sub-rule (1) is not received by the concerned candidate or is returned, a notice shall be published in a public newspaper, informing the concerned candidate to receive the appointment letter, by giving a time limit of One month.

(3) In cases where the concerned candidate does not come to receive the appointment letter even within the time limit as referred to in Sub-rule (2), an alternate candidate recommended by the Public Service Commission may be appointed according to the order of merit. A notice of appointment so made shall have to be given to the Public Service Commission within Fifteen days after the date of appointment.

17. Issuance or cancellation of appointment letter: (1) The following official shall issue appointment letter or appointment cancellation letter to the employee as follows:

- (a) For the officer level employee, Secretary at the Ministry,
- (b) For assistant level employee, the Authority.

(2) While issuing an appointment letter to any employee pursuant to Sub-rule (1), the concerned official may also fix the date for him or her to assume office. The concerned employee shall have assume the office on the same date in cases where any such specific date has been fixed for assuming office and within Thirty Five days from the date of receiving such appointment letter, excluding the time required for journey, in cases where any such date has not been fixed.

(3) Except where information, accompanied by the evidence, is given that a situation beyond his/her control has arisen, the appointing officer may cancel the appointment letter of a employee who fails to assume office within the time limit referred to in Sub-rule (2). Information of such cancellation of appointment letter shall have to be given to the Public Service Commission.

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

19. Medical certificate to be submitted: (1) No one shall be permanently appointed to a post of service without submission of a medical certificate as per Schedule-8.

(2) The medical certificate fitness shall have to be obtained from a doctor recognized by the Government of Nepal.

20. Oath to be taken: (1) Each employee to be appointed in the service shall have to take an oath in the format as mentioned in Schedule-9.

(2) While administering the oath pursuant to Sub-rule (1), the Secretary at the Ministry, in respect of the officer level post, and the Authority, in respect of the assistant level post, shall have to administer the oath.

(3) One copy of the oath taken by the employee pursuant to Sub-rules (1) and (2) shall have to be sent to the Civil Employees Record Office, and another copy shall have to be maintained in the office where such employee is working.

21. Posting to be made if dismissed employee gets clearance: (1) If any employee removed from the service is reinstated in his or her service by a decision of any court, such employee shall have to attend the Ministry within Three months of receipt of the notice of such decision.

(2) An employee who fails to attend office within the time limit under Sub-rule (1) shall not be posted.

(3) If any employee who was removed from the Nepal health service pursuant to the Civil Service Act, 2049(1992) and the Rules framed thereunder, prior to the commencement of these Rules, is reinstated in his or her service by a decision of any court but such employee fails to attend the Ministry within the time limit referred to in Sub-rule (1), it is not required to reinstate him or her.

22. Personal details form (Sheet-roll) and registration book: (1) The Authority shall cause to prepare Five copies of personal details of each employee pursuant to Schedule-10.

(2) One copy of the personal details prepared pursuant to Sub-rule (1) shall have to be sent to the Civil Employees Record Office for entry into the registration book, one copy shall have to be sent to the Ministry, one copy to the concerned Department and one copy to the office where such employee is serving.

(3) Where any employee has already filled up the personal detail form during his or her service in the Nepal health service, pursuant to the Civil Service Act, 2049(1992) and the Rules framed thereunder, prior to the commencement of these Rules, the Civil Employees Record Office and other concerned body shall have to keep on updating that form.

(4) The personal details maintained pursuant to Sub-rule (2) in the office where the employee is serving shall have to be sent immediately to the office of transfer if such employee has been transferred in other place.

(5) The Civil Employees Record Office shall have to enter personal details of each employee in the book and keep up updating such details.

(6) If an employee is to include any additional matter in his or her personal details, he or she shall have to send the same to the Civil Employees Record Office through his or her office from time to time.

23. **Not more than one employee is to be appointed permanently to one post:** Not more than one person shall be appointed permanently to One permanent post at the same time.
24. **Prohibition on temporary appointment contrary to Act:** If any person is appointed temporarily in contravention of Section 13 of the Act, the amount of salary and allowances earned by such temporarily appointed employee shall be recovered from the official making such temporary appointment.
25. **No appointment to be made without following procedures determined by Public Service Commission:** (1) While making appointment to a post to which such appointment is made as per the authority delegated by the Public Service Commission, the official empowered to make appointment shall have to make appointment after publishing an advertisement in respect to such post and following such

process and terms and conditions as determined by the Public Service Commission.

(2) In cases where an appointment has been made to the post to which appointment is to be appointed pursuant to Sub-rule (1), without following the determined process and terms and conditions, and if the Public Service Commission writes that the appointment has not been duly made, within the probation period of such appointed employee, then such employee shall have to be removed within such period.

(3) Departmental punishment shall be taken against the official who makes appointment pursuant to Sub-rule (1) without following the determined process and terms and conditions.

Chapter-4

Provision relating to Expert Post

26. **Expert post:** The Government of Nepal may, by publishing a notice in the Nepal Gazette, specify any specific post of officer level in the service as an expert post in cases where it has become essential for expertise development in view of the qualification, experience and nature of job. Specific qualification necessary for such post shall have to be mentioned in such notice.
27. **Transfer:** (1) The Government of Nepal may transfer an employee holding an expert post without altering the responsibility to discharge the functions and duties of similar nature, to be limited to any specific group and sub-group of the service.
- (2) Any 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 an employee holding an expert post, the Promotion Committee shall make such recommendation on the basis of work efficiency.

(2) While evaluating the work efficiency, the Promotion Committee shall make such evaluation on the basis of criteria fixed in this regard, and may, if it deems necessary, form an expert committee for this purpose.

(3) While promoting an employee holding an expert post to a post of higher class (up to the Twelfth level), the existing post of the employee shall be upgraded to higher class giving suitable designation to it. After the vacancy of such upgraded post, it shall automatically be reverted to the post of initial appointment.

(4) An employee holding an expert post shall not be eligible to be a candidate for any other promotion to be made on the basis of evaluation of work efficiency of the employee.

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

(6) Other matters than those mentioned in this Chapter in respect of the expert post shall be as prescribed by the Ministry in consultation with the Public Service Commission, through the Ministry of General Administration.

(7) The Government of Nepal shall publish the matters prescribed pursuant to Sub-rule (6) in the Nepal Gazette.

Chapter- 5

Posting and Transfer

29. Grounds for posting: (1) For the purposes of Sub-section (1) of Section 17 of the Act, initial posting of a doctor shall be made in a zonal or regional hospital for the first Six months and in a central hospital for the rest Six months.

(2) In the case of a dental officer, integrated medical officer and officer *Kaviraj*, if there is no hospital or health center suitable to his or

her group or sub-group elsewhere than in the valley, he or she shall be posted in a hospital or health center situated in the valley.

(3) In making initial posting of an employee of the service other than a doctor, he or she shall be posted in any appropriate hospital or office in consideration of his or her educational qualification, training and experience, among others.

30. **Power to make transfer:** The powers to order transfer shall be vested in the Ministry in the case of an employee of officer level and in the Authority in the case of an employee of assistant level.

Provided that, the following officer may order the transfer of the following employees of assistant level:

- (a) From the Ministry to a Department and from a Department to the Ministry, the Secretary at the Ministry,
- (b) From one Department under the Ministry to another Department, the Secretary at the Ministry,
- (c) From one regional level office to another regional level office, the Director General or Director of the Department,
- (d) From one district level office to another district level office, the concerned Regional Director,
- (e) From one office under a district to another office under the same district, the concerned Chief of Office of the concerned district.

36. **Grounds for transfer:** Subject to Section 21 of the Act, the transfer of an employee shall be made on the following grounds:

- (a) In a manner not to send an employee who has already served once in the most remote area for a period of Two Hundred Thirty Three days to the most remote area again before expiration of Four years,

- (b) In a manner to send employee spouses in the same district to the extent that vacant posts are available where both husband and wife hold office in the government service,
- (c) In a manner not to hold an employee of officer level normally for more than Three years in the same post of the same office,
- (d) In a manner to harmonize academic shift to the extent possible,
- (e) Also in consideration of the nature of his or her job and responsibility.

32. **Categorization of geographical regions:** For the purposes of Sub-section (2) of Section 21 of the Act and of Sub-rule (2) of Rule 73, the geographical regions of the country shall be categorized as prescribed in Schedule-11.

33. **Details relating to transfer:** The authority empowered to transfer employees shall have to prepare and maintain details relating to the transfer of employees in the format referred to in Schedule-12.

34. **Procedures relating to transfer:** The following procedures shall have to be followed while transferring an employee:

- (a) The authority empowered to transfer the employee shall have to update the details as referred to in Schedule-13 for the transfer of the employees under him or her.
- (b) While transferring an employee from one place to another place, the authority empowered to transfer the employee shall have to mention the reasons for transfer in writing.
- (c) While transferring an employee from any place, transfer shall have to be made only after making provision of having another employee in that place.

- 35.² **Requirement to join office transferred to:** Any employee shall have to assume the office where he or he is transferred to within the time-limit as referred to in Rule 36. He or she shall not be transferred to another office or post without assuming the post transferred to. Departmental action shall be taken to an employee who does not so attend the office where he or he is transferred to within the specified time.
36. **Time limit for assuming charge:** (1) In cases where an employee is required to move from one place to another place upon being transferred and hand over the charge, such employee shall get a time limit not exceeding Twenty One days and a time limit not exceeding Seven days for preparation, excluding the time required for journey, and during the time limit for preparation, the employee shall not be required to attend the office. In cases where it takes more than Twenty One days for handing or taking over the charge, the approval of the concerned Head of Department shall have to be obtained by giving clear reason for the same.
- (2) While transferring an employee from one office to another office, the authority to give the dispatch letter shall give the dispatch letter as referred to in Schedule-14, along with the last month's salary being drawn by him or her and details inclusive of leave up to that period.
37. **Report to be submitted by employee being transferred:** In cases where an employee holding the post of Head of Office is to be transferred, he or she shall have to get the dispatch letter by handing over to the successor a written report clearly showing the actual situation of his or her office; and a copy of such report shall have to be given to the concerned Department and the Ministry.

² Amended by Second Amendment.

Chapter - 6

Provision Relating to Deputation and Acting

38. **To make deputation only after making provision of alternative provision:** In cases where an employee of officer level has to be deputed elsewhere from the Ministry, Department or office where he or she is serving, he or she shall be so deputed only after making provision of an alternative employee in such a manner as not to hamper the job being performed by him or her.
39. **Provisions relating to appointment as acting:** (1) The following official may make appointment as acting to the following posts in the service:
- (a) The Government of Nepal in respect of the post of Head of the Department,
 - (b) The concerned Head of the Department in respect of the Chief of Office and the Chief of Unit Office.
- (2) No appointment as acting shall be made in the other posts of the service other than those as referred to in Sub-rule (1).
40. **Not more than one person may be appointed as acting in one post:** Not more than one employee shall be appointed as acting in any post at one time.
41. **Grounds for appointment as acting:** While making appointment as acting to the post of any Head of Department or Chief of Office falling vacant and in lien in the service, for purposes of Sub-section (1) of Section 15 of the Act, the Ministry shall appoint as acting a person whom it considers proper based on the seniority, work efficiency and educational qualification, from amongst the available employees of the

concerned group who have possessed the qualification for promotion to the post.³

42. **Information of appointment as acting:** If appointment as acting has been made to any post of the service in accordance with Section 15 of the Act, information thereof shall have to be given to the Ministry.

43. **Powers of Chief of Office to be exercised:** (1) If the Chief of any Office becomes absent for a short period owing to sickness or any other reason, the senior-most employee working under him/her shall have to carry out daily work on his or her behalf mentioning as officiating for him/her.

(2) Until the appointment or transfer of a successor to the vacant post of the Chief of any Office, the senior-most employee as referred to in Sub-rule (1) shall have to carry out the functions of the Head of Office, as officiating, holding the responsibility of cash deposits, seal of office, documents and necessary goods for the operation of daily work of the office, until another arrangement is made.

(3) The details of functions carried out in the situation referred to in Sub-rule (2) shall be reported by the employee working as officiating to the level higher than his or her level.

(4) If any employee has worked in a post as acting or as officiating pursuant to Sub-rule (1) or (2), he or she shall also be responsible for the hand-over of ledger (accounts) for the period of work carried out by him or her in such post.

Provided that, for handing over of ledger/accounts for the whole year, the hand-over shall have to be made by the successor for the year that the 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.

³ Amended by Second Amendment.

44. **Salary and allowance to be obtainable for work carried out as acting or officiating:** (1) In cases where the work has been carried out as acting or officiating in any post for a period of more than Fifteen days, such employee who has carried out such work shall be entitled to obtain salary and allowance of the post in which he or she has worked from the date of such work.

(2) The salary and allowance receivable by an 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/she is promoted to one class higher post.

Provided that, the amount of salary and allowance so receivable shall not be less than salary and allowance being drawn by him or her.

45. **Recovery of salary and allowance:** In cases where an employee is appointed as acting to any post for a period more than One year, in contravention of Section 15 of the Act, the amount of salary and allowance drawn by the concerned employee for appointment as acting for such excess period shall be recovered from the authority so appointing as acting.

Chapter-7

Attendance and Leave

46. **All time of employee to be under Government of Nepal:** Except as otherwise provided for in these Rules, all the time of employee shall be subject to the Government of Nepal; and the employee may be required to be engaged in a government business at any time.
47. **Office time, punctuality and attendance:** (1) Subject to Section 52 of the Act, an employee shall have to regularly attend his or her office during the office time fixed by the Government of Nepal for the governmental business.

(2) The concerned Chief of Office may mark as absentee an employee who does not attend office on time fixed pursuant to Sub-rule (1).

Provided that, the Chief of Office may, by mentioning a remark, allow attendance by the employee who comes to office Fifteen minutes later than the fixed time for up to Three times in a month.

(3) No employee shall be allowed to remain absent from his or her office without obtaining leave except for a reasonable reason. The employee who remains so absent shall have to submit an application for leave within Seven days.

48. Casual leave and festival leave: (1) Each employee shall be entitled to get a leave of Twelve days in each year consisting of a casual leave of Six days and a festival leave of Six days.

(2) An employee who goes on the casual and festival leave shall be paid full salary.

(3) The casual and festival leave may also be taken for half a day.

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

(4) The casual and festival leave of One year cannot be accumulated and taken in the next year.

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

Provided that, in cases where the casual and festival leave have been so sanctioned, the authority empowered to grant leave shall have to cause to be maintained the records thereof.

49. Home leave: (1) Every employee shall be entitled to the home leave at the rate of One day for every Twelve days of the period of work performed by him or her.

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

(2) For the purpose of this Rule, the "period of work" means and includes the casual and festival leave, sick leave, maternity leave, mourning leave, substitution leave, additional service leave and public holidays taken during such period.

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

(4) The employees shall be entitled to accumulate up to One Hundred and Eighty⁴ days of home leave earned by him.

(5) In cases where any employee is detached from the service due to any reason, such employee shall be entitled to get a lump sum amount against his accumulated home leave at the rate of the salary being drawn by him or her in the post in which he or she has lien.

(6) In cases where an employee dies before receiving the amount payable in lieu of the accumulated home leave, the person as referred to in sub-section (5) of Section 50 of the Act shall be entitled to receive a lump sum of the amount payable against such accumulated home leave.....⁵

(7) In cases where an employee entitled to get the winter or summer leave is deputed in the work, without entitling him or her to that leave, the office making such deputation shall have to pay to such employee an amount in lieu of the said leave at the rate of salary receivable by him or her in the post in which he or she has lien.

(8) An employee who is on the home leave, study leave or extraordinary leave shall not be entitled to get the home leave during that period.

⁴ Amended by Second Amendment.

⁵ Deleted by Second Amendment.

(9) While going home once a year on the home leave of at least Seven days and returning to office from home after completing the home leave, an employee shall get a time for journey, at the rate of One day for every Eight *Kosh* (Sixteen miles) if he/she travels on foot, and in the case of travel by vehicle, train or aircraft, as many days as required to complete such journey.

50. Sick leave: (1) Every employee shall be entitled to get a sick leave of Twelve days in each year.

(2) The employees shall be entitled to get full salary while going on the sick leave.

(3) In cases where an employee falls seriously ill and the accumulated sick leave is insufficient, an advance sick leave of a maximum of Twelve days may be granted to him or her.

(4) An employee going on the extra-ordinary leave shall not be entitled to get the sick leave during that period.

(5) An employee requesting for the sick leave for a period of more than Seven days shall have to submit a certificate issued by an approved doctor.

Provided that, in cases where the authority empowered to grant leave believes that submission of such certificate was not generally possible, he or she may sanction that leave even without certificate, by having recorded the matter accordingly.

(6) The employees shall be entitled to get accumulated the sick leave earned by them.

(7) In cases where any employee is detached from the service due to any reason, such employee shall be entitled to get a lump sum amount against his accumulated sick leave at the rate of the salary being drawn by him or her in the post in which he or she has lien.

(8) In cases where an employee dies before receiving the amount payable in lieu of the accumulated sick leave, the person as referred to in Sub-section (5) of Section 50 of the Act shall be entitled to receive a lump sum of the amount payable against such accumulated sick leave.

(9) In cases where the accumulated sick leave and home leave are insufficient for the treatment of an employee suffering from any serious or major disease, an additional sick leave not exceeding Forty Five days may be taken in advance upon submission of a certificate issued by an approved doctor on conditions that such leave shall be deducted from the sick leave and the home leave to be earned subsequently. The employee taking such advance leave shall be entitled to full salary.

(10) In cases where the leave taken pursuant to Sub-rule (9) is insufficient and additional leave is required to be taken, the employee may, on recommendation of the medical board designated by the Government of Nepal, take the extra-ordinary leave for a maximum period of one year during the service period on conditions that it shall be deducted from the extra-ordinary leave to which he or she is entitled.

(11) In cases where an employee taking the advance sick leave pursuant to Sub-rule (9) dies, the sick leave so taken in advance shall *ipso facto* be exempted.

51. Maternity leave: (1) In cases where a female employee becomes pregnant, she shall be entitled to a maternity leave of Sixty days before or after delivery.

(2) A female employee going on the maternity leave shall be entitled to get full salary.

(3) The maternity leave shall be given only for Two times during the service period.

(4) The concerned office shall have to maintain updated records of the maternity leave.

52. **Obsequies leave:** (1) Any employee who has to observe obsequies him/herself as per the rites and rituals shall be entitled to an obsequies leave of Fifteen days. A female employee shall also be given the obsequies leave for Fifteen days if her husband has to observe obsequies.

(2) Notwithstanding anything contained in these Rules, an employee who goes on the obsequies leave shall, while going to and from home, get an additional time required for journey as mentioned in Sub-rule(9) of Rule 59.

(3) The employee going on the obsequies leave shall be entitled to full salary.

