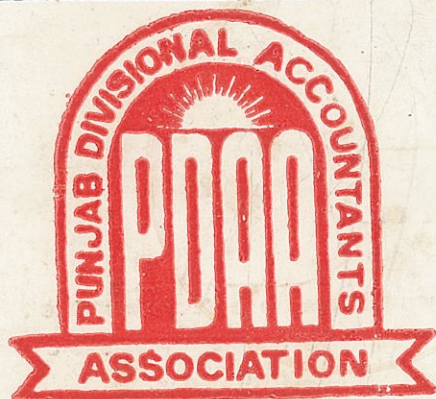


# SOUVENIR

**PUNJAB DIVISIONAL ACCOUNTS OFFICERS/  
ACCOUNTANTS ASSOCIATION**  
*(FOR MEMBERS ONLY)*



S  
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SOUVENIR  
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R

Be free from all prejudices. Be just a human being ! And in that freedom you will find great joy, and in that freedom for the first time you will feel love for other human beings, compassion, brother - hood. You will start feeling the whole universe is your family, your commune. . . .

Ma Prem Usha

Keep high aspirations, moderate expectations and small needs.

H. Stein

The young do not know enough to be prudent and therefore they attempt the impossible - & achieve it, generation after generation.

Tom Clancy

Issued on the Eve of 18th Bi-Annual General Conference of  
PUNJAB DIVL. ACCOUNTS OFFICERS, ACCOUNTANTS ASSOCIATION  
Held at CHANDIGARH on 29-02-2004

Printed at : PRARHAKAR PRESS, Chowk Passian, Amritsar — (M) : 94171-28112



## FOREWORD

It gives me great pleasure and I feel honoured to write a "Foreword" to this Souvenir which contains valuable information as well as important decisions and orders relating to the Cadre of D.A.O 's/D.A 's and to the working of P.W. Divisions.

Although the vital role of D.A /D.A.O. in the Public Works system of accounts has been realised by every decision making authority, yet unfortunately, the members of the Cadre have not been given the status and Pay Scales commensurate to the responsibilities vested in them. With the growing magnitude and complexity of the task of meeting social needs of the community within the shortest possible time, the work of D.A.O./D.A. promises to be more onerous than before. Consistent with our duties and responsibilities and to bring out the real status among other officers of the P.W.D. and I.A. and A.D. we need Gazetted status even for our D.A.'s and simultaneously our Scales need to be upgraded. No doubt, with continuous and tireless efforts in the past we could be able to achieve Gazetted status for D.A.O.-I and Sr. D.A.O. and I am sure, if we unitedly continue our efforts in the same way, the days are not far off when we will also achieve our target of getting Gazetted status for D.A. and upgradation of scales. I am sure that no stone would be left unturned in achieving this goal. Till now, through deliberations and discussions at various levels we have been getting nothing and time has now come to stand firm on our demand of upgradation of Pay Scales and if need be we will not hesitate to initiate legal action and knock the doors of C.A.T. and Supreme Court of India. I believe, if we can move unitedly with sincerity and determination, victory will be ours.

Hoping to get everything best for the Cadre.

( S. K. ARORA )  
President

## This Souvenir Contains

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<b>SECTION-II</b>		
	Minutes of Meeting held on 09/05/03 under the Chairmanship of A.G. (A&E), Punjab, Chandigarh with the Representatives of Punjab DAO's/DA's Association, Extract of Executive Council Meetings of A.I.F. held on 18/11/2001, 9-10/11/2002, 09/03/2003 & 06/07/2003, Letter written by A.I.F. of Divisional Accounts Officers/ Accountants' Associations to CAG of India regarding upgradation of Pay Scales for the staff belonging to organised Accounts Deptt. & by General Secretary of Punjab DAO's/DA's Association to A.G. (A&E), Punjab, Chandigarh etc. etc.	1-13
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Note :- Even though all possible efforts were made to check the correctness of proof, yet some mistakes might have still escaped the notice of the Publication Incharge which are regretted.