53. **Study leave:** (1) Any employee who is to go to pursue study in a subject that is useful and necessary for the service, upon being nominated or selected for a scholarship of the Government of Nepal or made available to the Government of Nepal, may get a study leave during the period of study.

(2) An employee shall be entitled to the study leave for a maximum period of Three years at one time or various times during the service period.

Provided that, no employee shall be granted the study leave again for another term prior to the completion of Three years after that employee has returned to service upon completion of a study.

(3) Notwithstanding anything contained in Sub-rule (2), any employee who has gone on study leave for any study on nomination shall not be granted any additional study leave for the study of additional subject or for obtaining additional degree nor shall the extra-ordinary leave be granted.

(4) The employee going on the study leave shall be entitled to full salary.

(5) Any employee, who is going for study in a subject that is useful and necessary for the concerned group, sub-group, on personal effort with prior approval of the Government of Nepal, may be granted the study leave pursuant to Sub-rule (2).

Notwithstanding anything contained in Sub-rule (4), the employee going on such study leave shall not be entitled to salary.

(6)⁶ Any employee who has not served in the post held by him or her in a most remote area for One year and in a remote area for Two years continuously, for up to Three years shall not be entitled to get the study leave.

Provided that, where an employee is not able to serve in a most remote or remote area because of the post or position or office not being available, nothing shall preclude from granting the study leave to such an employee despite that he or she has not served in the said area.

Explanation: If a temporary service period of an employee has been included in his or her permanent service period pursuant to these Rules, such temporary service shall also be counted for purposes of this Sub-rule.

(6a)⁷ Notwithstanding anything contained in Sub-rule (6), if an employee who has been selected for study at the master's level to be offered by such university or educational institute within Nepal as prescribed by the Government of Nepal has completed a service period of a minimum of Two years consisting of the service period of at least One year in the most remote area or that of Two years in a remote area, nothing shall prevent the granting of study leave to such employee.⁸

⁶ Amended by Second Amendment.

⁷ Inserted by First Amendment.

⁸ For the purposes of this Rule, the Government of Nepal has, vide a notice in the Nepal Gazette in the Nepal Gazette of 2060.2.1 (15 May 2003), prescribed the following university or educational institute:

(a) National Academy of Medical Sciences, Bir Hospital, Kathmandu.

(7) In cases where an employee is nominated and deputed by the Government of Nepal to take a training that is essential for the implementation of any project or program, he or she 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 training deputation shall not be granted to any employee sent to obtain an academic degree.

54. Extra-ordinary leave: (1) An employee shall have to submit an application, along with the reasons for taking the extra-ordinary leave; and if the reasons are found reasonable, the Government of Nepal may grant an extra-ordinary leave not exceeding One year at One time and up to Three years during the service period.

(2) An employee going on the extra-ordinary leave shall not be entitled to salary during that period.

Provided that, the employee going on the extra-ordinary leave pursuant to Sub-rule (10) of Rule 50 shall be entitled to full salary during the period of such leave.

(3) No employee shall be entitled to the extra-ordinary leave without completing Five years of government service period.

Provided that,

(a) This Sub-rule shall not be deemed to prevent the taking of the extra-ordinary leave as an additional sick leave pursuant to Sub-rule (10) of the Rule 50.

(b) An employee who intends to pursue study at his/her personal effort may get the extra-ordinary leave for a maximum period of Three years at one time or at

(b) TU Teaching Hospital, Maharajgunj, Kathmandu.
(c) BP Koirala Institute of Medical Sciences.

various times, subject to Sub-rule (1) after completing Two years of service period.

(4) The period of extra-ordinary leave taken by any employee shall not be counted in his or her service period, for any purpose⁹

55. **Substitution leave:** (1) The employees serving in the offices such as health institutions, hospital and health posts where service is to be delivered on public holidays shall be entitled to a substitution leave for their service on public holidays; and they have to go on such leave by rotation within the next Three months.

(2) Payment shall be made in a sum equal to the salary of the period for which the substitution leave cannot be taken by rotation pursuant to Sub-rule (1).

(3) The concerned Chief of Office shall have to update and maintain the records of substitution leave.

56. **Additional service leave:** (1) The employees who have to serve in health institutions, hospital and health posts for more than Forty hours in a week shall be entitled to an additional service leave for their additional service; and they may go on such leave by rotation within the next Three months.

(2) Payment shall be made in a sum equal to the salary of the period for which the additional service leave cannot be taken by rotation pursuant to Sub-rule (1).

(3) The concerned Chief of Office shall have to update and maintain the records of additional service leave.

57¹⁰. **Leave may be granted to serve in international organization or association:** In cases where any employee applies for leave to serve in an international organization or association and if there exists a sufficient

⁹ Deleted by Second Amendment.

¹⁰ Amended by Second Amendment.

ground that it will also be useful to the Government of Nepal if he or she is sent to so serve, the Government of Nepal may grant permission to the employee to go on leave and join such service for a maximum period of Three years during the service period, not exceeding One year at a time, on conditions that such period of leave is to be deducted from the extraordinary leave obtainable by him or her pursuant to Rule 54, by making a bond with him/her to the effect that he or she will return to perform service.

58. Procedures for requesting leave: (1) For the sanction of a leave, the employee shall have to submit an application to the official empowered to grant leave through his or her own office, in the format as prescribed in Scheduel-15, indicating the period of leave required for him, the reason for the same and other details if required to go abroad; and the official empowered to grant leave shall also have to give a notice of approval or disapproval of leave to such employee.

(2) The official empowered to grant leave may sanction the leave from the date preceding the date of application, if the official is satisfied with the following matters:

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

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

- (a) Details of the subject intended to be studied by him or her,
- (b) Details of acceptance for admission to the university, institution or training centre where he or she intends to study,

- (c) Such other necessary details as may be helpful to the Government of Nepal in respect of such leave.

59. Official empowered to grant leave: (1) The following official may sanction the following leave:

	Type of leave	Official empowered to approve
(a)	Casual and festival leave	Chief of concerned Office
(b)	Home leave	Chief of concerned Office
(c)	Sick leave	Chief of concerned Office
(d)	Maternity leave	Chief of concerned Office
(e)	Obsequies leave	Chief of concerned Office
(f)	Study leave	Government of Nepal
(g)	Extra-ordinary leave	Government of Nepal
(h)	Substitution leave	Chief of concerned Office
(i)	Additional service leave	Chief of concerned Office

(2) The Ministry shall sanction the leave of the officer twelfth level employee, other than the leave as referred to in Clause (a) of Sub-rule (1).

(3) Notwithstanding anything contained in Clause (a) of Sub-rule (1), the Head of Department or Chief of Office may himself or herself sanction his/her casual and festival leave.

Provided that, the head of Department shall approve the leaves of the Chief of Office, other than that set forth in Clauses (f) and (g).¹¹

60. Leave not to be converted: An employee shall have to utilize the same leave which he or she has taken pursuant to this Chapter. In cases where one type of leave has been sanctioned earlier, such leave shall not be

¹¹ Inserted by Second Amendment.

converted into another type of leave after such leave, except the obsequies leave or maternity leave.

61. **Public holidays to be included:** In cases where an employee has gone on any type of leave other than the casual and festival leave, it ends on a public holiday and he or she 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 her or another leave to which he or she may be entitled where no such leave is due to him or her.
62. **Action to be taken for not attending office:** Any employee remaining absent from the office without taking leave may be subject to being marked as an absentee and deduction of salary, and departmental punishment, as well. No salary and allowance shall be provided for the period of such absence, and such period of absence shall not be counted in the period of service.
63. **Records of leave:** (1) The official empowered to grant leave shall have to cause to maintained records of leave of the employees working under him or her. Where the maternity leave, extra-ordinary leave or study leave is granted to any employee, information thereof has to be sent to the Civil Employees Record Office and to the office responsible for salary expenses.
- (2) In cases where any employee has been transferred or promoted from one office to another office, a notice of such transfer or promotion and a copy of the records of leave shall have to be sent to the current office. The records of such leave shall have to be maintained as per Schedule-16.
- (3) A copy of the records of leave referred to in Sub-rule (2) shall also be given to the concerned employee. It shall be the responsibility of the concerned Department or Ministry of the employee to submit such records of leave while taking action for promotion.

64. **Leave not matter of right:** Leave is not a matter of right, it is merely a privilege.

Chapter- 8

Promotion

65. **Promotion committee:** There shall be the following promotion committees for the following offices for making promotion to the assistant level posts in the service in accordance with Sub-section (3) of Section 25 of the Act:

(a) For the Ministry and Departments:

- (i) Member of the Public Service Commission or official designated by the Public Service Commission - Chairperson
- (ii) Secretary at the Ministry or officer designated by the official equivalent thereto -Member
- (iii) Chief of the Administration Section of the concerned authority or officer designated by the Head of Department -Member

(b) For the Regional Health Service Directorate and district based health offices¹² :

- (i) Member of the Public Service Commission or official designated by the Public Service Commission - Chairperson
- (ii) Concerned Chief District Officer or officer designated by him or her -Member
- (iii) Chief of the concerned body -Member

¹² Amended by Second Amendment.

66. Secretariat of promotion committee and meeting: (1) For the promotion to the officer level posts through evaluation of competency in accordance with Sub-section (1) of Section 8 of the Act, the Ministry shall carry out the function of the secretariat of the promotion committee pursuant to Section 25 of the Act.

(2) For the promotion to the assistant level posts in accordance with Clauses (a) and (b) of Rule 65, the concerned body shall be the secretariat of the promotion committee.

(3) The meeting of the promotion committee shall be held in every Six months for the fulfillment of vacant posts under each group or sub-group in the service by promotion through evaluation of competency.

67. Publication of notice on fulfillment of post and application: (1) After the determination of percentage of fulfillment and number of posts pursuant to Rule 14, the Public Service Commission shall publish a notice, along with the details of officer level posts subject to promotion through evaluation of competency. However, it shall be the function of the secretariat of the concerned promotion committee to publish such notice and collect applications in the case of the assistant level posts.

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

(2a)¹³ Marks for promotion shall be counted up to the last day for making application, except for the period of being a potential candidate (last day of the month of *Ashad* (mid-July).

¹³ Inserted by Second Amendment.

(3) The concerned candidate shall have to submit an application in the format as determined by the Public Service Commission within the time limit as prescribed in the notice as referred to in Sub-rule (1). In respect of the officer level posts, the Public Service Commission shall have to send the applications so submitted to the Secretariat of the concerned promotion committee to initiate proceedings on recommendation for promotion.

68. Calculation service period for purposes of promotion: For the purpose of counting marks for the service period as referred to in Section 26 of the Act and for seniority pursuant to Clause (b) of Sub-section (2) of Section 29 of the Act, in the case of the employees who are adjusted to the level system from the class system of the civil service pursuant to Section 90 of the Act at the time of commencement of these Rules, service period shall be counted from the respective dates of their respective appointment or promotion to their respective posts pursuant to the Civil Service Act, 2049 (1992) and the Civil Service Rules, 2050 (1993).

69. Potential candidate for promotion: (1) For the promotion through evaluation of competency to the vacant officer level posts of a group or sub-group in the service, the employees having completed the service period as referred to in Section 26 of the Act in the post that is One level lower than the vacant post under the concerned group or sub-group shall be become potential candidates.

(1a)¹⁴ Notwithstanding anything contained in Sub-rule (1), for promotion through evaluation of work efficiency to the vacant posts of officer level of the groups or sub-groups of the service, those employees who have served in such posts of general health services group as are One level lower than the vacant posts and competed the service period as

¹⁴ Inserted by Second Amendment.

referred to in Section 26 and have obtained the concerned educational qualification as specified in Schedule-7.

(2) For such promotion to the assistant level posts, the following employees who have completed the required service period shall become potential candidates:

- (a) For an assistant level post vacant in the Ministry and Department, the employees who are serving in One class lower post of the concerned group and sub-group at the Ministry and Department,
- (b) For an assistant level post vacant in the Regional Directorate and offices thereunder, the employees who are serving in One class lower post of the concerned group and sub-group at the concerned Regional Directorate and offices thereunder.

(3) Notwithstanding anything contained in Clauses (a) and (b) of Sub-rule (2), even though, after the determination of percentage of fulfillment of posts and the allocation of the number of posts for promotion pursuant to Rule 14, an incumbent employee is transferred to another office prior to the allocation of number of posts, such employee shall not be deprived of being a potential candidate for promotion to the post allocated in his previous office (prior to transfer).

70. Promotion on the basis of competency: The evaluation of competency of an employee shall be made pursuant to Section 29 of the Act and the employee who secures the highest marks shall be promoted first of all.

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

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

Provided that, in cases where recommendation of the open competition and that of the competition for promotion have been received from the Public Service Commission on the same date, the seniority of an employee recommended through open competition shall be maintained.

71. Evaluation of work performance: (1) The work performance evaluation form to be used for the evaluation of work performance of an employee shall be as mentioned in Schedule-17.

(2) For the evaluation of work performance of an employee, the concerned employee who is One class higher than the employee whose work performance is to be evaluated shall be the supervisor and the concerned employee who is One class higher than the supervisor shall be the reviewer.

Provided that,-

- (a) An assistant level employee shall not be the supervisor of an office level employee.
- (b) In cases where there is no officer employee to be the reviewer of the assistant level employee in the

offices located at district, the officer designated by the chairperson of the review committee shall be the reviewer.

- (c) In cases where an officer Twelfth level employee is the supervisor of any officer level employee, he/she shall also act as the reviewer.
- (d) The employee working as the Chief of Office or Head of Department may also act as the supervisor for the evaluation of work performance of an employee of the same class working under hi or her.

Explanation: In cases where an employee who is to be evaluated and an employee acting as his/her supervisor are of the same level and both of them are potential candidates for promotion in the same service, group or sub-group, for the evaluation of work performance of such employee, the employee working as such supervisor shall have to submit such work performance evaluation form, along with his or her written views taking into account the above-mentioned matters to the reviewer or to the employee of the class higher than that of him or her for supervision.

- (e) The Secretary at the Ministry shall be the supervisor and reviewer of the employee serving in the officer Twelfth level.

(3) There shall be the following review committee for the evaluation of work performance of the assistant level employee:

- (a) Secretary at the Ministry or officer designated by the concerned Head of Department - Chairperson
- (b) Concerned reviewer - Member
- (c) Concerned supervisor - Member

(4)¹⁵ There shall be the following review committee for the evaluation of work performance of the employees of officer Sixth to Tenth level:

- (a) Secretary at the Ministry - Chairperson
- (b) Tenth or eleventh level officer designated by the Secretary at the Ministry - Member
- (c) Director General of the concerned Department - Member

(5)¹⁶ There shall be the following review committee for the evaluation of work performance of the employees of officer Eleventh level:

- (a) Chief Secretary or Secretary of the Government of Nepal designated by him or her - Chairperson
- (b) Secretary at the Ministry - Member
- (c) Twelfth level officer designated by the Secretary at the Ministry - Member

(6)¹⁷ The division of a total of Forty marks to be given after evaluating of the work performance of an employee shall be as follows:

¹⁵ Amended by Second Amendment.

¹⁶ Amended by Second Amendment.

¹⁷ Amended by Second Amendment.

- (a) Maximum marks that the supervisor can give: 18
- (b) Maximum marks that the reviewer can give: 12
- (c) Maximum marks that the review committee can give: 10

(7) The supervisor, reviewer and review committee may follow the following procedures, in addition to the grounds mentioned in Sub-section (4) of Section 29 of the Act, in giving marks for the work performance of an employee:

- (a) To examine the submitted work performance evaluation forms and maintain harmony between the work performance and the distribution of marks in such forms,
- (b) To consider the inter-relationship between the aggregate achievement of any agency and the evaluation of work performance of the employee serving in such body,
- (c) If it is found necessary to do so, to seek clarification from the reviewer or supervisor on the submitted work performance evaluation forms or send them back to them for reconsideration,
- (d) If the clarification re-submitted on the work performance evaluation form is not rational or even the marks stand unchanged, the review committee is to make comments on this and write to the concerned agency to maintain records of such supervisor or reviewer.

(8) While calculating marks for purposes of the evaluation of work performance, it shall be worked out on the average of the work performance evaluation forms of such last years as may be required to be a potential candidate for evaluation. After the commencement of these Rules, calculation of marks on evaluation of the work performance of all employees in fiscal year 2053/054 shall be made according to the work performance evaluation form as referred to in these Rules. Irrespective of the years of which work performance evaluation forms are required to become a potential candidate for promotion, average marks of the work performance evaluation form shall be calculated for one period pursuant to this Rule for fiscal year 2053/054, for Two periods in the second year, for Three periods in the third year and for Four period in the fourth year.

Provided that,

- (1) Marks due for the work performance evaluation for the period of training or study undergone shall be granted in proportion of the marks secured in the year immediately preceding the departure for such study or training.
- (2) The potential candidacy shall be calculated only by deducting the period of extra-ordinary leave undergone; and the work performance evaluation form shall not be filled up for the period of such leave. In evaluating the work performance for a period less than one year but more than a period of Six months or more, marks shall be calculated on pro rata of the marks specified for One year.

71A.¹⁸ Period for evaluation of work performance: (1) The concerned employee shall fill up his or her work performance evaluation form and submit it to the supervisor within Seventh day of the month of *Shrawan*

¹⁸ Inserted by Second Amendment.

(Third week of July) of each year. The supervisor shall make supervision and submit the same to the reviewer within the last day of the month of *Shrwan* (Mid August).

(2) The reviewer shall review the work performance evaluation form received pursuant to Sub-rule (1) and deliver it to the review committee within the Fifteenth day of the month of *Bhadra* (Second week of September).

(3) The review committee shall, upon evaluation pursuant to Sub-rules (1) and (2), make work performance evaluation and deliver One copy of the form to the Public Service Commission within the last day of the month of *Bhadra*.

72. **Evaluation of seniority:** While granting to the civil employee marks for seniority, a maximum of Twenty marks shall be granted, consisting of a maximum Sixteen marks at the rate of Two marks for each year of service in the class that he or she is holding at present and a maximum Four marks at the rate of half mark for service in the One level lower post.

Provided that,-

- (1) While calculating marks for seniority, marks shall be calculated on pro rata basis for a period of more than One year by a few months or days.
- (2) For purposes of this Clause, no marks shall be granted for the period of absence or extra-ordinary leave undergone.

73. **Evaluation of experience of service in geographical region:** (1) While granting marks to the employee for his/her experience of work in different geographical regions, the different geographical regions of the country shall be classified into Three categories viz. 'a1', 'a2', 'b1', 'b2' and 'c1' and 'c2', respectively, as mentioned in Schedule-11, and marks

shall be granted as follows not in excess of Twenty Five marks for the work experience in one or more categories thereof,¹⁹

- (a) At the rate of 5 marks for each year of service in category 'a1',
- (b) At the rate of 4 marks for each year of service in category 'a2',
- (c) At the rate of 3.5 marks for each year of service in category 'b1',
- (d) At the rate of 2.5 marks for each year of service in category 'b2'.
- (e) At the rate of 1.5 marks for each year of service in category 'c1'.
- (f) At the rate of 1 mark for each year of service in category 'c2'.

(2) For purposes of Sub-rule (1), the categorization of different geographical regions shall be as prescribed in Schedule-11.

(3) The marks obtainable for the service in a geographical region shall be calculated only if the marks have been obtained in the post being held at the moment.

(4) No marks of any one geographical region shall be granted if any employee makes continuous office attendance for a period of less than Six months. For continuous office attendance in the region of posting for a period more than Six months by some months or days, marks shall also be given for such period on the *pro rata* basis.

(5) The marks equivalent to that of category 'c2' shall be granted to the employee who goes on deputation for a foreign training.

¹⁹ Deleted by Second Amendment.

(6)²⁰ If any employee continues the work upon reinstatement after having retired from the service, in granting marks for the work carried out by him or her in the geographical region for the year of his or her retirement, marks shall be granted as applicable for the same category of geographical region as from which he or she has been removed..

Provided that, the marks of geographical regions of category 'c2' shall be granted for the remaining period.

- 74. Evaluation of educational qualifications and training:** While granting marks to the employees for educational qualifications, marks shall be granted for the minimum educational qualifications required to join any post of the service and for one additional educational degree which is higher than the minimum educational qualifications in a related subject. Marks shall be given as follows in a manner not to exceed Fifteen marks for educational qualifications and training:

	Educational qualifications (degree) and training	Marks		
		First division	Second division	Third division
(a)	For the minimum educational qualifications required to enter service	10	9	8
(b)	Diploma related with service, group higher than the minimum educational qualifications required to enter service	2	1	5
	or Master's degree related with service, group	4	3	2

²⁰ Inserted by Second Amendment.

(c)	For the in-service training related with service, group (for the officer level)	1	75	5
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(2) The marks mentioned in Clause (b) of Sub-rule (1) shall be given to the employee who has obtained only the degree that is higher than the minimum educational qualifications required to enter the service.

For example, where the minimum educational qualification is prescribed to be bachelor's degree or equivalent thereto, and an employee has gained master's degree or equivalent thereto directly after proficiency certificate (intermediate) or a degree equivalent thereto, only the marks for the minimum educational qualifications as referred to in Clause (a) of Sub-rule (1) shall be given to that employee, and in such a case, the marks prescribed in Clause (b) of Sub-rule (1) shall not be given for the same qualification.

(3) While giving marks to the employee for training, marks shall be given for an in-service training of a period of One month or more, in a subject related with the service. In calculating marks for the training, the marks shall be calculated only for that class while in which class he or she has been nominated for the training.

(3a)²¹ If any employee has taken a training as referred to in Sub-rule (3) while serving in any level to be upgraded, marks for the same shall be calculated in the level to be promoted to.

(4) Marks of Second division shall be given for the educational qualification or training of which division is not set out.

(5) The employee shall submit certified copies of the educational qualifications and the in-service training. No marks shall be granted therefor if he or she fails to submit them.

²¹ Inserted by Second Amendment.

(6)²² The minimum educational qualification fixed to enter the service of the officer Sixth and Seventh levels for promotion to the post above the Seventh level, except the minimum educational qualification fixed for the posts of officer Sixth, Seventh, Eighth, Ninth and Eleventh level to be fulfilled by open competition pursuant to Clauses (f), (g), (i) and (j) of Section 8 of the Act shall be considered to be the minimum educational qualification.

(7) For purposes of selection of employee pursuant to Sub-section (3) of Section 8 of the Act, the minimum educational qualification as referred to in Rule 25²³ fixed for the post in which such employee is incumbent shall be considered to be the minimum educational qualification.

For example: Having done certificate level in general medical science in order for one to be selected to the post of public health officer.

75. **Calculation of training for purposes of promotion:** Marks shall be given for purposes of promotion to be made pursuant to these Rules for a training taken by an employee while he or she was holding the post for the time being pursuant to the Civil Service Rules, 2050(1993), prior to the commencement of these Rules.

76. **Publication of name-list for promotion:** The promotion committee shall publicly publish a name-list of employees recommended for promotion. The marks secured by the employee having secured the lowest mark shall also be mentioned in such name-list. If, following the publication a name-list for promotion, any candidate intends to see the marks which he or she has secured, he or she shall be allowed to see his or her marks for other grounds except for the work performance evaluation.

²² Amended by Second Amendment.

²³ Amended by Second Amendment.

77. **Procedures relating to decision on promotion complaint:** (1) If an employee whose name is not included in the promotion name-list recommended pursuant to Rule 76 intends to file a complaint against that promotion, he or she may file a complaint with the Public Service Commission or the authority prescribed by that Commission within Thirty Five days from the date of publication of the promotion name list.

(2) If, after a complaint filed pursuant to Sub-rule (1) has been settled pursuant to Sub-section (5) of Section 29 of the Act, the promotion name-list previously published is to be amended, the complaint hearing authority shall give a notice thereof to the promotion committee.

(3) If, while examining a complaint pursuant to Sub-rule (1), it appears that erroneous evaluation has been carried out knowingly, the Public Service commission or the authority prescribed by that Commission may warn the evaluator.

(4) If a complaint filed pursuant to Sub-rule (1) is held to be false, Two marks and Three marks of such a complainant shall be deducted on the promotion to be made following the complainant, for the complaint made for the First and Second time, respectively; and information thereof shall be given to the concerned complainant.

78. **Date of promotion and promotion appointment:** (1) After the publication of a promotion name-list in accordance with Rule 76, the candidates recommended for promotion shall not be given appoint but shall be put in a waiting list until Thirty Five days from the date of publication of that name-list, for purposes of complaint against promotion. If no complaint is filed against such recommendation of promotion, appointment shall have to be given, with seniority being fixed in the class to be promoted from the date of the Thirty-sixth day (next day of the lapse of time limit for filing complaint) of the publication of that name-list.

(2) In cases where a complaint is filed against the promotional recommendation in accordance with Sub-rule (1) of Rule 77, appointment shall have to be given by fixing the date of seniority as follows:

- (a) In cases where a decision has been made to amend the promotional recommendation in accordance with Sub-rule (2) of Rule 77, from the date of publication of the name-list so amended, and
- (b) In cases where a complaint has been repealed or the original promotional recommendation has been confirmed, from the date of the Thirty-sixth day of First publication of the promotional recommendation.

79. Powers of promotion committee to make necessary

arrangements: In case where, in taking action on promotion to the officer level posts, there arises any unforeseen difficulty on a matter not incorporated in this Chapter or any matter, despite its being incorporated in this Chapter, in respect of which the Rule does not make any hint on action, the promotional committee may do or make necessary interpretation or arrangement, without prejudice to the objectives of the Act and these Rules. Such interpretation or arrangement shall have to be sent to all concerned agencies for guidance.

80. Advertisement for promotion through internal competitive

examination: The Public Service Commission shall have to publish an advertisement for the information of the concerned candidates for the fulfillment of the officer level posts to be fulfilled by promotion through internal competitive examination, as per the percentage determined pursuant to Rule 14. Such advertisement shall have to indicate, *inter alia*, the number and details of posts to be promoted to, required educational qualification and period of service, deadline for application and place for submission of applications.

- 81. Provision of candidacy in examination of promotion through internal competition:** (1) For the promotion through internal competitive examination as per the advertisement published pursuant to Rule 80, the employees having completed the service period as referred to in Section 26 of the Act in the post that is one level lower than the vacant post to which promotion is made under the concerned group or sub-group and having possessed the educational qualification as prescribed in Schedule-7²⁴ shall become potential candidates.
- (2)²⁵
- 82. Grounds for promotion through competitive examination:** While making promotion to the vacant posts of the service through internal competition and inter-service competitive examination pursuant to Rule 81, promotion shall be made on the basis of recommendation made from amongst the successful candidates in the examination held by the Public Service Commission.
- 83. Inapplicability of age-limit:** Age limit shall not be applicable to the employee to become a candidate for promotion.
- 84. Change of group or sub-group:** (1) If the Government of Nepal so requires, it may change the group or sub-group of an employee having possessed the following qualification, from one group or sub-group of the service in which he or she is incumbent to the post of same level of another group or sub-group under the same service, based on the recommendation of the Public Service Commission.
- (a) Having possessed the required minimum qualification fixed for the post of the group or sub-group to be changed,

²⁴ Amended by Second Amendment.

²⁵ Deleted by Second Amendment.

- (b) In the event of change from one group or sub-group to the seventh level post or a post higher than that of another group or sub-group, having done master's degree in the subject related with that group or sub-group,
- (c) Having completed the service period of at least three years in the post of group or sub-group in which the employee is incumbent at the moment.

(2) If an employee intends to change a group or sub-group, the group or sub-group of the concerned employee recommended by the Public Service Commission based on written examination and interview.

Chapter- 9

Salary and Allowance

85. **Salary scale:** (1) Any employee, who has been freshly appointed to the post carrying salary as per the determined salary scale, shall get starting salary mentioned in such pay scale and allowance, if any, receivable.

(2) Any employee who is promoted to any post of higher salary scale shall get the starting salary prescribed in such salary scale.

Provided that, in cases where the present salary receivable by him or her is equal to or more than the minimum salary of the said higher salary scale, his or her salary under the said higher salary scale shall be prescribed as follows:

- (a) In cases where the present salary receivable by him or her is only equal to the starting salary of the higher salary scale, the salary shall be prescribed by adding one salary increment in that salary.
- (b) In cases where the salary being received from the previous post is higher than the starting salary of the

promoted post, salary of higher salary scale shall be prescribed by adding the amount of difference in his or her existing salary and one salary increment of higher salary scale.

(3)²⁶ In cases where the total period of service has been set for pension by adding the period pursuant to Section 46 or Sub-section (3) of Section 48 of the Act, the amount of salary increment for the period so added shall also be included for the purposes of pension.

86. Other conditions for receiving salary and allowance: (1) Any employee having been transferred or promoted from one office to another office shall be entitled to get the salary (excluding local allowance) from the current office as per the transferred or promoted post for the time limit of Seven days for preparation and the time limit for journey receivable pursuant to these Rules in order to attend the current office and leave the existing office.

(2) In case where the Government of Nepal decides to give any training to any employee who has been transferred, promoted from one office to another office or freshly appointed or depute him/her on any other government work, prior to joining the current office, the salary (except local allowance) of the transferred, promoted or newly appointed post shall be given for such period.

(3)²⁷ Where any employee dies before obtaining the appointment of promotion after being promoted, such an employee shall be entitled to the salary, allowance and facilities applicable to the promoted post from the date of the decision of promotion.

87. Provisions relating to Dashain expenses: (1) An employee shall receive an amount equivalent to the salary of One month being earned by

²⁶ Inserted by Second Amendment.

²⁷ Inserted by Second Amendment.

him or her pursuant to Sub-section (1) of Section 42 of the Act as the *Dashain* expenses each year, prior to fifteen days of *Gathasthapan*.

(2) In the case of a temporary employee, the *Dashain* expenses shall be provided to him or her pursuant to Sub-rule (1) only if he or she has completed Six months of service period prior to Fifteen days of *Gathasthapan*.

88. **Local allowance:** Only an employee who serves in a place where the local allowance is receivable shall be entitled to get such allowance. Even though any employee has been posted in a place where the local allowance is receivable, he or she shall not be entitled to get the local allowance during the period or he or she may be entitled only to the allowance prescribed for the place concerned if he or she is not entitled to any allowance because of deputation or otherwise or if he or she acts in a place where lesser allowance is payable.
89. **Overtime allowance:** (1) If an employee works for over time than the time prescribed by the Government of Nepal, the allowance payable in respect of such overtime shall be as prescribed by the Government of Nepal.
- (2) Other procedures relating to the allowance payable for the overtime work pursuant to Sub-rule (1) shall be as determined by the Government of Nepal.
90. **Special facility:** The Government of Nepal may give special facility in consideration of the nature of responsibilities of the employees in the service.

Chapter- 10

Medical Expenses

91. **Medical expenses:** (1) Any employee shall be entitled to the medical expenses in a sum equal to the current salary of Twelve months if he or

she is an employee of officer level and equal to the current salary of Twenty One months if he or she is an employee of assistant level employee, during his or her service period.

(2) If any employee or any member of his or her family falls sick, the Government of Nepal shall give the medical expenses incurred as follows, not exceeding the amount receivable pursuant to Sub-rule (1):

- (a) The fees incurred for medical examination carried out by a recognized doctor and the expenses for medicines purchased as per the prescription after the examination, for the treatment of disease,
- (b) The expenses incurred in the admission to or treatment in a health institution as per the bill,
- (c) The expenses as certified by the Head of Department in respect of the other employees other than the Head of Department and by the Secretary at the Ministry in respect of the Head of Department, incurred in the treatment in a place where any hospital and recognized doctor are not available,

Explanation: "recognized doctor" means a doctor, officer *Kaviraj*, integrated medical officer incumbent in the government service or registered as a doctor pursuant to the prevailing laws.

- (d) The expenses incurred in all kinds of operations (surgical operations) except plastic surgery, as per the bill,
- (e) In the event of medical treatment in another district or abroad leaving home or rented house, total amount of transport expenses for the patient and one attendant, if the attendant 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 receivable by the concerned employee as per the laws in force.

(3) If any employee wishes to get an advance of medical allowance receivable pursuant to this Rule and if the reason therefor appears to be reasonable, the amount may be given in advance on conditions of settling down the account lateron, subject to this Rule. While settling down the account of the amount taken as an advance exceeds the amount receivable for treatment, such amount of difference shall be deducted from the salary of the concerned employee by installments. If the concerned employee or the member of his/her family dies prior to the recovery of such amount of deduction, the amount due to be deducted shall be remitted.

(4) Departmental action may be taken against an employee who demands for or receives medical allowance under this Rule by submitting false details, including the recognized doctor (if he or she is an employee) who has certified such false details.

(5) While releasing the expenses for medical treatment in cases where any temporary employee falls sick, the period of Twenty years shall be regarded as the total period of service and the expenses for treatment shall be given under this Rule by calculating, on the *pro rata* basis, 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 employee when being relieved of the service.

(6) Except in cases of dismissal from the service disqualifying for the government service in the future, the employee who is detached 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, with or without having received any portion of such amount.

Provided that, any employee detached 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 to the remaining amount to be received for the medical expenses if the employee has completed the service period of Twenty years, Twenty Five years or more, respectively.

(7) While giving the medical expenses to any employee who has not completed a service period of Ten years, the amount prescribed in this Rule shall be regarded as an 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 employee requesting for medical expenses under this Rule shall have to take the sick leave as long as the sick leave is due, in cases where he and she could not be present in the office as a result of falling sick. Other leaves may be requested only when the balance of sick leave is over.

(9) Except in cases where treatment has to be done in a health institution or abroad pursuant to this Rule, any employee may be given, in One year, the medical expenses equal to an amount not exceeding his or her current salary of One and half month.

(10) The records of medical expenses given to an employee under this Rule shall have to be maintained by the office maintaining such expenses and such details shall have to be sent to the concerned Department and the Civil Employees Record Office for the maintenance of records.

(11) If any employee serving in a remote area where means and facilities are not available has fallen sick and his or her disease could not

be treated at the local health institution whereby putting his or her very life under threat, and if such employee is carried to any other nearest well equipped health institution within Nepal from that place for treatment by a fastest means, with the approval of the Secretary at the Ministry, the transport expenses in carrying him or her to and from the health institution shall be borne by the Government of Nepal.

92. **Additional financial assistance:** In the event of treatment of any employee who has sustained injuries whilst performing the government work or if the employee recommended by the medical board constituted by the Government of Nepal indicating that his or her treatment cannot be done within Nepal, wishes to go abroad for treatment, he or she may be provided with an amount of additional financial assistance as deemed appropriate by the Government of Nepal, on the recommendation of the following Committee, in addition to the medical expenses receivable pursuant to Sub-rule (1) of Rule 91:
- | | | |
|-----|---|---------------|
| (a) | Secretary at the Ministry of General Administration | - Chairperson |
| (b) | Secretary at the Ministry of Finance | - Member |
| (c) | Secretary at the Ministry | - Member |
| (d) | Senior doctor designated by the Ministry | - Member |

Chapter - 11

Pension and Other Facilities

93. **Disability allowance:** (1) If any employee is physically or mentally handicapped for the government service as a result of disability or injuries in an accident whilst performing government work, such employee shall be entitled to get pension as referred to in Sub-rule (2) as the disability allowance for life for maintaining his or her livelihood, as well as to the disability allowance (grant) as referred to in Sub-rule (3).

(2) If the period of service of the employee who has become disabled in the manner indicated in Sub-rule (1) is pensionable, such employee shall be entitled to get the disability pension equal to the amount to be calculated pursuant to Section 48 of the Act on the basis the salary currently drawn by him or her (inclusive of that if he/she has also worked as acting or officiating pursuant to Rule 43). If the period of service of such disabled employee is not pensionable, deduction shall be made from the amount of pension proportionately for each year or part of a year required to complete the pensionable year under the Act and the remaining amount shall be provided as pension. While so deducting the amount, it shall not be more than One-thirds of the amount.

(3) The employee who has become disabled pursuant to Sub-rule (1) may be provided with a maximum amount of Twenty Five Thousand Rupees as a financial assistance, taking into the account the injuries. In cases where such financial assistance is not given, such employee shall be entitled to the disability pension pursuant to Sub-rule (2) to be calculated on the basis of the last scale of salary of the highest post being currently held by him or her (inclusive of that if he/she has also worked as acting or officiating pursuant to Rule 43).

(4) The concerned employee shall be entitled to get cent percent of the medical expenses incurred in the treatment of sustained injuries pursuant to Sub-rule (1). Such employee shall not be considered to be prevented from getting the medical expenses receivable pursuant to Sub-rule (1) of Rule 91 in the event of illness in the future by virtue of the fact that he or she has got such medical expenses.

(5) The amount of additional monthly disability allowance to be receivable by the employee, in addition to the disability allowance to be receivable pursuant to Sub-rule (2) shall be equal to Twenty percent of the salary being drawn by him or her.

Explanation: If any employee having obtained or been held entitled to obtain the disability allowance rejoins any service in the future, he or she shall not get the disability allowance as referred to in this Rule. However, he or she shall not be required to return the already received amount of disability allowance or additional financial assistance.

(6) If any employee who is receiving or being held entitled to receive the disability allowance dies within Seven years from the date of receiving such disability allowance, a lump sum amount of the disability allowance for the period that remains to complete the Seven years shall be given as an assistance to such person as deemed appropriate by the Government of Nepal, from amongst the family members of such employee.

(7) If any employee sustains injury or becomes disabled due to his or her own willful gross recklessness and thereby becomes disabled, he or she shall not get any facility pursuant to this Rule.