—Publication Incharge

## Souvenir Publication Committee

- |                            |                                                                                                                                                                                             |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Chairman & Chief Editor | Sh. K. K. Jandial,<br>Sr. D.A.O.                                                                                                                                                            |
| 2. Editor                  | Sh. Ashok Kumar Arora,<br>Sr. D.A.O.                                                                                                                                                        |
| 3. Sub-Editors             | 1. Sh. Vikas Kohli,<br>D.A.O.-II<br>2. Sh. B. R. Sehgal,<br>D.A.O.-I<br>3. Sh. Avtar Singh Arora,<br>D.A.O.-I<br>4. Sh. Sunil Khurana,<br>D.A.O.-II<br>5. Sh. Bikramjit Singh,<br>D.A.O.-II |

## SUGGESTIONS

Suggestions for improvement, if any, may kindly be addressed to the Publication Incharge.

Editor-in-Charge

## Section-1 (Messages)

- | S. No. | Brief Particulars                                                                                                                                    |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------|
|        | MESSAGES FROM :-                                                                                                                                     |
| 1.     | Sh. Nand Lal, I.A. & A.S.<br>Accountant General, (A&E), Punjab & U.T., Chandigarh.                                                                   |
| 2.     | Sh. P. K. Verma,<br>Sr. Deputy Accountant General (Works Admn.)                                                                                      |
| 3.     | Sh. D. K. Bakshi, I.A. & A.S.,<br>Deputy Accountant General (Admn.) Office of the Principal<br>Accountant General (Audit), Punjab & U.T. Chandigerh. |
| 4.     | Sh. Avtar Henry, Food and Supplies Minister,<br>Punjab, Chandigarh.                                                                                  |
| 5.     | Sh. Mohinder Singh Kay Pee,<br>Technical Education and Industrial Training Minister, Punjab, Chandigarh.                                             |
| 6.     | Sh. Rakesh Pandey, Minister of State,<br>Printing and Stationery Deptt. Punjab Chandigerh.                                                           |
| 7.     | S. Amarjit Singh Samra, Minister of State<br>for Revenue, Rehabilitation and Agriculture, Punjab, Chandigarh.                                        |
| 8.     | Er. T. C. Bali, Chief Engineer,<br>Punjab P.W.D. B&R, Patiala.                                                                                       |
| 9.     | Er. Surinder Singh, Chief Engineer,<br>(Electrical) Punjab Public Works Deptt. (B&R), Chandigarh.                                                    |
| 10.    | Er. Kuldip Singh, Chief Engineer (I.P.)<br>Chandigarh.                                                                                               |
| 11.    | Sh. R. N. Tripathi, Secretary General A.I.F.<br>of Divisional Accountant's Associations.                                                             |
| 12.    | Sh. A. K. Ghosh. President of A.I.F.<br>of Divisional Accountant's Associations.                                                                     |
| 13.    | Sh. Lal Singh,<br>Finance, Planning & Co-operation Minister, Punjab, Chandigarh.                                                                     |
| 14.    | Sh. Tej Parkash Singh<br>Transport Minister, Punjab, Chandigarh.                                                                                     |
| 15.    | Sh. Partap Singh Bajwa<br>Public Works (B&R) and Elections Minister. Punjab, Chandigarh.                                                             |
| 16.    | CAPT. AMARINDER SINGH, Chief Minister, Punjab, Chandigarh.                                                                                           |



*Nand Lal*



**MESSAGE**

Accountant General (A&E) Punjab,  
Chandigarh - 160 017  
Phone : 703270, 704169  
Fax No : 0172 - 702286  
E-mail : agaepb@glide.net.in

*It is heartening to know that the Punjab Divisional Accounts Officers/Accountants Association is going to hold its Bi-annual conference on 29.02.2004.*

*This cadre is a part and parcel of the Indian Audit & Accounts Department, entrusted with the duty to safe guard the financial interest of the State Government as well as to advise it on various financial matters. Today, when greater stress is being laid on transparency in the working of Government and optimum utilisation of Government resources, the role of this cadre assumes greater importance. Having administrative control with respective Accountant General of the State and working with State Government widen horizon of their role in the field of financial administration.*