94. Facility receivable in the event of disability or injury: (1) In cases where any employee sustains injury while performing the government business and if such injury affects his/her growth of efficiency but does not lead to his or her retirement, his/her salary may be increased to the final scale or he or she may be given a maximum of Ten Thousand Rupees in a lump sum as a financial assistance, taking into account the nature of his or her injuries.

(2) The employee shall be entitled to the fully paid additional sick leave, which shall not be deducted from any type of his or her accumulated leave, for such period as may be required for the treatment of his or her injuries as referred to in Sub-rule (1).

(3) Such employee shall be entitled to get the cent percent of the medical expenses incurred in his or her treatment pursuant to Sub-rule (2). The fact of having received such treatment expenses shall not be

considered to prevent him/her from getting the medical expenses that can be receivable pursuant to Sub-rule (1) of Rule 91 if he or she falls ill subsequently.

(4) If any employee becomes disabled as a result of injuries sustained due to his or her own willful gross recklessness, he or she shall not get the facility as referred to in this Rule.

95. Extra-ordinary family allowance and gratuity: (1) If any employee dies immediately in an accident in the course of performance of the government business or dies subsequently as a result thereof prior to recovery, the wife or husband of such employee shall be provided with an amount to be set by Fifty percent of the minimum pension as referred to in Sub-section (2) of Section 48 of the Act as the monthly family allowance for life and a lump sum amount equal to Three months of salary being drawn by the deceased employee, as an additional gratuity.

(2) The widow of an employee shall be recognized only on the following conditions:

- (a) Marital relationship should have already been maintained with such employee prior to the occurrence of the event of death due to the above cause.
- (b) She should be living jointly with that employee at the time of his death.

(3) The occasional gratuity 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 widow or adopted son in cases where there is no widow or she had separated from him before the death of husband. But, if the offspring or adopted son is below Eighteen years of age, the Government of Nepal may also give an additional family allowance at such rate as deemed appropriate on *pro rata*, not exceeding

Two-thirds of the family allowance receivable by the widow until they reach Eighteen years of age, for their subsistence.

(4) In cases where there is no widow or widower, offspring or adopted son of the deceased employee, both the dependent mother and father of such employee or anyone among them, whoever is there, shall be provided with an amount not exceeding Two-thirds of the family allowance receivable by the widow as the life-long family allowance for their subsistence.

(5) In cases where there is any dispute as to the title of the widow, widower or offspring of the deceased employee, the Government of Nepal may make take action a reasonable and justifiable manner.

(6) In cases where there is no widow, offspring, adopted son or mother and father of the deceased employee but there are dependent brothers or unmarried sisters of such employee, the Government of Nepal may give them the family allowance in an amount not exceeding Two-thirds of the family allowance receivable by the widow at such a rate as it may consider to be reasonable for such period as it may consider to be reasonable, for their subsistence.

96. Education and offspring allowance: (1) In cases where any employee dies in an accident whilst performing the government business or becomes unable to work for life due to such reason, a maximum of Two children of such deceased or disabled employee shall be provided with yearly education subsistence at the following rate, until they reach the age of Eighteen years:

- (a) For each offspring of the officer level employee, Two Thousand Four Hundred Rupees,
- (b) For each offspring of the assistant level employee, One Thousand Eight Hundred Rupees.

(2) A maximum of Two children of an employee who has died in the course of the government business shall be provided with the offspring allowance by the following percentage of the basic salary scale of the post held by the deceased employee, in addition to the education allowance as referred to in Sub-rule (1):

Post of employee	Percentage of basic salary
(a) Twelfth level officer	9
(b) Eleventh level officer	10
(c) Tenth level officer	11
(d) Ninth level officer	12
(e) Eighth level officer	13
(f) Seventh level officer	14
(g) Sixth level officer	15
(h) Assistant fifth level	16
(i) Assistant fourth level	17
(j) Assistant third level	18
(k) Assistant second level	19
(l) Assistant first level	20

(3) The concerned offspring shall be entitled to the allowance pursuant to Sub-rule (2) until he or she completes the age of Eighteen years.

Explanation: For purposes of this Rule "offspring" means the son or daughter of the concerned employee.

97. Provision of committee: (1) There shall be a committee comprising the following members to make recommendation on the allowance or gratuity receivable by the family or offspring of any employee who dies in an

accident in the course of the government business or who becomes disabled for life:

- (a) In respect of the employees of the offices situated in the Kathmandu Valley:
 - (1) Representative of the Ministry of General Administration,
 - (2) Representative of the Ministry of Finance,
 - (3) Representative of the Ministry.
- (b) In respect of the employees of the offices situated in districts other than the Kathmandu Valley:
 - (1) Chief District Officer of the concerned district,
 - (2) Chief of Office of Funds and Accounts Controller in the concerned district,
 - (3) Head of Office of the concerned deceased employee.

(2) The committee constituted pursuant to Sub-rule (1) shall have powers to make recommendation as to whether any employee died in the course of the government work and also as to disability.

98. Provision of insurance: (1) If any employee died while incumbent in the service, a sum of One Hundred Fifty Thousand Rupees shall, pursuant to Section 43 of the Act, be provided for insurance, to the person as referred to Sub-section (5) of Section 50 of the Act.

(2) The Government of Nepal shall, in consultation with the Ministry of Finance, make and enforce a professional insurance action plan for any bodily injury likely to be sustained by the employees incumbent in the service in the course of business.

(3) Each employee incumbent in the service shall get his or her health checked up and maintain records thereof in the office where he or she is serving.

99. Procedures relating to pension: (1) Any employee getting compulsory retirement because of age or service period shall have fill up the form prescribed by the Civil Employees Record Office and send the same to the Civil Employees Record Office, through his or her current office, no later than Six months before the date of his or her retirement.

(2) In cases where any employee dies before completing the form pursuant to Sub-rule (1), the nominee, if any, of such deceased employee and, failing such nominee, any of his or her family members, whoever is alive, in the following order shall have to send the duly completed form to the concerned officer within Six months:

- (a) Husband or wife living in an undivided family,
- (b) Son living in an undivided family,
- (c) Unmarried daughter, adopted son or unmarried adopted daughter living in an undivided family,
- (d) Father, mother living in undivided family,
- (e) In the case of a male employee, grandfather, grandmother whom he himself has to maintain and subsist, and in the case of a female employee, mother-in-law, father-in-law and grandson from the son's side,
- (f) Separated husband or wife,
- (g) Separated son,
- (h) Separated unmarried daughter, father and mother,

- (i) Brothers, widow daughter-in-law and unmarried grand-daughter from the son' side living in an undivided family,
- (j) Unmarried sisters and married daughter living in undivided family,
- (k) Nephew, niece, step-mother, separated grandson from the son's side, unmarried daughter living in an undivided family,
- (l) Uncle, widow aunt, sister-in-law, granddaughter-in-law living in an undivided family,
- (m) Separated brothers,
- (n) Married sisters, separated grandfather, grandmother, widow daughter-in-law, widow granddaughter-in-law, nephew.

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

(3) After obtaining a form pursuant to Sub-rule (1) or (2), the Civil Employees Record Office shall, after making necessary examination, have to issue a letter of pension authority, in the format as prescribed by the Government of Nepal, to the relative who is entitled to receive pension of the retired or deceased employee.

(4) A person who fills up and send a form for pension shall have to write to the Civil Employees Record Office indicating that to which address the letter of pension authority has to be sent; and, where all requirements are met, the letter of pension authority has to be so sent to

the concerned person within Thirty Five days that it can be received by the concerned person.

- 100. Withholding of gratuity or pension in the event of failure to hand over charge:** If a retired employee fails to hand over such governmental cash, goods in kind and documents as required to be handed over by him or her, gratuity or pension receivable by him/her may be withheld until the same is so handed over; and the person required to take over such governmental cash, goods in kind and documents shall have to take them over within that time-limit.

Chapter - 14⇔

Addition of Service Period

- 101. Addition to service period of employee retiring on age basis:** The Government of Nepal may, pursuant to Sub-section (2) of Section 45 of the Act, and based on the following grounds, add One period of Three years to the service period of an employee who retires on completion of Sixty years of age pursuant to Sub-section (1) of Section 45 of the Act:
- (a) If the retiring employee appears to be essential to perform functions in the service.
 - (b) If the grade of evaluation of work performance of the retiring employee for the last Two years is at least excellent.

Chapter - 15

Punishment and Appeal

- 102. Authority empowered to impose punishment and hear appeal:** The authority empowered to order punishment as referred to in Clause (a) of Section 72 of the Act, other than departmental action as referred to in Clause (b) of the said Section, against any employee holding the

⇔ There should be Chapter 12 but due to printing mistake Chapter 14 is mentioned in the Gazette also.

following posts and the authority empowered to hear appeal against the order of such punishment shall be as follows:

(a) In the case of Chief of Office and employees of his or her office:

Designation	Authority empowered to withhold a maximum of Two salary increments and withhold promotion for a maximum of Two years	Authority empowered to hear appeal against that punishment
1	2	3
(1) Assistant level employee other than Chief of Office	Chief of Office	Head of Department
(2) Officer level employee other than Chief of Office	Head of Department	Secretary at the Ministry
(3) Assistant level Chief of Office	Head of Department	Secretary at the Ministry
(4) Officer level Chief of Office	Secretary at the Ministry	The Government of Nepal

(b) In the case of Ministry or Head of Department and employees of his/her office:

1	2	3
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(1) Assistant level employee	Head of Department or officer designated by him/her	Secretary at the Ministry
(2) Officer level employee other than Head of Department	Head of Department	Secretary at the Ministry
(3) Head of Department	Secretary at the Ministry	The Government of Nepal

(c) **In the case of twelfth level officer and employees of his/her office:**

1	2	3
(1) Assistant level employee	Officer designated by Secretary at the Ministry	Secretary at the Ministry
(2) Officer level employee other than twelfth level officer	Secretary at the Ministry	The Government of Nepal
(3) Twelfth level officer	The Government of Nepal	The Government of Nepal

103. Suspension and opportunity for defense: (1) In cases where any employee has to be suspended, the authority empowered to order punishment shall have to deliver a letter of suspension and a letter asking

for making defense in accordance with Sub-section (1) of Section 80 of the Act to the concerned employee.

(2) Prior to asking any employee to make defense, the authority empowered to order punishment may him or herself hold, or cause to be held by any other officer, departmental investigation in accordance with Sub-section (2) of Section 80 of the Act and take a report, along with his or her findings.

104. Procedures to be followed by investigating officer: (1) The investigating officer shall have the powers to hold departmental investigation by following the procedure as follows:

- (a) To exercise the same powers as may be exercisable by the court on matters of taking depositions, requiring production of written proof and evidences and issuing of summons in the name of witness, etc.
- (b) To examine proofs and evidences in the presence of the accused employee.
- (c) To give an opportunity to the accused employee for cross-examination with the witness and submission of proofs and evidences against the charge.

(2) After the completion of investigation as referred to in Sub-rule (1), the investigating officer shall have to submit a report to the authority empowered to order punishment. He or she shall have to submit his or her findings, along with the reasons for punishment, and all proofs and evidences so available.

105. Non-requirement of departmental investigation: In the following circumstances, the departmental investigation shall not be required to be held by the authority empowered to order punishment in respect of imposition of the following departmental punishment to any employee:

- (a) To impose ordinary punishment pursuant to Clause (a) of Section 72 of the Act.
- (b) To impose departmental punishment to the employee who has gone away and whose whereabouts are not known or it is impossible to make contact with him/her for any other reason.
- (c) To impose departmental punishment to any employee on the basis of conviction made by the court for a criminal offence involving moral turpitude.

106. Reasons for being unsatisfied with defense to be set out: While requiring clarification from any employee by the authority empowered to order punishment in accordance with Section 81 of the Act, if the clarification submitted prior to that pursuant to Sub-section (1) of Section 80 has been found unsatisfactory, the reasons for the same shall have to be set out. If the departmental investigation has been made in respect of such employee in accordance with Sub-section (2) of Section 80 of the Act, the results of such investigation and justification of the proposed punishment shall also have to be mentioned in such clarification.

107. Procedures for seeking consultation of Public Service Commission: Prior to issuing the order of departmental punishment to any employee, the authority empowered to order punishment shall, while seeking consultation of the Public Service Commission in writing in accordance with Section 68 of the Act, have to send a file containing the proposed departmental punishment held to be imposed on the basis of the evaluation of submitted defense, clarification, proofs and evidences thereof and all original documents.

108. Order of punishment and procedures relating to duplicates: (1) While making a decision of departmental punishment against any employee, the authority empowered to order punishment shall have to make a decision by mentioning the explicit reasons upon proper

evaluation of the defense, clarification submitted by such employee and all available proofs and evidences after having examined whether or not the concerned employee has been given an adequate opportunity for submission of defense or clarification. The authority empowered to so order punishment shall have to make decision as per Schedule-18, along with his or her clear opinion in respect of the order of punishment.

(2) Notwithstanding anything contained elsewhere in this Chapter, once the defense and clarification have been demanded from any employee by proposing one punishment, decision has not to be made in a manner to impose another punishment. Provided that, in cases where there arises a situation to increase or decrease punishment for any reason, the procedures as referred to in Rules 106 and 107 shall have to be fulfilled again.

(3) While making decision to imposing departmental punishment on any employee pursuant to Sub-rule (1), the authority empowered to order punishment shall not make decision with effect from a date prior to the date of that decision.

(4) The authority empowered to order punishment shall have to give, free of cost, one duplicate copy of the order of punishment made pursuant to Sub-rule (1) to the concerned employee.

109. Constitution of advisory committee: If the authority empowered to order punishment so wishes, prior to imposing an order of punishment to any employee in accordance with Clause (b) of Section 72 of the Act, the Government of Nepal may constitute an advisory committee to give advice to such authority.

110. Procedures for appeal: If any employee has to file an appeal against the departmental punishment imposed to him in accordance with Clause (a) of Section 72 of the Act, the following procedures shall have to be followed:

- (a) An employee making an appeal shall have to file an appeal by his or her own name, and such appeal shall have to be written in proper and respectable language.
- (b) An employee making an appeal shall have to submit along with the appeal all the proofs and evidences available for his or her defense and also duplicate copy of order of punishment against which such appeal is to be filed.
- (c) While filing an appeal, the authority empowered to hear appeal shall have to be addressed and appeal filed with his or her office.
- (d) An appeal shall have to be filed within Thirty Five days after the receipt of order of punishment. Provided that, 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 appeal holds the reasons to be reasonable, an appeal filed within Six months may also be registered.

111. Consideration over and decision on appeal: (1) The authority empowered to hear appeal may refuse to receive an appeal filed by any employee against an order of departmental punishment made against him/her if such appeal does not meet the requirements as referred to in Rule 110.

(2) The authority empowered to hear appeal shall have to consider the following matters on all registered appeals, other than the appeals refused pursuant to Sub-rule (1):

- (a) Whether the reality of the matters taken as the basis in the order of punishment has been proven or not,
- (b) Whether the proven matters are sufficient for imposition of punishment or not,

- (c) Whether the imposed punishment is correct, sufficient, insufficient or excess.

(3) After having considered the matters pursuant to Sub-rule (2), the authority empowered to hear appeal may give final decision in a manner to uphold, annul or decrease the punishment imposed to the appellant.

Chapter - 16

Miscellaneous

- 112. Requirement of approval for establishment of company and operation of business, profession or private practice:** Any officer level employee intending to take part in the establishment, registration or operation of any bank or company, operate any business or profession or do private practice or accept any kind of service elsewhere pursuant to Section 59 of the Act shall have to obtain approval from the Ministry and any assistant level employee shall have to obtain such approval from the Head of Department.
- 113. Statements of property to be submitted:** All the employees serving at the time of commencement of these Rules shall, within Three months of the enforcement of these Rules, and the employees to be newly appointed shall, within One month after having received appointment, shall have to prepare and submit the statements of properties as per Schedule-19, as follows:
- (a) The officer level employee shall have to prepare and submit Two copies of statement of properties to the Ministry. The Ministry shall retain one copy of the statement of properties so submitted and send another copy to the Ministry of General Administration.

- (b) The assistant level employee shall have to prepare and submit One copy of statement of properties to the concerned Head of Department.

- 114. Information of purchase of immovable property to be given:** In cases where any employee has acquired, by way of purchase or otherwise, any immovable property in his or her name or in the name of any member of his or her family, the details including the value thereof shall have to be submitted to his or her office within One month after he or she has so purchased or acquired.
- 115. Format of bond:** For purposes of Sub-section (2) of Section 36 of the Act, the format of bond shall be as referred to in Schedule-20.
- 116. Restriction on polygamy, child marriage, unequal marriage:** No employee shall conclude, or cause to be concluded, polygamy, child marriage and unequal marriage in contravention of the Chapter on Marriage of the *Muluki Ain*.
- 117. Restriction on causing loss and damage:** Notwithstanding anything contained elsewhere in these Rules, no employee shall cause any kind of loss and damage to the Government of Nepal or government office by carrying out any work with gross negligence or indiscipline or willful misconduct.
- 118. Requirement to work in office or place of deputation:** Any employee shall have to attend the office or place wherein or whereto he or she is posted or transferred and discharge the prescribed duties.
- 119. Calculation of period of previous service:** (1) While calculating the period of previous service of any employee, it shall be calculated as follows:
- (a) For the purposes of the calculation of seniority for promotion, cent percent of the period of service rendered previously in the government service or

post after having permanent appointment thereto (if service has been discontinued in the meantime, after deducting the period of discontinuity therefrom) shall be calculated, and in the case of an employee who has previously served in a post towards development and kept that service continual or an employee who has previously served temporarily in a post towards the civil service for more than One year and kept that service continual and permanently appointed to the health service, the previous development or temporary service period shall be calculated as follows:

- (1) For the period of service in the post of gazetted first class - Thirty Three percent
 - (2) For the period of service in the post of gazetted second class- Fifty percent
 - (3) For the period of service in the post of gazetted third class - Sixty Six percent
 - (4) For the period of service in the non-gazetted class - Seventy Five percent
- (b) For purposes of pension, the period of service rendered previously in the government service or post after having permanent appointment thereto (if service has been discontinued in the meantime, after deducting the period of discontinuity therefrom) and in the case of an employee who has previously served in a post towards development or in a

temporary post after getting appointment thereto prior to 2026.8.11(26 Nov.1969) and kept the service in such post continual and then permanently appointed to the health service, the period of service rendered in the development or temporary post.

(2) Notwithstanding anything contained in Sub-rule (1), in cases where any person, who has already obtained gratuity for any previous government service, is appointed again to a post in the health service, the period of his/her previous service shall be counted in the current post under this Rule only if he or she returns the amount of gratuity obtained by him or her previously.