*Such event provides an opportunity to update their knowledge, promote and strengthen the feeling of co-operation and mutual understanding. With a hope that the conference will address various problems of this cadre and enhance effectiveness in improving of their working, I extend my best wishes to the organisers and the participants and wish them all the success.*

(NAND LAL)  
Accountant General (A & E)  
Punjab & UT, Chandigarh

1. C  
2. I  
3. V

Accountant General (W. Admn.)  
Chandigarh - 160 011  
Phone : 703270, 704188  
Fax No : 0173 - 703288  
E-mail : agw@pdsib.nic.in



MESSAGE

The cadre is a part and parcel of the Indian Audit & Accounts Department entrusted with the duty to safeguard the financial interest of the State Government as well as to advise it on various financial matters. Today, when greater stress is being laid on transparency in the working of Government and optimum utilization of Government resources, the role of this cadre assumes greater importance. Having administrative control with respect to Accountant General of the State and working with State Government wider horizon of their role in the field of financial administration.

Such event provides an opportunity to update their knowledge, promote and strengthen the feeling of co-operation and mutual understanding. With a hope that the conference will address various problems of this cadre and enhance effectiveness in improving of their working, extend my best wishes to the organizers and the participants and wish them all the success.

(W. Admn.)  
Accountant General (W. Admn.)  
Punjab & UT, Chandigarh



MESSAGE

*This SOUVENIR commemorates the Bi-annual Conference of Punjab Divisional Accounts Officers/D.A.s Association being held at Chandigarh on 29.02.2004. This meeting will afford an opportunity to the members to know one another more closely and discuss various problems relating to their work. I am sure the discussions will be fruitful.*

*Sr. D.A.O's/D.A.O's/D.A's have a great responsibility not only in the proper maintenance of the accounts of Public Works but also to ensure that the expenditure incurred is in consonance with the Rules and instructions. They have to guard against the misuse of funds. The success of country's economic development projects very much depends on the accurate and up to date accountancy. I hope the Sr. D.A.O's./D.A.O's/D.A's will continue to shoulder the responsibility honestly, sincerely and efficiently.*

*I convey my good wishes for the success of the SOUVENIR.*

*P. K. Verma  
Sr. Deputy Accountant General (W. Admn.)*

**D.K. BAKSHI**  
**IA & AS**

DEPUTY ACCOUNTANT GENERAL (ADMN.)  
OFFICE OF THE  
PR. ACCOUNTANT GENERAL (AUDIT),  
PUNJAB & UT,  
CHANDIGARH - 160017



**MESSAGE**

*I am glad to know that association of DAOs/D.A.'s is holding its Annual Conference at Chandigarh on 29th February 2004 and has to bring out a Souvenir on the occasion.*

*Such conferences are an ideal platform for interaction and sharing of knowledge/experience and are quite helpful in better financial management of scarce resources of the State. In the present day scenario, when public/media is keeping a close watch on performance of Governments who are finding themselves wanting in arranging required funds, the role of DAOs/D.A.s becomes all the more important in bringing transparency in Government working.*

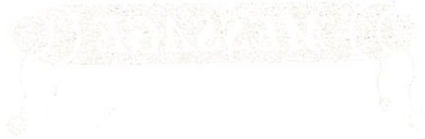
*I wish the deliberations in the conference will also touch their role in emerging scenario of e-governance. I wish the event a grand success.*

*(D.K. BAKSHI)*



ਮੁੱਖ ਮੰਤਰੀ  
ਪੰਜਾਬ

ਮੁੱਖ ਮੰਤਰੀ  
ਪੰਜਾਬ  
ਚੰਡੀਗੜ੍ਹ



I am pleased to note that the Punjab Divisional Accounts Officers / Accountants Association is organising its Biannual Conference on 29th February, 2004 and also bringing out a souvenir on the occasion.

Such conferences offer a useful platform for officers and officials engaged in the field of accounts and audit to update their knowledge besides imbibing the sense of professionalism amongst them.

I send my good wishes on the occasion.

I wish the deliberations in the conference will also touch their role in emerging scenario of e-governance. I wish the event a grand success.

(D.K. BAKSHI)

# Capt. Amarinder Singh

Chief Minister, Punjab,  
Chandigarh.

## Message

I am pleased to note that the Punjab Divisional Accounts Officers / Accountants Association is organising its Biannual Conference on 29th February, 2004 and also bringing out a souvenir on the occasion.

Such conferences offer a useful platform to the officers and officials engaged in the field of accounts and audit to update their knowledge besides imbibing the sense of professionalism amongst them.

I send my good wishes on the occasion.

(Amarinder Singh)

**LAL SINGH**

Phone : 2740912 (O)  
2743035 (R)

D.O. No. 107-VIP

Finance, Planning and  
Co-operation Minister,  
Punjab, Chandigarh.

Dated : 19-02-2004

## Message

I am glad to know that Punjab Divisional Accounts Officers / Accountants Association is organising its Bi-annual Conference at Chandigarh on 29th February, 2004 and also bringing out a colourful souvenir on this occasion.

I must say that every member of the association should work hard and perform his duties with full honesty.

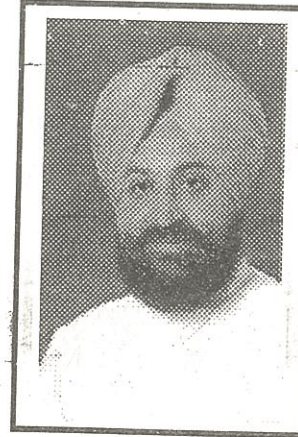
I send my good wishes to the association.

( LAL SINGH )





**Partap Singh Bajwa**



D.O. No. : PS/PWM-2004/164

**Public Works (B&R)  
and Elections  
Minister, Punjab,  
Chandigarh  
Ph : 746105**

Dt. 24-2-04

**MESSAGE**

I and glad to note that Punjab Divisional Accounts officers/Accountants Association is organising its Biannual Conference at Chandigarh on 29th February, 2004 and to commemorate this conference a colourful souvenir is also being published.

All the officers of this association are working with full dedication and devotion. I am sure in future the association will gain more pride due to the sincere efforts of its members.

On this occasion I send my good wishes to all members of the association and wish them this conference a great success.

(Partap Singh Bajwa)



*Mohinder Singh Kay Pee*  
Ph : 741984



D.O. No. : PA/TEM/Spl./2004

*Technical Education and  
Industrial Training Minister,  
Punjab, Chandigarh*

*Dated : 17-02-2004*

**MESSAGE**

*It is heartening to note that Punjab Divisional Accounts Officers/Accountants Association is holding a Bi-annual Conference of the association on February 29, 2004 at Chandigarh.*

*I appreciate the efforts of the association in holding such types of conferences, which provide an appropriate platform for the officers to interact with each other and evolve certain strategies, which will go a long way in improving the existing work patterns.*

*I send my best wishes on the occasion.*

*(Mohinder Singh Kaypee)*

**Tej Parkash Singh**

Phone No. 740199 (O)  
746537 (R)

D.O. No. PA-TM/04/260  
Transport Minister,  
Punjab,

Chandigarh.

Dated 19-02-2004

## Message

I am glad to note that Pb. Divisional Accounts Officers/Accountants Association is organising its biannual conference on 29th Feb., 2004 and also publishing a souvenir to commemorate this conference.

On this occasion I send my good wishes to the association.