(3)²⁸ The employees in service at the time of commencement of this Rule shall, within One year from date of commencement of this Rule, and the employees appointed after the commencement of this Rule shall, within One year from the date of such appointment, have to get added the period of service pursuant to this Rule. In cases where the period of service has not been added within such period, the period of such service shall not be added.

(4)²⁹ The employee intending to add the period of previous service to the current service pursuant to Sub-rule (3) shall submit the details of study leave, extra-ordinary leave, medical expenses and record of insurance taken prior to the addition of service to the Civil Employees Record Office.

120. Hand over and take over to be made: (1) Unless otherwise prescribed by the Government of Nepal, the employee shall have to hand over all cash, inventories, goods and accounts and books of incomes and expenditures under his or her responsibility to such employee as designated by the Chief of Office in accordance with Section 94 of the

²⁸ Inserted by Second Amendment.

²⁹ Inserted by Second Amendment.

Act within Twenty One days where the employee leaves office or where he or she is detached from that work because of being transferred, promoted or retired or for any other reason; and the employee required to take over the same shall have to take over the charge within that time limit. In so making hand-over and take-over, the employee shall have to hand over, or cause to be handed over, important and valuable tools, equipment or goods in his/her custody by getting them certified in presence of the Head of Department or Chief of Office.

(2) Each employee shall have to give Notification of the day on which he or she intends to assume office to the predecessor and the predecessor shall also have to be ready to make hand-over on the same day.

(3) After completion of the hand-over, a Notification thereof shall have to be sent to the concerned higher office. In the event that the successor has not yet joined, the predecessor shall have to make hand-over to his/her immediate subordinate employee and proceed to join the new office within the time limit, and such sub-ordinate employee shall also have to take over the charge.

(4) In making hand-over of charge, if cash, inventories and other documents, etc. appear to be lost and misappropriated, departmental action shall be taken against the employee who has caused such loss, damage or misappropriated because of his/her recklessness; and such loss or misappropriated amount shall be recovered.

(5) For the purpose of handing over the charge, any employee may make arrangements for taking or handing over the charge by appointing his or her brother, son or trusted person as his or her attorney.

(6) Where an employee who has the duty to hand over charge has already retired from service and his or her whereabouts are not known or died or is of unsound mind because of health or has gone mad, and his or her family member intends to hand over the charge required to be handed

over by such employee, the person designated by the Chief of Office shall have to take over the charge from that member or a person appointed by him or her.

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

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

122. Provisions relating to work performance evaluation form: (1) The work performance evaluation form of the employee shall be kept secret as prescribed by the Authority.

(2) The concerned office shall have to send one copy of the work performance evaluation form as referred to in Sub-rule (1) to the office of the concerned promotion committee and the Ministry, in the case of the assistant level employee, and to the Ministry and the Ministry of General Administration, in the case of the officer level employee.

123. Constitution of standard fixation committee: (1) In cases where the subject, class, standard and equivalency of the in-service training obtained by an employee have to be fixed, the Government of Nepal may constitute a standard fixation committee consisting of related experts.

(2) In cases where there is confusion in fixing the subject, class, standard and equivalency of the educational qualification obtained by the employee, it shall be done as per the recommendation of the recognized university within Nepal.

(3) The recommendation obtained pursuant to Sub-rules (1) and (2) shall be implemented in consultation with the Public Service Commission.

124. Letter of retirement: The Authority shall have the powers to issue the letter of retirement to an employee.

124A.³⁰ Provision relating to letter of authority: On the recommendation of the concerned office, the Civil Employees Record Office shall issue a letter of authority entitling an employee who gets pension to gratuity, pension, family pension and other facilities and subsistence obtainable by him or her on retirement from the service.

125. Record of employees dismissed from service to be maintained:

(1) In respect of any employee who has been dismissed from service, with being disqualified for the government service in the future, the authority empowered to issue order of dismissal shall have to send a notice thereof, mentioning, *inter alia*, the details of three generations and identification of such employee to the Public Service Commission, Police Headquarters and the Civil Employees Record Office. The Police Headquarters shall have to send such notice 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 to a post in the service, the salary obtained by him/her upon such appointment shall be recovered from him or her and he or she shall be immediately dismissed from the service.

126. Provisions on leaving area: Any employee shall not leave the district or area where his or her office is located without approval of the authority empowered to grant leave, except in cases where he or she is deputed in the government service and is on leave.

³⁰ Inserted by Second Amendment.

Provided that, in cases where it is required to leave the office casually, the employee may travel within or outside the country with the approval of the Chief of Office submitting an application with the reasons for the same and 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 Ministry, giving the reason for the same. While so leaving office, necessary arrangement shall have to be made so that the office work is not hampered and governmental property is not misappropriated.

127. Reasonable and justifiable action: On the basis of an application submitted by any employee mentioning that he or she has been aggrieved from the privileges or facilities granted under these Rules in respect of the privileges or facilities being received prior to the commencement of these Rules, the Government of Nepal may take action in a reasonable and justifiable manner.

127A.³¹ Health service award: (1) On the recommendation of the committee referred to in Sub-rule (2), the Government of Nepal shall provide the following health service award to the employees in the Nepal Health Service every year:

	Name of award	Amount	Number
(a)	Excellent health service award	Rs. 100,000.00	For One person
(b)	Health service award	Rs. 50,000.00	For Four persons

(2) There shall be a committee as follows to recommend for the award as referred to in Sub-rule (1):

(a) Chief Secretary of the Government of
Nepal - Chairperson

³¹ Inserted by Second Amendment.

- (b) Secretary of the Ministry of General Administration - Member
- (c) Secretary of the Ministry - Member
- (d) Director General of the Department of Health Services - Member
- (e) Twelfth level officer designated by the Secretary of the Ministry - Member-Secretary

(3) The committee as referred to in Sub-rule (2) shall make recommendation by selecting the employees in the health service on the following grounds:

- (a) Recommendation of the concerned Department or Regional Directorate
- (b) Work performance evaluation,
- (c) Work efficiency and work competency,
- (d) Seniority, dedication, duty-bound and service done in the remote area.

128. Restriction on fulfillment of post: No post falling vacant in the service shall be fulfilled in any other manner except as mentioned in the Act and these Rules.

129. Delegation of authority: (1) The Government of Nepal may so delegate the powers conferred to it under these Rules to any employee in the service of the Government of Nepal as to be exercisable by such employee.

(2) Any official may so delegate the powers conferred to him or her by these Rules to his or her subordinate employee as to be exercisable under his or her general supervision.

130. Provisions relating to operation of service, group and sub-

group: The Ministry shall operate and administer the service, group and sub-group in coordination with the Ministry of General Administration in policy matters.

131. Powers to make alteration, addition and deletion in Schedule:

The Government of Nepal may, from time to time, make alteration and addition or deletion in the Schedules or contents contained in the Schedules, by publishing a notice in the Nepal Gazette,

132. Repeal and Saving: (1) Serial numbers 4, 6, 49, 50 and 51 of Schedule-2 and Clause (c) of Schedule 3 of the Civil Service Rules, 2050 (1993) are, hereby, repealed.

(2) The Nepal Health Service (Formation, Group and Class Division) Rules, 2051, are, hereby, repealed.

(3) Any act done and action taken under the Civil Service Act, 2049 (1992) and the Civil Service Rules, 2050 (1993) shall be deemed to have been done and taken under these Rules.

Schedule-1

(Relating to Clause (e) of Rule 2)

Heads of Department

1. Secretary at the Ministry
2. Director General of the Department of Health Services
3. Director of the Department of Drug Administration
4. Director of the Department of *Ayurveda*
5. Director of the Regional Health Directorate
6. Other officials as prescribed from time to time by the Government of Nepal, by publishing a notice in the Nepal Gazette.

NEPAL LAW COMMISSION

Schedule-2³²

(Relating to Clause (f) of Rule 2)

Names of Offices

1. Central Hospital
2. *Ayurveda* Hospital
3. Regional Hospital
4. Regional *Ayurveda* Hospital
5. Sub-regional Hospital
6. Zonal Hospital
7. Zonal *Ayurveda* Hospital
8. District Hospital
9. District Public Health Office/ District Health Office
10. District *Ayurveda* Health Center
11. *Ayurveda* Clinic
12. Offices under the Department of Drug Administration
13. Homeopathy Clinic
14. *Unani Pharma*
15. Health Center/Primary Health Center
16. Regional Medical Store
17. Regional Training Center
18. Nepal Drug Laboratory
19. Vector Borne Disease Control Center
20. Other Offices as prescribed from time to time by the Government of Nepal, by publishing a notice in the Nepal Gazette.

³² Amended by Second Amendment.

Schedule-3³³

(Relating to Rule 7)

Name of posts in the service

Officer Twelfth level:

SN	Post
1.	Chief Expert
2.	Director General

Group: Public Health Administration (PHA)

SN	Post	Level
1.	Regional Director	11
2.	Director	11
3.	Chief Public Health Administrator	11
4.	Head of Division	11
5.	Senior Health Administrator	10
6.	Medical Superintendent	9
7.	Chief District Health Administrator	9
8.	Sub-health Administrator	9
9.	Maleriologist	9

Group: Pathology

SN	Post	Level
1.	Director	11
2.	Deputy Director	11
3.	Chief Consultant Pathologist	11
4.	Chief Consultant Histopathologist	11
5.	Chief Consultant Microbiologist	11
6.	Chief Consultant Hematologist	11
7.	Chief Consultant Biochemist	11

³³ Amended by Second Amendment.

8.	Senior Consultant Pathologist	10
9.	Senior Consultant Histopathologist	10
10.	Senior Consultant Microbiologist	10
11.	Senior Consultant Hematologist	10
12.	Consultant Biochemist	10
13.	Consultant Pathologist	9
14.	Consultant Histopathologist	9
15.	Consultant Microbiologist	9
16.	Consultant Hematologist	9
17.	Consultant Biochemist	9

Group: General Health Service

SN	Post	Level
1.	Hospital Director	11
2.	Medical Superintendent	11
3.	Chief Hospital Administrator	11
4.	Head of Division	11
5.	Medical Superintendent	9/10
6.	Chief Medical Officer	9/10
7.	Medical Officer	7/8

Group: Medicine

SN	Post	Level
1.	Chief Consultant General Physician	11
2.	Chief Consultant Nephrologist	11
3.	Chief Consultant Neurologist	11
4.	Chief Consultant Cardiologist	11
5.	Chief Consultant Tropical Medicine	11
6.	Chief Consultant Physician (chest diseases)	11
7.	Chief Consultant Gastro Interologist	11
8.	Chief Consultant Endocrinologist	11

9.	Chief Consultant Medical Oncologist	11
10.	Chief Consultant Physician (Hepatology)	11
11.	Chief Forensic Medicine Officer	11
12.	Senior Consultant General Physician	10
13.	Senior Consultant Nephrologist	10
14.	Senior Consultant Neurologist	10
15.	Senior Consultant Cardiologist,	10
16.	Senior Consultant, Physician (Tropical Medicine)	10
17.	Senior Consultant Physician (chest diseases)	10
18.	Senior Consultant Physician (Hepatology)	10
19.	Senior Consultant Gastro Interologist	10
20.	Senior Consultant Endocrinologist	10
21.	Senior Consultant Medical Oncologist	10
22.	Senior Forensic Medical Officer	10
23.	Consultant General Physician	9
24.	Consultant Nephrologist	9
25.	Consultant Neurologist	9
26.	Consultant, Cardiologist	9
27.	Consultant, Physician (Tropical Medicine)	9
28.	Consultant Physician (Hepatology)	9
29.	Consultant Physician (chest diseases)	9
30.	Consultant, Gastro Interologist	9
31.	Consultant Endocrinologist	9
32.	Forensic Medicine Officer	9
33.	Consultant Medical Oncologist	9

Group: Surgery

SN	Post	Level
1.	Chief Consultant Surgeon	11
2.	Chief Consultant Cardiothoracic Surgeon	11

3.	Chief Consultant Euro Surgery	11
4.	Chief Consultant Surgical Gastroenterologist	11
5.	Chief Consultant Plastic Surgeon	11
6.	Chief Consultant Neuro Surgeon	11
7.	Chief Consultant Orthopedic Surgeon	11
8.	Chief Consultant Pediatric Surgeon	11
9.	Senior Consultant Surgeon	10
10.	Senior Consultant Cardiothoracic Surgeon	10
11.	Senior Consultant Euro Surgeon	10
12.	Senior Consultant Gastroenterologist Surgeon	10
13.	Senior Consultant Plastic Surgeon	10
14.	Senior Consultant Neuro Surgeon	10
15.	Senior Consultant Orthopedic Surgeon	10
16.	Senior Consultant Pediatric Surgeon	10
17.	Consultant Surgeon	9
18.	Consultant Cardiothoracic Surgeon	9
19.	Consultant Euro Surgeon	9
20.	Consultant Gastroenterologist Surgeon	9
21.	Consultant Plastic Surgeon	9
22.	Consultant Neuro Surgeon	9
23.	Consultant Orthopedic Surgeon	9
24.	Consultant Pediatric Surgeon	9

Group: Radiology

SN	Post	Level
1.	Chief Consultant Radiologist	11
2.	Chief Consultant Radiotherapist	11
3.	Senior Consultant Radiologist/ Radiodiagnost	10
4.	Senior Consultant Radiotherapist	10
5.	Consultant Radiologist/ Radiodiagnost	9
6.	Consultant Radiotherapist	9

Group: Dermatology/Leprology/Venereal Disease

SN	Post	Level
1.	Chief Consultant Dermatologist/Leprologist	11
2.	Senior Consultant Dermatologist/ Leprologist	10
3.	Consultant Dermatologist/ Leprologist	9

Group: Psychiatry

SN	Post	Level
1.	Chief Consultant Psychiatrist	11
2.	Senior Consultant Psychiatrist	10
3.	Consultant Psychiatrist	9

Group: Pediatrics

SN	Post	Level
1.	Chief Consultant Pediatrician	11
2.	Chief Consultant Neonatologist	11
3.	Senior Consultant Pediatrician	10
4.	Senior Consultant Neonatologist	10
5.	Consultant Pediatrician	9
6.	Consultant Neonatologist	9

Group: Ophthalmology

SN	Post	Level
1.	Chief Consultant Ophthalmologist	11
2.	Senior Consultant Ophthalmologist	10
3.	Consultant Ophthalmologist	9
4.	Ortho Optician Officer	6
5.	Optician Officer	6
6.	Optician Inspector	6
7.	Ortho Optician Inspector	6
8.	Ortho Optician Assistant Senior	Senior 5

9.	Ortho Optician Assistant	
10.	Ortho Optician Assistant	Asst. 5
11.	Optician Assistant	Asst. 5

Group: Homeopathy

SN	Post	Level
1.	Chief Consultant Homeopathy Doctor	11
2.	Senior Homeopathy Doctor	10
3.	Homeopathy Doctor	9
4.	Homeopathy Officer	7/8

Group: Dentistry

SN	Post	Level
1.	Chief Consultant Dental Surgeon	11
2.	Senior Consultant Dental Surgeon	10
3.	Consultant Dental Surgeon	9
4.	Senior Dental Surgeon	8
5.	Dental Surgeon	7
6.	Dental Inspector	6
7.	Dental Supervisor Officer	6
8.	Dental Supervisor	Senior 5
9.	Dental Supervisor	Asst. 5
10.	Dental Assistant	Asst 4

Group: Ayurveda

SN	Post	Level
1.	Director General	11
2.	Director	11
3.	Chief Consultant Ayurveda Expert	11
4.	Chief Consultant <i>Bhesaj</i> Expert	11
5.	Chief Consultant <i>Kaya</i> Doctor	11

6.	Chief Consultant Gynecologist and <i>Kaumarbhritya</i> Doctor	11
7.	Chief Consultant <i>Salya-salakya</i> Doctor	11
8.	Senior Consultant Ayurveda Expert	10
9.	Senior Consultant <i>Bhesaj</i> Expert	10
10.	Senior Consultant <i>Kaya</i> Doctor	10
11.	Senior Consultant Gynecologist and <i>Kaumarbhritya</i> Doctor	10
12.	Senior Consultant <i>Salya-salakya</i> Doctor	9
13.	Consultant Ayurveda Expert	9
14.	Consultant <i>Bhesaj</i> Expert	9
15.	Consultant <i>Kaya</i> Doctor	9
16.	Consultant Gynecologist and <i>Kaumarbhritya</i> Doctor	9
17.	Consultant <i>Salya-salakya</i> Doctor	9
18.	Senior Officer <i>Kaviraj</i>	8
19.	Officer <i>Kaviraj</i>	7
20.	<i>Ayurveda</i> Assistant	Senior 5
21.	<i>Ayurveda</i> Assistant	Asst 5
22.	<i>Vaidhya</i>	4/5
23.	Rural <i>Ayurveda</i> Health Worker	2/3

Group: Autorinoglarigology

SN	Post	Level
1.	Chief Consultant ENT Surgeon	11
2.	Senior Consultant ENT Surgeon	10
3.	Consultant ENT Surgeon	9

Group: Anesthesiology

SN	Post	Level
1.	Chief Consultant Anesthesiologist	11
2.	Senior Consultant Anesthesiologist	10

3.	Consultant Anesthesiologist	9
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Group: Obstetrics and Gynecology

SN	Post	Level
1.	Chief Consultant Obstetrician and Gynecologist	11
2.	Senior Consultant Obstetrician and Gynecologist	10
3.	Consultant Obstetrician and Gynecologist	9

Group: Medical Generalist

SN	Post	Level
1.	Chief Consultant Medical Generalist	11
2.	Senior Consultant Medical Generalist	10
3.	Consultant Medical Generalist	9

Group: General Nursing

SN	Post	Level
1.	Chief Hospital Nursing Administrator	11
2.	Senior Hospital Nursing Administrator	10
3.	Hospital Nursing Administrator	9
4.	Senior Sister	8
5.	Sister	7
6.	Hospital Nursing Inspector	6
7.	Staff Nurse Officer	6
8.	Staff Nurse	Senior 5
9.	Staff Nurse	Asst 5

Group: Community Nursing

SN	Post	Level
1.	Chief Community Nursing Administrator	11
2.	Senior Community Nursing Administrator	10
3.	Community Nursing Administrator	9
4.	Senior Community Nursing Officer	8
5.	Community Nursing Officer	7

6.	Community Nursing Inspector	6
7.	Public Health Nurse Officer	6
8.	Senior Auxiliary Nurse Midwife Officer	6
9.	Public Health Nurse	Senior 5
10.	Senior Auxiliary Nurse Midwife	Senior 5
11.	Senior Auxiliary Nurse Midwife	Asst 5
12.	Counselor	Asst 5
13.	Auxiliary Nurse Midwife	4/5
14.	Assistant Counselor	4
15.	Mother Infant Worker	3