(Tej Parkash Singh)



**Avtar Henry**

Ph : 740340 (O)  
690784 (R)



D.O. No. : PA/FSM/04/Spl. I

**Food & Supplies  
Minister Punjab,  
Chandigarh**

Dated : 15-2-04

**MESSAGE**

*It is a matter of great pleasure for me that Punjab Divisional Accounts Officers/Accountants Association is going to hold its general Conference and a Souvenir is being released on 29th Feb., 2004 at Chandigarh. This Souvenir consists important circulars both of States and Central Govt. It will prove very helpful for all officers/officials working in P.W.D. Deptt.*

*I congratulate the organisers for holding the Conference and issuing a Souvenir. I wish them all success.*

**(AVTAR HENRY)**  
Food, Civil Supplies and  
Consumer Affairs Minister (Punjab)



**Amarjit Singh Samra**

Ph : (O) 741506  
(R) 741144



**Minister of State for  
Revenue, Rehabilitation  
and Agriculture, Punjab  
Chandigarh.**

**MESSAGE**

I am very pleased to learn that the Punjab Divisional Accounts Officers/Accountants Association has decided to hold its Bi-annual Conference on 29.02.2004 at Chandigarh. This Association is also bringing out a Souvenir in this behalf on this occasion. It is pertinent to mention here that the officials/officers of the Association play an important role in the maintenance of the receipt/expenditure accounts of the State Government. The venture undertaken by the Association is quite appreciable.

I congratulate the ORGANISERS and wish them all success.

(Amarjit Singh Samra)

*Rakesh Pandey*



*Minister of State  
Printing & Stationery  
Deptt. Punjab*

**MESSAGE**

*I am glad to know that Punjab Divisional Accounts Officers/Accountants Association is organizing its 18th Bi-annual conference on 29.02.2004 and also releasing a Souvenir on this occasion.*

*It is a matter of great pride that this association is working for the welfare of accounts officers with full dedication.*

*I send my best wishes to the association on this occasion.*

*(Rakesh Pandey)*

**Er. T.C. Bali**



**Chief Engineer,  
Pb. PWD B & R  
Patiala.**

**MESSAGE**

*It is privilege for me to know that Punjab Divisional Accounts Officers/Accountants Association is organising bi-annual general meeting on 29.02.04 at Chandigarh.*

*It is a matter of immense pleasure to know that a valuable Souvenir is brought out on this occasion. I am confident that it would prove most beneficial for all the members and other connected with accounts matter.*

*I send my best wishes to the organisers and wish the conference all success.*

*(Er. T.C. Bali)  
Chief Engineer,  
Pb. PWD B & R,  
Patiala.*



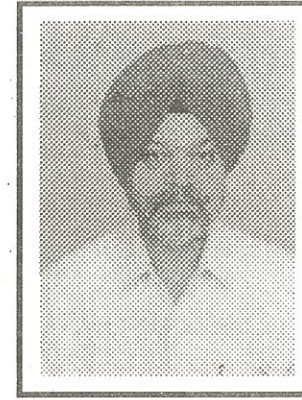
## MESSAGE

*I am glad to know that Punjab Divisional Accounts Officers/Accountants Association is holding its bi-annual conference on 29th Feb., 2004. The Divisional Accounts Officers and Divisional Accountants play a vital role in the financial control, management and working of the public works related departments. Theirs being a very important role, I wish they should work with free and fair assessment of rules and regulations and keep high the glory of their wise profession.*

*I send my good wishes on this auspicious occasion.*

*(Kuldip Singh),  
Chief Engineer (IP),  
Chandigarh.*





**MESSAGE**

*Punjab Divisional Accounts Officers/Accountants Association is going to celebrate their bi-annual conference on 29.02.2004. On this occasion on behalf of my department and myself I send my congratulation and best wishes for the success of the conference and wish that the cadre of Divisional Accounts Officers/Accountants Association may flourish day and night.*

*(Surinder Singh)  
Chief Engineer (Electrical),  
Pb. Public Works Deptt. (B&R),  
Chandigarh.*

# Message

I am delighted upon the release of this Souvenir on the eve of the 18th Bi-Annual General Conference of the Punjab D.A.O.'s/D.A.'s Association. I take this opportunity to convey my good wishes for the smooth conduct of your conference. May all the deliberations during the conference lead to more enlightenment of the cadre.

Here I will like to state that the Punjab Association had always played a vital role in the A.I.F. activities and during the last decade the leadership of the Association played a very active & useful role towards furtherance of our common cause, especially during Vth Central Pay Commission and framing of work paper on strengthening of Pre-Check system, which we represent.

With Warm Greetings

( R. N. TRIPATHI )  
Secretary General A.I.F.  
of Divisional Accountant's Associations

# Message

I am glad to learn that Punjab Divisional Accounts Officers/ Accountants Association is going to hold General Session of the Association on 29-02-2004 at Chandigarh and on this occasion the Punjab Association is bringing out a Souvenir. Punjab Association has all along played a very vital role by active participation on organizational activities. I wish that this General Session will be a total success and throw light on the path for further advancement of the Cadre.

Moreover, the Souvenirs published by the "Punjab Association" previously were very valuable and I am sure the present Souvenir will also maintain its traditional values.

With best wishes

( A. K. GHOSH )  
President of A.I.F.  
of DAO's/DA's Associations



With best compliments from :-

Harish Khurana

Phone : 2271521

98142-20515

# M/s. G. H. Enterprises

**Govt. Contractors**

*27-A, Hukam Singh Road. Amritsar.*



With best compliments from :-

# Ludhiana Builders

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**P.W.D., MANDI BOARD.**

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**Rajguru Nagar,**

**LUDHIANA.**



With best compliments from :-

# Kabir Construction

*HOT MIX PLANT*

**PLANTS AT GURE**

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Phone : 5026306



With best compliments from :-


*Satish Aggarwal*  
Director

**Satish Aggarwal & Co.**  
**Satish Aggarwal**  
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*(Hoshiarpur)*

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*Resi 244254, 244588*

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Ram Tirath Road, Amritsar.

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With best compliments from :-

 Plant (T T.) (01852)-225968  
Amritsar (0183)-2582080

**M. S. BROTHERS**

**COMPUTERISED HOT MIX PLANT**

**Kakka Kandiala, Asr. Road, TARN TARAN**

**H. No. 2415, St. No. 2, Kot Kanahya Lal,**

**Sultanwind Road, AMRITSAR.**

With best compliments from :-

Mobile : 98153-42011

**SURINDER KUMAR**

**GOVERNMENT CONTRACTOR**

**S.C.F. No 6, Model Town,**

**PATIALA.**



With best compliments from :-

Phone : 0183-2581414

**ASHOK GUPTA**

**'A' CLASS GOVT. CONTRACTOR**

**Specialists in :- BRIDGE WORKS**

**H. No. 3491, Gali No. 4, Bahadur Nagar**

**SULTANWIND ROAD,**

**AMRITSAR.**



With best compliments from :-

**PARAMJIT SINGH**

**APPROVED GOVT. CONTRACTOR**

**Specialists in :- Building Works**

**68, Hussain Pura,**

**Amritsar.**



## SECTION-II

Sr. No.	Subject	Page(s)
1.	Minutes of meeting held on 09-05-2003 under the Chairman Ship of the Accountant General with the representatives of Punjab D.A.O.'s/D.A.'s Association.	1-3
2.	Extract of Executive Council Meeting held on 18-11-2001 of A.I.F. of Divisional Accounts Officers/Accountants' Associations.	3-4
3.	Extract of Executive Council Meeting held on 9-10/11/2002 of A.I.F. of Divisional Accounts Officers/Accountants' Associations.	4-6
4.	Extract of Executive Council Meeting held on 9-03-2003 of A.I.F. of Divisional Accounts Officers/Accountants' Associations.	6-7
5.	Extract of Agenda items discussed in the Executive Council Meeting of A.I.F. of Divisional Accounts Officers/Accountants' Associations held on 0 -07-2003	7
6.	Letter No. 6/AIF/SG/2003 Dt 25-03-03 for upgradation of Pay Scales for the staff belonging to the Organised Accounts Deptts. from Sh. R. N. Tripathi, Secretary General of A I.F. of Divisional Accounts Officers/Accountants' Associations addressed to CAG of India.	7-8
7.	Letter No. AIA/B-1/03/15 Dt. 04/03/2003 from Sh. A. B. SEN, Secretary General addressed to CAG of India regarding grant of higher Pay Scales to Divisional Accountants & Stenographers Cadre.	
8.	Letter dated 13-3-2003 from Sh. K. K. Jandial, General Secretary addressed to A.G. (A&E), Punjab, Chandigarh regarding Pay Scales for the staff belonging to the organised Accounts Departments.	9-10
9.	List of office bearers of Punjab Divisional Accounts Officers/Accountants Association.	10
10.	Letter No. Admn.-I/JCM/2001-02/6492 Dt. 7/3/2002 regarding Grant of recognition to the Association under CCS (RSA) Rules, 1993	11-12
11.	Seminar on Income Tax, Sales Tax, Stress Management & Importance of spiritually & yoga held on 04/2/04 & 05/02/04 at Patiala.	
12.	Persistent irregularities appearing in Part I-C of Inspection Report.	13