Group: Health Education

SN	Post	Level
1.	Chief Health Education Administrator/Director	11
2.	Senior Health Education Administrator	10
3.	Health Education Teaching Administrator	9
4.	Senior Health Education Instructor	8
5.	Health Education Instructor	7
6.	Health Education Inspector	6
7.	Health Education Technician Officer	6
8.	Health Education Technician	Senior 5
9.	Health Education Technician	Asst 5

Group: Medical Lab Technology

SN	Post	Level
1.	Chief Medical Technologist	11
2.	Joint Chief Medical Technologist	10
3.	Deputy Chief Medical Technologist	9
4.	Senior Medical Technologist	8
5.	Medical Technologist	7
6.	Lab Technician Inspector/Medical Lab Technology Inspector	6

7.	Lab Technician Officer	6
8.	Lab Technician	Senior 5
9.	Lab Technician	Asst 5
10.	Microscopist	Senior 5
11.	Microscopist	Asst 5
12.	Lab Assistant	4
13.	Assistant Microscopist	4
14.	Assistant Lab Technician	3

Group: Physiotherapy

SN	Post	Level
1.	Deputy Chief Physiotherapist	9
2.	Senior Physiotherapist	8
3.	Physiotherapist	7
4.	Physiotherapy Inspector	6
5.	Physiotherapy Officer	6
6.	Physiotherapy Assistant	Asst 5

Unani

SN	Post	Level
1.	Senior Unani Officer	8
2.	Unani Officer	7
3.	Hakim Chief	6
4.	Hakim Senior	5
5.	Hakim	Asst 5

Group: Pharmacy

SN	Post	Level
1.	Director General	11
2.	Director	11
3.	Chief Drug Administrator	11
4.	Chief Pharmacist	11

5.	Chief Investigation Officer	11
6.	Senior Drug Administrator	10
7.	Senior Pharmacist	10
8.	Senior Investigation Officer	10
9.	Senior Quality Controller	10
10.	Drug Administrator	9
11.	Pharmacist	9
12.	Investigation Officer	9
13.	Quality Controller	9
14.	Quality Officer	7/8
15.	Pharmacy Officer	7/8
16.	Investigation Officer	7/8
17.	Pharmacy Inspector	6
18.	Assistant Investigation Officer	6
19.	Quality Inspector	6
20.	Pharmacy Supervisor Officer/ Quality Control Supervisor Officer	6
21.	Pharmacy Supervisor Officer/ Quality Control Supervisor Officer	Senior 5
22.	Pharmacy Supervisor Officer/ Quality Control Supervisor Officer	Asst 5

Group: Health Inspection

SN	Post	Level
1.	Chief Public Health Administrator/Director	11
2.	Senior Public Health Administrator	10
3.	Public Health Administrator	9
4.	Chief Nutrition Officer	9/10
5.	Senior Public Health Officer	8
6.	Senior Nutrition Officer	8
7.	Public Health Officer	7

8.	TB/Leprosy Officer	7
9.	Vector Control Officer	7
10.	Family Planning Officer	7
11.	Vaccination Officer	7
12.	Entomologist	7
13.	Paracitologist	7
14.	Nutrition Officer	7
15.	Nutrition Inspector	6
16.	Vector Control Inspector	6
17.	TB/Leprosy Inspector	6
18.	Family Planning Inspector	6
19.	Vaccination Inspector	6
20.	Entomology Inspector	6
21.	Paracitology Inspector	6
22.	Public Health Inspector	6
23.	Senior Assistant Health Worker Officer	6
24.	Vector Control Supervisor Officer	6
25.	TB/Leprosy Supervisor Officer	6
26.	Family Planning Supervisor Officer	6
27.	Vaccination Supervisor Officer	6
28.	Entomology Supervisor Officer	6
29.	Health Assistant	Senior 5
30.	Health Assistant	Asst 5
31.	Senior Assistant Health Worker	Senior 5
32.	Senior Assistant Health Worker	Asst 5
33.	Malaria Supervisor/ Vector Control Supervisor	Senior
34.	Malaria Supervisor/ Vector Control Supervisor	Asst 5
35.	TB/Leprosy Supervisor	Senior 5
36.	TB/Leprosy Supervisor	Asst 5
37.	Vector Borne Disease Control Supervisor	Senior 5

38.	Vector Borne Disease Control Supervisor	Asst 5
39.	Family Planning Supervisor	Senior 5
40.	Family Planning Supervisor	Asst 5
41.	Vaccination Supervisor	Senior 5
42.	Vaccination Supervisor	Asst 5
43.	Cold Chain Supervisor	Senior 5
44.	Cold Chain Supervisor	Asst 5
45.	Assistant Health Worker	4/5
46.	Malaria Inspector/ Malaria Assistant/ Vector Borne Disease Control Assistant	4
47.	Cold Chain Assistant	4
48.	Rural Health Worker	2/3

Group: Medical Records

SN	Post	Level
1.	Senior Medical Records Officer	8
2.	Medical Records Officer	7
3.	Medical Records Supervisor Officer/ Medical Records Inspector	6
4.	Medical Records Supervisor	Senior 5
5.	Medical Records Supervisor	Asst 5
6.	Junior Medical Records Assistant	Asst 4

Group: Radiography

SN	Post	Level
1.	Deputy Chief Radiography	9
2.	Deputy Chief Radiotherapy	9
3.	Senior Radiography Officer	8
4.	Senior Radiotherapy Officer	8
5.	Radiography Officer	7
6.	Radiotherapy Officer	7
7.	Radiography Technology Inspector	6

8.	Radiography Inspector	6
9.	Radiographer Officer	6
10.	Radiography Supervisor	Senior 5
11.	Radiography Supervisor	Asst 5

Group: Integrated Medical System

SN	Post	Level
1.	Senior Integrated Medical Officer	8
2.	Integrated Medical Officer	7

Group: Miscellaneous

SN	Post	Level
1.	Senior Medical Physicist	9
2.	Senior House Keeping Officer	9
3.	Senior ECG Officer, ECG Inspector	9
4.	Senior Audiologist	9
5.	Medical Physicist	7/8
6.	ECG Officer	7/8
7.	House Keeping Officer	7/8
8.	Audiologist	7/8
9.	Dietician Supervisor Officer	6
10.	House Keeping Supervisor Officer	6
11.	Medical Physicist Supervisor Officer	6
12.	House Keeping Inspector	6
13.	Medical Physician Inspector	6
14.	ECG Technician Officer	6
15.	ECG Technician Officer	6
16.	ECG Technician	Senior 5
17.	ECG Technician	Asst 5
18.	Dietician Supervisor	Senior 5
19.	Dietician Supervisor	Asst 5
20.	House Keeping Supervisor	Senior 5
21.	House Keeping Supervisor	Asst 5
22.	Repair and Maintenance	Asst 5

Schedule-4³⁴

(Relating to Sub-rule (1) of Rule 8)

Groups and Sub-groups in the Service

SN	Group	Sub-group
1.	Medicine	(a) General Medicine (b) Nephrology (c) Neurology (d) Cardiology (e) Tropical Medicine (f) Chest Diseases (g) Gastroenterology (h) Endocrinology (i) Medical Oncology (j) Hepatology
2.	Surgery	(a) General Surgery (b) Cardiothoracic Surgery (c) Euro Surgery (d) Gastroenterological Surgery (e) Burn and Plastic Surgery (f) Neuro Surgery (g) Orthopedic Surgery (h) Pediatric Surgery
3.	Radiology	(a) Radio Diagnosis (b) Radiotherapy
4.	Dermatology, Leprology and Venereal Diseases	
5.	Psychiatry	

³⁴ Amended by Second Amendment.

6.	Pediatric	(a) Pediatric Medicine (b) Neonatology
7.	Ophthalmology	
8.	Otorinolaringology	
9.	Anesthesiology	
10.	Obstetrics and Gynecology	
11.	Public Health Administration	
12.	General Health Services	
13.	Medical Generalist	
14.	Pathology	(a) General Pathology (b) Histo Pathology (c) Microbiology (Bacteriology) (d) Hematology (e) Biochemistry
15.	General Nursing	
16.	Public Health Nursing	
17.	Dentistry	
18.	<i>Ayurveda</i>	(a) General Ayurveda (b) <i>Bhisaj</i> (c) <i>Kaya</i> medical treatment (d) <i>Salyashalakya</i> (e) <i>Gyene and Kaumarbhritya</i>
19.	Health Education	
20.	Medical Lab Technology	
21.	Health Inspection	
22.	Medical Records	
23.	Pharmacy	
24.	Physiotherapy	
25.	Homeopathy	

26.	Radiography	(a) Radiography (b) Radiotherapy
27.	Integrated Medical System	
28.	<i>Unani</i>	
29.	Miscellaneous	(a) Medical Physicist (b) ECG Technician

NEPAL LAW COMMISSION

Schedule-5

(Relating to Rule-9)

Format of Job Description

The Government of Nepal Job Description Form	Post Code:
	Group, sub-group: Level:
1. Name of post: Permanent: Temporary: 2. Salary(monthly): 3. Working time (office hours): 4. Name of employee:	5. Ministry: Department: Office: Section: Sub-section: 6. Zone: District: Place: Phone:
Full description of the functions, duties and responsibilities of the post:	
Required qualification: The above description is the full and correct description of the functions, duties and responsibilities to be performed by my post/ by this post.	

Employee's signature:	Immediate official's signature:
Date:	Date:
	Chief of Office's signature:
	Date:

NEPAL LAW COMMISSION

Schedule-6³⁵

(Relating to Sub-rule (1) of Rule 15)

Minimum required qualification for group, subgroup of service

In order for one to become a candidate for the post to be fulfilled through open competition pursuant to Sub-section (1) of Section 8 of the Act, out of the posts in the following groups and sub-groups, one shall have to possess the following qualification, and the following qualification for being a candidate for the post as referred to in Sub-rule (3) of Rule 15.

SN	Group	Sub-group	Level	Minimum qualification
1.	Medicine	(a) General Medicine	Officer Ninth and Eleventh	Having done master's degree in genera or internal medicine.
		(b) Nephrology		Having done master's degree in nephrology.
		(c) Neurology		Having done master's degree in neurology.
		(d) Cardiology		Having done master's degree in cardiology.
		(e) Tropical Medicine		Having done master's degree in tropical disease.
		(f) Chest Disease		Having done master's degree in chest disease.
		(g) Gastroenterology		Having done master's degree in gastroenterology.
		(h) Endocrinology		Having done master's degree in endocrinology.
		(i) Medical Oncology		Having done master's degree in medical oncology.
		(j) Hepatology		Having done master's degree

³⁵ Amended by Second Amendment.

				in hepatology.
		(k) Forensic medicine		Having done master's degree in forensic medicine.
2.	Surgery	(a) General Surgery	Officer Ninth and Eleventh	Having done master's degree in general surgery.
		(b) Cardiothoracic Surgery		Having done master's degree in cardiothoracic surgery.
		(c) Euro Surgery		Having done master's degree in euro surgery.
		(d) Gastrointerological Surgery		Having done master's degree in gastrointerological surgery.
		(e) Burn and Plastic Surgery		Having done master's degree in burn and plastic surgery.
		(f) Neuro Surgery		Having done master's degree in neuro surgery.
		(g) Orthopedic Surgery		Having done master's degree in orthopedic surgery.
		(h) Pediatric Surgery		Having done master's degree in pediatric surgery.
3.	Radiology	(a) Radio Diagnosis	Officer Ninth and Eleventh	Having done master's degree in radio diagnosis.
		(b) Radiotherapy		Having done master's degree in radiotherapy.
4.	Dermatology, Leprology and Venereal Diseases		Officer Ninth and Eleventh	Having done master's degree in dermatology, leprology and venereal diseases.
5.	Psychiatry		Officer Ninth and Eleventh	Having done master's degree in psychiatry.

6.	Pediatrics	(a) Pediatric Medicine	Officer Ninth and Eleventh	Having done master's degree in pediatric medicine.
		(b) Neonatology		Having done master's degree in neonatology.
7.	Ophthalmology		Officer Ninth and Eleventh	Having done master's degree in ophthalmology.
8.	Autorino Laryngology		Officer Ninth and Eleventh	Having done master's degree in autorino laryngology.
9.	Anesthesiology		Officer Ninth and Eleventh	Having done master's degree in anesthesiology.
10.	Obstetrics and gynecology		Officer Ninth and Eleventh	Having done master's degree in obstetrics and gynecology.
11.	Public Health Administration		Officer Ninth and Eleventh	Having done master's degree in public health after having done MBBS or equivalent degree from a recognized educational institute.
12.	General Health Services		Officer Seventh	Having done MBBS or equivalent from a recognized educational institute.
			Officer Ninth and Eleventh	Having done master's degree in health administration or management after having done MBBS or equivalent degree from a recognized

				educational institute.
13.	Medical Generalist		Officer Ninth and Eleventh	Having obtained MDGP degree.
14.	Pathology	(a) General Pathology	Officer Ninth and Eleventh	Having done master's degree in general pathology after having done MBBS or equivalent degree from a recognized educational institute.
		(b) Histopathology		Having done master's degree in histopathology after having done MBBS or equivalent degree from a recognized educational institute.
		(c) Microbiology (Bacteriology)		Having done master's degree in microbiology or bacteriology after having done MBBS or equivalent degree from a recognized educational institute.
		(d) Hematology		Having done master's degree in hematology after having done MBBS or equivalent degree from a recognized educational institute.
		(e) Biochemistry		Having done master's degree in biochemistry after having done MBBS or equivalent degree from a recognized educational institute.

15.	General Nursing		Assistant Fifth	Having passed certificate level in nursing from a recognized educational institute.
			Officer Sixth	Having done bachelor's degree in nursing from a recognized educational institute.
			Officer Seventh	Having done bachelor's degree in nursing from a recognized educational institute.
			Officer Ninth and Eleventh	Having done master's degree in nursing from a recognized educational institute.
16.	Public Health Nursing		Assistant Second	Having taken three months' training on maternal infant worker after having passed eighth class from a recognized educational institute.
			Assistant Third	Having taken five months' training on maternal infant worker after having passed Tenth class from a recognized educational institute.
			Assistant Fourth	Having passed auxiliary nurse midwifery course from a recognized educational institute.
			Assistant Fifth	Having done certificate in

				public health nursing or nursing from a recognized educational institute.
			Officer Sixth	Having done bachelor's degree in public health (community health) nursing from a recognized educational institute.
			Officer Ninth and Eleventh	Having done master's degree in public health (community health) nursing from a recognized educational institute.
17.	Dentistry		Assistant Fifth	Having taken at least three months' training on the concerned subject after having passed BSC from a recognized educational institute.
			Officer Seventh	Having obtained BDSC or BDS degree from a recognized educational institute.
			Officer Ninth and Eleventh	Having obtained MDSC or MDS degree from a recognized educational institute.
18.	<i>Ayurveda</i>			
			Assistant Third	Having taken Six months' training on the rural <i>Ayurveda</i> health worker after having passed SLC or tenth

				class from a recognized educational institute.
			Assistant Fourth	Having passed one-year assistant <i>Ayurveda</i> worker course from a recognized educational institute.
			Assistant Fifth	Having passed certificate level in <i>Ayurveda</i> from a recognized educational institute.
			Officer Seventh	Having done bachelor's degree in <i>Ayurveda</i> from a recognized educational institute.
		(a) General <i>Ayurveda</i>	Officer Ninth and Eleventh	Having done master's degree in <i>Ayurveda</i> from a recognized educational institute.
		(b) <i>Bhesaj</i> Officer	Officer Ninth and Eleventh	Having done bachelor's degree in <i>Drawagun</i> science or <i>Rashashastra</i> and <i>Bhaisajya Kalpana</i> from a recognized educational institute.
		(c) <i>Kaya</i> medicine	Officer Ninth and Eleventh	Having done master's degree in <i>Kaya</i> medicine from a recognized educational institute.
		(d) Gynecology and <i>Kaumarbhritya</i>	Officer Ninth and Eleventh	Having done master's degree in Gynecology and <i>Kaumarbhritya</i> from a recognized educational institute.

		(e) <i>Shalya-Salakya</i>	Officer Ninth and Eleventh	Having done master's degree in <i>Shalya-Tantra</i> or <i>Salakya Tantra</i> or <i>Shalya-Salakya</i> from a recognized educational institute.
19.	Health Education		Assistant Fifth	Having done certificate level in health education from a recognized educational institute.
			Officer Sixth	Having done bachelor's degree in health education from a recognized educational institute.
			Officer Ninth and Eleventh	Having done master's degree in health education from a recognized educational institute.
20.	Medical Lab Technology		Assistant Fourth	Having passed One year lab assistant course after having passed SLC from a recognized educational institute.
			Assistant Fifth	Having done certificate level in health lab from a recognized educational institute. Or Having passed two years and six months course of lab technician after having passed SLC from a recognized educational institute.

			Officer Sixth	Having done bachelor's degree in medical lab technology from a recognized educational institute.
			Officer Ninth and Eleventh	Having done master's degree in medical lab technology from a recognized educational institute.
21.	Health Inspection		Assistant Second	Having taken Three months' training on rural health worker after having passed tenth class from a recognized educational institute.
			Assistant Third	Having taken Six months' training on rural health worker after having passed SLC from a recognized educational institute.
			Assistant Fourth	Having done Auxiliary Health Worker or CMA course from a recognized educational institute.
			Assistant Fifth	Having done certificate level in general medicine from a recognized educational institute.
			Officer Sixth	Having done bachelor's degree in public health from a recognized educational institute.
			Officer Ninth	Having done master's degree in public health from a

			and Eleventh	recognized educational institute.
22.	Medical Records		Assistant Fourth	Having taken at least six months training on the concerned subject after having passed SLC with mathematics and science from a recognized educational institute.
			Assistant Fifth	Having done certificate level in statistics or mathematics from a recognized educational institute.
			Officer Sixth	Having done bachelor's degree in statistics, mathematics or applied statistics from a recognized educational institute.
			Officer Ninth	Having done master's degree in statistics, mathematics or applied statistics from a recognized educational institute.
23.	Pharmacy		Assistant Fifth	Having done certificate level in pharmacy from a recognized educational institute.
			Officer Sixth	Having done bachelor's degree in pharmacy from a recognized educational institute.
			Officer ninth and	Having done master's degree in pharmacy from a

			Eleventh	recognized educational institute.
24.	Physiotherapy		Assistant Fifth	Having done certificate level in physiotherapy from a recognized educational institute.
			Officer Sixth	Having done bachelor's degree in physiotherapy from a recognized educational institute.
			Officer Ninth and Eleventh	Having done master's degree in physiotherapy from a recognized educational institute.
25.	Homeopathy		Officer Seventh	Having done bachelor's degree in homeopathy from a recognized educational institute.
			Officer Ninth and Eleventh	Having done master's degree in homeopathy from a recognized educational institute.
26.	Radiography		Assistant Third	Having taken at least Three months of training on the concerned subject after having passed Tenth class from a recognized educational institute.
			Assistant Fourth	Having taken at Six months of training on the concerned subject after having passed SLC with science from a recognized educational

				institute.
			Assistant Fifth	Having done certificate level in radiography from a recognized educational institute.
			Officer Sixth	Having done bachelor's degree in radiography from a recognized educational institute.
		Radiotherapy	Officer Sixth	Having done bachelor's degree in radiography from a recognized educational institute.
27.	Integrated Medical		Officer Seventh	Having done bachelor of <i>Ayurvedic</i> and modern medicine and surgery from a recognized educational institute.
28.	Unani		Officer Seventh	Having done bachelor's degree in the concerned subject from a recognized educational institute.
29.	Miscellaneous	Medical Physicist	Officer Sixth	Having taken One year diploma in radiation physics (DRP) training after having done M.Sc. (Physics) from a recognized educational institute.
		ECG Technician	Officer Ninth and Eleventh	Having done taken MPHIL or PHD or equivalent from a recognized educational institute.

			Assistant Fifth	Having obtained Nine months of training on the concerned subject after having done certificate level in general medicine or bachelor's degree in science from a recognized educational institute.
			Officer Sixth	Having obtained One year of training on the concerned subject after having done bachelor's degree in health science or science from a recognized educational institute.

NEPAL LAW COMMISSION

Schedule-7³⁶

(Relating to Sub-rule (1) of Rule 15)

Minimum required qualification for group, subgroup of service

In order for one to become a candidate for promotion to be made through the evaluation of work efficiency and internal competitive examination to the posts in the following groups and sub-groups, one shall have to possess or taken the following educational qualification or training and complete the service period as referred to in Section 26 of the Act:

SN	Group	Sub-group	Level	Minimum qualification
1.	Medicine	General Medicine	Officer Ninth and Eleventh	Having done master's degree in medicine or internal medicine after doing MBBS or equivalent degree from a recognized educational institute.
		Nephrology		Having done master's degree in nephrology after doing MBBS or equivalent degree from a recognized educational institute. Or Having done post graduate diploma or equivalent in nephrology after doing master's degree in internal medicine.
		Neurology		Having done master's degree in nephrology after doing MBBS or equivalent degree from a recognized educational institute. Or Having done post graduate diploma or equivalent in

³⁶ Amended by Second Amendment.

			neurology after doing master's degree in internal medicine.
		Cardiology	Having done master's degree in cardiology after doing MBBS or equivalent degree from a recognized educational institute. Or Having done post graduate diploma or equivalent in cardiology after doing master's degree in internal medicine..
		Tropical Medicine	Having done master's degree in tropical medicine or post graduate diploma or equivalent in tropical disease after doing MBBS or equivalent degree from a recognized educational institute.
		Chest Disease	Having done master's degree in chest disease or post graduate diploma or equivalent in chest diseases after doing MBBS or equivalent degree from a recognized educational institute.
		Gastroenterology	Having done master's degree in gastroenterology or post graduate diploma or equivalent in gastroenterology after doing MBBS or equivalent degree from a recognized educational institute.
		Endocrinology	Having done master's degree in endocrinology or post graduate diploma or equivalent in endocrinology after doing MBBS or equivalent degree

				from a recognized educational institute.
		Medical Oncology		Having done master's degree in medical oncology or post graduate diploma or equivalent in medical oncology after doing MBBS or equivalent degree from a recognized educational institute.
		Hepatology	Officer Ninth and Eleventh	Having done master's degree in hepatology or post graduate diploma or one year's training or equivalent in hepatology or having Seven years' teaching experience, along with a thesis in hepatology after doing MBBS or equivalent degree from a recognized educational institute.
		Forensic medicine	Officer Ninth and Eleventh	Having done master's degree in forensic medicine or post graduate diploma or equivalent in forensic medicine after doing MBBS or equivalent degree from a recognized educational institute.
2.	Surgery	General Surgery	Officer Ninth and Eleventh	Having done master's degree in general surgery after doing MBBS or equivalent degree from a recognized educational institute.
		Cardiothoracic Surgery		Having done master's degree in cardiothoracic surgery after doing MBBS or equivalent degree from a recognized educational institute. Or

			Having done post graduate diploma or equivalent in cardiothoracic surgery after doing master's degree in general surgery.
		Euro Surgery	Having done master's degree in euro surgery after doing MBBS or equivalent degree from a recognized educational institute. Or Having done diploma or equivalent in euro surgery after doing master's degree in general surgery.
		Gastrointerological Surgery	Having done master's degree in gastrointerology surgery after doing MBBS or equivalent degree from a recognized educational institute. Or Having done diploma or equivalent in gastrointerology surgery after doing master's degree in general surgery.
		Burn and Plastic Surgery	Having done master's degree in burn and plastic surgery after doing MBBS or equivalent degree from a recognized educational institute. Or Having done diploma or equivalent in burn and plastic surgery after doing master's degree in general surgery.
		Neuro Surgery	Having done master's degree in neuro surgery after doing MBBS

				or equivalent degree from a recognized educational institute. Or Having done diploma or equivalent in neurosurgery after doing master's degree in general surgery.
		Orthopedic Surgery		Having done master's degree in orthopedic surgery after doing MBBS or equivalent degree from a recognized educational institute. Or Having done diploma or equivalent in orthopedic surgery after doing master's degree in general surgery.
		Pediatrics Surgery		Having done master's degree in pediatrics surgery after doing MBBS or equivalent degree from a recognized educational institute. Or Having done diploma or equivalent in pediatrics surgery after doing master's degree in general surgery.
3.	Radiology	Radio Diagnosis	Officer Ninth and Eleventh	Having done master's degree or post graduate diploma or equivalent in radiology after doing MBBS or equivalent degree from a recognized educational institute.
		Radiotherapy		Having done master's degree or post graduate diploma or equivalent in radiotherapy after

				doing MBBS or equivalent degree from a recognized educational institute.
4.	Dermatology, Leprology and Venereal Diseases		Officer Ninth, and Eleventh	Having done master's degree or post graduate diploma or equivalent in dermatology, leprology and venereal diseases after doing MBBS or equivalent degree from a recognized educational institute.
5.	Psychiatry		Officer Ninth and Eleventh	Having done master's degree or post graduate diploma or equivalent in psychiatry after doing MBBS or equivalent degree from a recognized educational institute.
6.	Pediatrics	Pediatric Medicine	Officer Ninth, and Eleventh	Having done master's degree or post graduate diploma or equivalent in pediatrics after doing MBBS or equivalent degree from a recognized educational institute.
		Neonatology		Having done master's degree in neonatology after doing MBBS or equivalent degree from a recognized educational institute. Or Having done post graduate diploma or equivalent in neonatology after doing m master's degree in pediatrics.
7.	Ophthalmology		Officer Ninth and Eleventh	Having done master's degree or post graduate diploma or equivalent in ophthalmology after doing MBBS or equivalent degree from a recognized

				educational institute.
8.	Autorino Laryngology		Officer Ninth and Eleventh	Having done master's degree or post graduate diploma or equivalent in otorino-laryngology after doing MBBS or equivalent degree from a recognized educational institute.
9.	Anesthesiology		Officer Ninth and Eleventh	Having done master's degree or post graduate diploma or equivalent in anesthesiology after doing MBBS or equivalent degree from a recognized educational institute.
10.	Obstetrics and gynecology		Officer Ninth and Eleventh	Having done master's degree or post graduate diploma or equivalent in obstetrics and gynecology after doing MBBS or equivalent degree from a recognized educational institute.
11.	Public Health Administration		Officer Ninth and Eleventh	Having done master's degree or post graduate diploma or equivalent in public health after doing MBBS or equivalent degree from a recognized educational institute.
12.	General Health Services		Officer Ninth and Eleventh	Having done MBBS or equivalent from a recognized education institute.
13.	Medical Generalist		Officer Ninth and Eleventh	Having done MGDP or equivalent degree after doing MBBS or equivalent degree from a recognized educational institute.
14.	Pathology	General Pathology	Officer Ninth	Having done master's degree or post graduate diploma or

			and Eleventh	equivalent in pathology after doing MBBS or equivalent degree from a recognized educational institute.
		Histopathology		Having done master's degree in histopathology after doing MBBS or equivalent degree from a recognized educational institute. Or Having done diploma or equivalent in histopathology after doing master's degree in pathology.
		Microbiology (Bacteriology)		Having done master's degree in microbiology. Or Having taken at least one year of training or equivalent thereto on microbiology after having done master's degree in pathology. Or Having taken at least one year of training or equivalent thereto on or equivalent thereto after having done post graduate diploma following the minimum educational qualification.
		Hematology		Having done master's degree in hematology. Or Having taken at least one year of training or equivalent thereto on hematology after having done master's degree in pathology.

				Or Having taken at least one year of training or equivalent thereto on or equivalent thereto after having done post graduate diploma following the minimum educational qualification.
		Biochemistry (Bacteriology)		Having done master's degree in microbiology after doing MBBS or equivalent degree from a recognized educational institute. Or Having done diploma or equivalent in microbiology after doing master's degree in pathology.
		Hematology	Officer Ninth and Eleventh	Having done master's degree in hematology after doing MBBS or equivalent degree from a recognized educational institute. Or Having done diploma or equivalent in hematology after doing master's degree in pathology.
		Biochemistry	Officer Ninth and Eleventh	Having done master's degree in biochemistry after doing MBBS or equivalent degree from a recognized educational institute. Or Having done diploma or equivalent in biochemistry after doing master's degree in pathology.
15.	General Nursing		Officer Sixth	Having done certificate level in nursing from a recognized

				educational institute.
			Officer, Ninth and Eleventh	Having done bachelor's degree in nursing from a recognized educational institute.
16.	Public Health Nursing		Assistant Fifth	Having taken ANM Training after having done ANM course from a recognized educational institute.
			Officer Sixth	Having done certificate level in public health nursing from a recognized educational institute.
			Officer Ninth and Eleventh	Having done bachelor's degree in public health (community health) nursing from a recognized educational institute.
17.	Dentistry		Officer Sixth	Having taken at least One year of training on dental hygiene after having done BSc from a recognized educational institute.
			Officer Ninth and Eleventh	Having done BDSC or BDS degree from a recognized educational institute.
18.	Ayurveda		Assistant Fifth	Having passed One-year assistant <i>Ayurveda</i> course from a recognized educational institute.
		(a) General <i>Ayurveda</i>	Officer Ninth and Eleventh	Having done bachelor's degree in <i>Ayurveda</i> from a recognized educational institute.
		(b) <i>Bheshaj</i>	Officer Ninth and	Having done bachelor's degree in <i>Drawaguna</i> science or <i>Rashashastra</i> and <i>Bhaishjya-</i>

			Eleventh	<i>Kalpana</i> from a recognized educational institute.
		(c) <i>Kaya Medicine</i>	Officer Ninth and Eleventh	Having done master's degree in <i>Kaya</i> medicine from a recognized educational institute.
		(d) Gynecology and <i>Kaumarbhritya</i>	Officer Ninth and Eleventh	Having done master's degree in gynecology as well as pediatrics or <i>Kaumarbhrityantra</i> from a recognized educational institute.
		(e) <i>Shalya-Shalakya</i>	Officer Ninth and Eleventh	Having done master's degree in <i>Shalyatantra</i> or <i>Shalakyatantra</i> or <i>Shalya-Shalakya</i> from a recognized educational institute.
19.	Health Education		Officer Sixth	Having done certificate level in health education from a recognized educational institute.
			Officer Ninth and Eleventh	Having done bachelor's degree or post-graduate diploma or equivalent in health education from a recognized educational institute.
20.	Medical Lab Technology		Assistant Fifth	Having passed One year lab assistant course after having passed SLC from a recognized educational institute.
			Officer Sixth	Having done certificate level in health from a recognized educational institute. Or Having passed Two years and Six months course of lab technician after passing SLC from a recognized educational institute.

			Officer Ninth	Having done bachelor's degree in medical lab technology from a recognized educational institute.
			Officer Eleventh	Having done master's degree in medical lab technology from a recognized educational institute.
21.	Health Inspection		Assistant Fifth	Having taken Senior Auxiliary Health Worker Training after having done Auxiliary Health Worker or CMA course from a recognized educational institute.
			Officer Sixth	Having done certificate level in general medicine from a recognized educational institute.
			Officer Ninth and Eleventh	Having done bachelor's degree in public health from a recognized educational institute.
22.	Medical Records		Assistant Fifth	Having taken at least Six months training on the concerned subject after having passed SLC with mathematics and science from a recognized educational institute.
			Officer Sixth	Having done certificate level in statistics or mathematics from a recognized educational institute.
			Officer Ninth and Eleventh	Having done bachelor's degree in the concerned subject from a recognized educational institute.
23.	Pharmacy		Officer Sixth	Having done certificate level in pharmacy from a recognized educational institute.

			Officer Ninth and Eleventh	Having done bachelor's degree in pharmacy from a recognized educational institute.
24.	Physiotherapy		Officer Sixth	Having done certificate level in physiotherapy from a recognized educational institute.
			Officer Ninth and Eleventh	Having done bachelor's degree in physiotherapy from a recognized educational institute.
25.	Homeopathy		Officer Ninth and Eleventh	Having done bachelor's degree in homeopathy from a recognized educational institute.
26.	Radiography	Radiography	Assistant Fourth	Having taken at least Three months of training on the concerned subject after having passed tenth class from a recognized educational institute.
			Assistant Fifth	Having passed SLC with science from a recognized educational institute.
			Officer Sixth	Having done certificate level in radiography from a recognized educational institute.
			Officer Ninth and Eleventh	Having done bachelor's degree in radiography from a recognized educational institute.
		Radiotherapy	Officer Ninth and Eleventh	Having done bachelor's degree in radiotherapy from a recognized educational institute.
27.	Miscellaneous		Officer Ninth	Having done bachelor's degree in medical physics from a

		Medical Physicist	and Eleventh	recognized educational institute.
		ECG Technician	Officer Sixth	Having taken One year's training after doing bachelor's degree from a recognized educational institute.

NEPAL LAW COMMISSION

Schedule - 8

(Relating to Rule 19)

Format of Health Certificate

I have examined Mr./Ms....., who has become a candidate for the post of -----in -----office of the health service and, in course of examination, I have not found him or her suffering from any communicable disease or major disease of any kind of physical disability or internal disease. Even though he or she suffers fromdisease, this will not make him or her incapable of discharging the duties of the said post.

His or her identification mark is

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

Certifying doctor's:

- (a) Name :
- (b) Signature:
- (c) Registration number of the concerned Council:
- (d) Date:

Schedule - 9

(Relating to Rule 20)

Format of Oath

I, , hereby, swear in the name of God that I, as an employee of the Nepal Health Service, shall discharge the duties assigned to me faithfully to the best of my knowledge and wisdom, by being disciplined and loyal to the country and the government, subject to the Health Service Rules, 2055 (1999) and prevailing laws, without fear, partiality or favor, malice or greed, and that I shall not disclose to any one other than the authorized person any governmental secrecy related with the service which is known to me either directly or indirectly at any time, irrespective of whether or not I remain in the service.

Oath taking employee's :

- (a) Name :
- (b) Signature :
- (c) Date:
- (d) Service :
- (e) Group/sub-group:
- (f) Level/Class :

Oath taking certifying authority's:

- (a) Name:
- (b) Signature :
- (c) Date:
- (d) Designation :
- (e) Office:

Schedule - 10

(Relating to Rule 22)

Personal Description (Sheet Roll) of Civil Employee

Guidelines:

- (1) Mention the date of birth as mentioned in the certificate of educational qualification indicating the date of birth.
- (2) Mention clear details, if you have previously worked in the permanent post of the government service, and submit certified copies of the documents pertaining thereto.
- (3) Submit copies of educational qualification and citizenship certificate.

Name of employee:

Code No. (to be filled by Civil Employees Record Office) :

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Form No. - 01

Personal Details

The Government of Nepal
Ministry of Health/ Department / Office

01. Full name and surname of employee :

Photograph

02. Permanent address :

Zone :

District:

VDC / Municipality :

Ward No. :

Village/Tole:

Block No.

03. Temporary Address :

Zone:

District :

VDC / Municipality :

Ward No.:

Village/Tole:

Block No.

04. District where house is located :

05. Date of birth :

Year : Month: Day:

06. Date to reach the age of 58 years:

07. Citizenship :

08. Religion :

09. Sex :

10. Complex :

11. Name of husband /wife, if married:

Mr./Mrs.

12. Occupation of husband/wife :

13. Number of sons :

14. Number of daughters :

15. Name of father :

16. Occupation of father :

17. Name of grand-father :

18. Name, surname of nominee :

Zone :

District:

VDC/Municipality:

Ward No.:

Village/Tole:

Employee's relationship with the nominee:

19. Details of appointment :

Name of office :

Post:

Level:

Service / group:

Date of appointment :

Year: Month: Day:

20. In the event of previous service in a permanent post of the government service, details thereof:

Name of office:

Post :

Class :

Date of appointment :

Date of leaving :

The above mentioned contents are true and correct. No punishment has been awarded to me, with being disqualified for the government service. I hereby sign covenanting that I shall bear punishment according to law if it is proved that any false matter has been set down or any matter has been set down with intent to conceal or hide any true fact knowingly.

Employee's:
(Thumb impressions)

Signature:

Signature of certifying
Chief of Office:

--	--

Right

Left

Seal of Office

For the use of Civil Employees Record Office

1. Code No. of employee :

--	--	--	--	--	--

2. Date to complete the age of Sixty years:

Signature of Head of Department or competent authority:

Seal of Office:

NEPAL LAW COMMISSION

Form No. 02

Description of Service

Name of employee:

Code No.

SN	Group and sub-group	Name of post	Level	Name of Office	New appointme nt, transfer, promotion	Date of office assumption	Date of decision	Salary	Allowance	Record entry page No. (to be filled by Civil Employee Records Office)	Remarks
01	02	03	04	05	06	07	08	09	10	11	12

Form No. 03

Educational qualification, training, seminar, conference
(Up to highest degree, diploma from SLC or *Madhyama* Examination)

Name of employee:

Code No.:

SN	Certificate or degree	Subject of study	Period of study		Division	Name of educational institute		Details of training, seminar or conference	Remarks
			From	To		Name	Address		

Form No. 04

Decoration, appreciation letter awarded

Name of employee:

Code No.:

SN 01	Details of decoration, appreciation letter 02	Date of award 03	Reason for receipt of decoration/appreciation letter 04	Privilege 05

Form No. 05

Details of Departmental Punishment

[illegible]

Form No. 06

Description of leave and medical treatment

Name of employee:

Code No.

SN	Home leave			Sick leave			Maternity leave			Study leave			Extra-ordinary leave			Period of absence	Treatment expenditure		Remarks
	Total	Used	due	Total	Used	due	Total	Used	due	Total	Used	due	Period	Used	due		Date of receipt	Amount	
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19

Details of service done in categorized regions

Name of employee:

Code No.

SN	Period		Region or place posted in	Region or place of work	Mention category of region served in by giving this (---) sign						Signature of concerned employee or certifying officer	Remarks
	From	To			Most remote a1 category	Most remote a2 category	Remote b1 category	Remote b2 category	Non-remote C1 category	Non-remote c2 category		
01												
02												
03												
04												
05												
06												

Name of employee:

Code No. :

To be filled by the Employees Record Office if any alteration, other than that mentioned above, has to be made.

(1) Change of address:

(2) If nominee is changed, details thereof:

(3) If any other details are altered, details thereof:

Concerned employee's:

Signature:

Date:

Certifying official's:

Signature:

Date:

NEPAL LAW COMMISSION

Schedule-11

(Relating to Rule 32 and Sub-rule (2) of Rule 73)

Most remote “a1”:

- (1) All parts of Taplejung District except the headquarters.
- (2) All parts of Sankhuwasabha District except the south part inclusive of Num.
- (3) All parts of Sagarmatha District except the headquarters.
- (4) Lamabagar and Rolwaling area of Dolakha District.
- (5) Singhar area of Setibas south of Dhading District.
- (6) All parts of Manang District except the headquarters.
- (7) Larke area of north of Gorkha Sirdibas.
- (8) Dhor Patan area of Mustang District and southern Baglung except the southern area of Tukuche of Dhaulagiri Zone.
- (9) All parts of Rolpa and Rukum Districts except the headquarters.
- (10) All parts of Humla, Jumla, Mugu, Kalikot and Dolpa Districts except the headquarters.
- (11) All parts of Jajarkot District except the headquarters.
- (12) All parts of Bajhang and Bajura Districts except the headquarters.
- (13) All parts of Darchula District except the headquarters.

Most remote “a2”:

- (1) Headquarters of the Districts included in most remote “a1”.
- (2) All parts of Panchthar District except the headquarters.
- (3) All parts of Bhojpur and Tehrathum Districts except the headquarters.
- (4) The southern area including Num of Sankhuwasabha District.

- (5) All parts of Okhaldhunga and Khotang Districts except the headquarters.
- (6) All parts of Ramechhap District except the headquarters.
- (7) All parts of Dolakha District except Lamobagar and Rolwaling area.
- (8) Northern area of Ramche of Rasuwa District.
- (9) Khudi northern area of Lamjung District.
- (10) All parts of Arghakhanchi and Gulmi Districts except the headquarters.
- (11) All parts of Myagdi and Parbat Districts except the headquarters.
- (12) Baglung except the southern area from Marpha Tukuche of Mustang District and Dhorpatan area of north Baglung District and the eastern part of north south latitude of Gulmi District via Ratamata situated in Tara Village Development Committee of Baglung District towards south from Niskot hill of Mustang District.
- (13) All parts of Salyan and Pyuthan Districts except the headquarters.
- (14) All parts of Doti and Achham Districts except the headquarters.
- (15) All parts of Dadeldhura and Baitadi Districts except the headquarters.
- (16) All parts of Daailekha District except the headquarters.

Remote “b1”:

- (1) Headquarters of the Districts included in most remote “a2”.
- (2) All parts of Ilam District except the headquarters.
- (3) All parts of Dhankuta District except the headquarters.
- (4) All parts of Udayapur District except the headquarters.
- (5) All parts of Sindhuli District except the headquarters.
- (6) All parts of Sindhupalchok District except the headquarters.
- (7) All the remaining parts of Dhading District except Singhar of Setibas south.

- (8) Southern area inclusive of Ramche of Rauwa District.
- (9) All parts of Tanahun and Syangja Districts except the headquarters.
- (10) All the remaining parts of Gorkha District except Larke Area of Setibas north.
- (11) All the remaining parts of Lamjung District except Khudi north.
- (12) All parts of Palpa District except the headquarters.
- (13) The remaining part of Baglung District lying east from the north, south latitude touching Gulmi District via Ratamata Village situated in Tara Village Development Committee of Baglung District south from Nirkot hill of Myagdi District.
- (14) All hilly parts of Dang District except the headquarters.
- (15)³⁷ ----
- (16)³⁸ ----
- (17) All hilly parts of Bardiya and Surkhet Districts except the headquarters.
- (18) Hilly Village Development Committees of Nuwakot, Kavre, Lalitpur (outside valley), Morang, Nawalparasi, Chitwan and Makawanpur Districts.

Remote “b2”:

- (1) Headquarters of the Districts included in most remote “b1”.
- (2) All parts of Jhapa District except the headquarters.
- (3) Terai parts of Morang and Sunsari Districts except the headquarters.
- (4) All parts of Dhanusa, Mahottari and Sarlahi Districts except the headquarters.
- (5) All parts of Saptari and Siraha Districts except the headquarters.

³⁷ Deleted vide the notice of the Ministry of Health published in the Nepal Gazette, dated 2058.8.25(10 Dec. 2001).

³⁸ Deleted vide the notice of the Ministry of Health published in the Nepal Gazette, No. 33, dated 2058.8.25(10 Dec. 2001).

- (6) All parts of Nuwakot and Kavrepalanchok Districts except the headquarters area and hilly VDCs lying in b1.
- (7) The remaining parts of Bara, Parsa, Rautahat, Chitwan and Makawanpur Districts except the headquarters.
- (8) All parts of Kaski District except the headquarters.
- (9)³⁹ All parts of Nawalparasi and Kapilvastu Districts except the headquarters.
- (9a)⁴⁰ All parts of Rupandehi District except the headquarters and municipal area.
- (10)⁴¹ All parts of Banke District except the headquarters.
- (11)⁴² All parts of Kailali District except the headquarters.
- (12)⁴³ All parts of Kanchanpur District except the headquarters.

Non-remote “c1”:

- (1) District headquarters included in remote “b2”.
- (1a) Municipal area of Rupandehi District.
- (2) All parts of Kathmandu, Lalitpur (except hilly area included in b1) and Bhaktapur Districts, except the Sub-municipal Corporation, Sub-municipal Corporation and Municipality area, respectively.

Non-remote “c2”:

Sub-municipal Corporation, Sub-municipal Corporation and Municipality area of Kathmandu, Lalitpur and Bhaktapur Districts, respectively.

³⁹ Amended vide the notice of the Ministry of Health published in the Nepal Gazette, dated 2058.8.25(10 Dec. 2001).

⁴⁰ Inserted vide the notice of the Ministry of Health published in the Nepal Gazette, dated 2058.8.25(10 Dec. 2001).

⁴¹ Amended vide the notice of the Ministry of Health published in the Nepal Gazette, dated 2058.8.25(10 Dec. 2001).

⁴² Amended vide the notice of the Ministry of Health published in the Nepal Gazette, dated 2058.8.25(10 Dec. 2001).

⁴³ Amended vide the notice of the Ministry of Health published in the Nepal Gazette, dated 2058.8.25(10 Dec. 2001).

Schedule -12

(Relating to Rule 33)

To be kept by the authority empowered to transfer

Format of details relating to level-wise transfer of offices under him or her

Office :

District :

Date of filling details :

Serial No.	Class	Service group/sub-group	Total positions	Number of fulfilled post	Number of total vacant post (4-5)	Transferred to the vacant post but number of employee of not attending	Number of request made to the Public Service Commission	Number of actual vacant post	Remarks
1	2	3	4	5	6	7	8	9	10

- Note: (1) This format has to be maintained by each office.
 (2) The details have to be updated in every Six months.
 (3) The details have to be sent to/maintained in the Ministry, and concerned Department.

Preparing Officer's -

Signature :

Designation:

Date:

Certifying Officer's -

Signature :

Designation:

Date:

Schedule -13

(Relating to Clause (a) of Rule 34)

Details of transfer

(To be included in the personal file)

- | | |
|---------------------------|--------------------------------|
| (1) Name : | (6) Group: |
| (2) Code No. of employee: | (7) Sub-group: |
| (3) Designation: | (8) Educational qualification: |
| (4) Level: | (9) Training: |
| (5) Service: | (10) Other details (If any): |

Previous office	Transferred or positioned office	Date of transfer	Date of attendance	Reason for transfer	Date to be completed for the period of next transfer	Remarks

Note: The details as per this form have to be maintained or caused to be maintained up to date by each Chief of Office by duly filling the same.

Preparing Officer's:

Signature :

Post:

Date:

Certifying Officer's:

Signature :

Post:

Date:

Schedule- 14

(Relating to Sub-rule (2) of Rule 36)

Dispatch Letter

The Government of Nepal

Ministry of Health/Department/Office

Mr./Ms-----

It is hereby informed that Mr./ Ms., transferred to that office, has been given this dispatch letter with the following details and sent to attend that office.

1. Name, surname of employee:
2. Code Number of employee:
3. Previous (a) Designation: (b) Class:
(c) Service: (d) Group, sub-group:
(e) Office:
4. Transfer (a) Date of decision: (c) Class :
(b) Designation: (e) Group, sub-group:
(d) Service: (f) Office:
5. Details in regard to hand-over of charge:
Done ☐ Not done ☐
6. Date of dispatch:
7. Leave utilized up to the date of dispatch order:
 - (a) Casual leave and festival leave days.
 - (b) Home leave days.
 - (c) Sick leave days.

- (d) Maternity leave times
- (e) Study leave days.
- (f) Extra-ordinary leave days.
- (g) Substitution leave days.
- (h) Additional leave days.

8. Accumulated leave up to the date of dispatch letter :

- (a) Home leave days.
- (b) Sick leave days.
- (c) Maternity leave days.
- (d) Study leave days.
- (e) Extra-ordinary leave days.
- (f) Substitution leave days.
- (g) Additional leave days.

9. Being drawn monthly: (a) Salary (Rs.): (b) Salary increment (Rs.):

10. Last date of payment of salary allowance:

11. Employees provident fund deduction amount:

12. Amount of payment of medical expenditure: Date:

13. Advance amount taken for daily travel allowance:

14. Starting date of salary increment:

15. Citizen Investment Fund deduction amount:

16. Income tax deduction amount:

Copy to :

The Civil Employees Record Office, Harihar Bhawan.

The Employee Provident Fund, Tridevi Marg, Thamel.

Mr./Ms. (concerned employee) : You are, hereby, requested to
attend the office to which you have
been transferred.

Schedule-15

(Relating to Sub-rule (1) of Rule 58)

Application for Leave

The Government of Nepal

Ministry of Health

To be used by employee			
Name			
Designation Office			
To be marked	Type of leave demanded	Period of leave	Reason
	1. Casual leave and festival leave		
	2. Home leave		
	3. Sick leave		
	4. Maternity leave		
	5. Obsequies leave		Signature of employee Date:
	6. Study leave		
	7. Extra-ordinary leave		
	8. Substitution leave		
	9. Additional service leave		
Date of leave from to			

To be used by the Personnel Administration Section

Type of leave	Previous due	Demanded at present	To be due now
1. Casual leave and festival leave			
2. Home leave			
3. Sick leave			
4. Maternity leave			
5. Obsequies leave			
6. Study leave			
7. Extra-ordinary leave			
8. Substitution leave			
9. Additional service leave			

Signature of employee

Date:

Administration Section

Recommended ☐

Not-Recommended ☐

Date of completion of leave ☐

Immediate higher Officer

Date:

To be mentioned, if any matter

Approved ☐ Unapproved ☐ Date of completion of leave ☐

Officer empowered to approve

Date:

Designation

For information of employee

Government of Nepal
Ministry of Health
Notice of approval of leave

Ref. No. :

Date:

Mr.

Type of leave	Period	Starting date	Date to attend office

Signature of informing employee
Personnel Administration Section

NEPAL LAW COMMISSION

Schedule-16

(Relating to Sub-rule (2) of Rule 63)

Description of leave and medical expenses

Name of employee:				Level and post:			Service/group:			Code No.																
Description	Casual and festival leave			Home leave			Sick leave			Maternity leave			Obsequies leave			Study leave			Extraordinary leave			Received for medical expenses		Received fro leave		Remarks
	Total	Used	Balance	Total	Used	Balance	Total	Used	Balance	Total	Used	Balance	Total	Used	Balance	Total	Used	Balance	Total	Used	Balance	Amount	Date	Amount	Date	

Schedule-17

(Relating to Sub-rule (1) of Rule 71)

Work Performance Evaluation Form (a)

(For officer level)

Office details submitted to:

Registration No.

Post:

Level:

Service:

Group:

Sub-group:

Name of office:

Period of evaluation:

Part (a) and (b): Details of work performed:

Details of work	
1.	
2.	
3.	
4.	
5.	

Signature of the concerned employee

Part (c) Evaluation by the supervisor, reviewer and review committee

Subject	Evaluation by the supervisor				Evaluation by the reviewer				Evaluation by the review committee			
	Most excellent	Excellent	Average	Low	Most excellent	Excellent	Average	Low	Most excellent	Excellent	Average	Low
	3	2.5	2	1	2	1.5	1	.5	1.66	1	.75	.5
1. Knowledge of subject matter and												
2. Ability to use wisdom and make decision												
3. Ability to discuss and negotiate												
4. Leadership and organizational ability												
5. Creativeness and initiation												
6. Professional sensitivity (honesty, secrecy)												
Full marks	18				12				10			
Marks obtained												

Signature of supervisor:

Signature of reviewer:

Signature of review committee:

Schedule-17

(Relating to sub-rule (1) of Rule 71)

Work Performance Evaluation Form (b)

(For assistant level)

Office details submitted to:

Registration No.

Post:

Level:

Service:

Group:

Sub-group:

Name of office:

Period of evaluation:

Part (a) and (b): Details of work performed:

Details of work	
1.	
2.	
3.	
4.	
5.	

Signature of the concerned employee:

Part (c) Evaluation by the supervisor, reviewer and review committee

Subject	Evaluation by the supervisor				Evaluation by the reviewer				Evaluation by the review committee			
	Most excellent	Excellent	Average	Low	Most excellent	Excellent	Average	Low	Most excellent	Excellent	Average	Low
	3	2.5	2	1	2	1.5	1	.5	1.66	1	.75	.5
1. Knowledge of subject matter and												
2. Ability to maintain secrecy												
3. Ability to work as per direction												
4. Attendance and punctuality												
5. Honesty and morality												
6. Discipline												
Full marks	18				12				10			
Marks obtained												

Signature of supervisor:

Signature of reviewer:

Signature of review committee:

Schedule- 18

(Relative to Sub-rule (1) of the Rule 108)

Format of Decision of the Departmental Punishment

Form of punishment order decision

Made by Mr./Ms..... ..of
Ministry of Health/ Department / Center / Division / Office

While conducting an enquiry/causing to conduct an enquiry by Mr.
working in the post ofin the Ministry of
Health/Department/Center/Division/Office, clarification submitted by him or her in
respect of the clarification demanding to produce within days has been given to
Mr. to submit defense in accordance with Sub-section (1) of
Section 80 of the Nepal Health Service Act, 2053 (-----), the statement of defense,
proof and evidence submitted by him or her have not been found satisfactory due to
... .. reasons. Therefore, a clarification has been demanded in accordance with
Section -----of the Act stating that why should not be taken an action to
... .. offence in accordance with clause of Section ---of the Act,
... .. days have been given to furnish proof, evidence or any other reasons for not
taking an action, it has been found that he has submitted a clarification stating
... .. In this connection, the documents, proof and evidence collected and
also considering the submitted clarification, it has been found from proof
and evidence that Mr. has committed the offence in accordance
with sub-section of section of the Act, hence,
... .. offence in accordance with Clause of the Section 59 of the Act
has been proposed and as per the advice of office of the
Public Service Commission in accordance with clause of Clause (---) of Section
71 of the Act, therefore, the order of decision of punishment has been made in
accordance with Clause (--) of Section 71 of the Act against Mr./Ms.... ..

In case of dissatisfaction with this order, an appeal may be to within the time limit as referred to in Clause (d) of Rule 110.

Signature :

Date:

NEPAL LAW COMMISSION

Schedule- 19

(Relating to Rule 113)

Statement of Property Form

Employee's:

Name:

Office where to statement is submitted:

Level and post :

Office:

Name :

Address:

(a) Immovable property (house, land)

SN	Brief details of house, land and other properties	Measurement and other details	Address where the house and land are located (Village, Municipality, District)	Name of owner under whose ownership it is, and in case of others, state relationship with him or her	Source of acquisition	Remarks (in the case of house, storey is also to be mentioned) (in the case of land, area or measurement (<i>Ropani</i> or other) is to be mentioned)

(b) Cash, jewels, gold, silver etc.

SN	Brief details of the properties	Name, weight and quantity	How property was obtained	Remarks

(c) Statement of Shares and the Bank Balance

SN	Brief details of properties	Name and address of the company or bank	Total value	Name of owner under whose ownership the property is, and in case of others, state relationship with him or her	How the property was obtained	Remarks

(d) Details of loan / mortgage

SN	Details of loan / mortgage	Name and address of lender /borrower	Reasons	Total value	Term for repayment	Remarks

(e) Details of loan or mortgage, if any lent or undertaken:

SN	Details of loan / mortgage	Name and address of borrower or mortgagee	Reasons	Total value	Term for repayment	Remarks

I hereby sign covenanting that the above-mentioned details are true and correct to the best of my knowledge and information.

Name and post:

Date:

Note :

1. In cases where the property is increased or decreased after submission of this statement, such details have to be submitted in a sealed envelope to the concerned body.
2. This statement shall not be used for other purposes except for legal proceedings to be undertaken as per law against the government employee. No person other than the concerned official shall be allowed to see this Statement. This Statement shall be maintained as confidential without publication.

NEPAL LAW COMMISSION

Schedule-20

(Relating to Rule 115)

Whereas, I-----, age of---years, son/daughter of Mr.-----, grand-son/grand-daughter of Mr.-----, a resident of-----, have been nominated by the Government of Nepal for study/ training/study tour on -----subject under-----, subject to the Act and Rules and am going to pursue/do the same;

Now, therefore, I, hereby, make bond to the effect that I shall return to the home country immediately on expiration of the prior determined period of the study/ training/study tour if such period is not extended and upon expiration of the extended period if so extended and perform the governmental service required to be performed pursuant to Section 25.

I shall spend Rs.------(-----rupees in words) that I have got/ am getting in the course of nomination, subject to the terms and restriction of the nomination. I shall deal with the advance or borrowed money in accordance with the terms and for the work as prescribed in receiving the same. I agree that if I fail to repay the amount required to be repaid, the same may be recovered as a governmental due from my assets or entitlements; and I shall not make any complaint in this respect.

I have, with my free will and consent, drawn up this bond and submitted it to the Ministry of Health, Government of Nepal.

Of officer causing bond to be executed:

Nominated candidate's:

Signature:

Signature:

Name:

Name:

Post:

Post:

Office:

Office:

Date:

Date:

Done on----day----the----day of the month of-----of the year 20---.

NEPAL LAW COMMISSION