Subject :- Minutes of meeting held on 9-05-2003 at 4 P.M. under the Chair Person Ship of the Accountant General with the representatives of Punjab D.A.O's/D.A's Association.

Following were present :-

Sr. No	Association side S/Sh./Smt.	Sr No.	Office side S /Sh./Smt.
1.	S. K. Arora, Sr. D.A.O., President.	1.	P. K. Verma D.A.G. (Works Admn.)
2.	K. K. Jandial, Sr. D.A.O , General Secretary	2.	R. K. Sabharwal, Sr. A.O. (Works Admn.)
3.	A. K. Arora, Sr. D.A.O., Sr. Vice President	3.	Prem Pal Kamboj, A.A.O. (Works Admn.)
4.	Parkash Ram, Vice President	4.	Ram Murti, P.S. to A.G.
5.	P. K. Jain, D.A.O.-I Asstt. Secretary		
6.	B. R. Sehgal, D.A.O.-I, Asstt. Secretary		
7.	Harjinder Singh, Sr. D.A.O. Joint Secretary		
8.	Sewa Singh, Member		
9.	Saroj Kumar Mandal, Member		

At the very outset of the meeting on being asked by the Chairperson, the members of the Association introduced themselves to the Chairperson. There after, discussion was held on the following points :-

**1. Identification of Divisions :-**

Divisions for Sr. D.A.O./D.A.O.-I/D.A.O.-II/D.A's grades have been classified/identified with reference to the Expenditure figures for three years i.e. 1998-99, 1999-2K and 2K-2K1 vide Pr. A.G's orders dated 30-04-02, Association side demanded copy of the divisions so classified, which has been supplied to them on 20-05-2003.

**2. Annual General Transfer :-**

On the demand of the Association that Annual General Transfer 2003 be ordered by 15th of May 2003, Accountant General stressed not to propose such time limit as this is totally Administrative matter and transfers for 2003, would be made as per the administrative convenience.

**3. Specifying Extent of checks as Internal checker by D.A.O's/D.A's :**

On the demand of the association to fix/specifying extent of checks as internal checker by D.A.O's/D.A's, Accountant General directed the Works Admn. to pursue the matter with Hq.s office.

#### 4 Dispensing with the writing of A.C.R's by the Inspecting Officers.

The Accountant General said that the Confidential reports are not being written by Inspecting Officers but there are some columns which are being filled up by the Inspecting Officers. However, the matter is with Hq.'s office since June 2000 and decision of Hq.'s office is still awaited. Accountant General asked the association if they feel so may submit a Resolution on this matter so that the same may be sent to Hq.'s office.

#### 5. Non-writing of A.C.R's by Executive Engineer :

Non-writing of A.C.R's by the Executive Engineer of Sr. D.A.O./D.A.O./D.A's has been taken very seriously by the Accountant General. Works Admn. Section has been directed to pursue the matter with State Govt. at higher level vigorously to ensure timely receipt of A.C.R's of the cadre.

#### 6. Earmarking of Govt. Accomodation in Audit Colony for DA/DAO's :-

The Association's request to allot at least one quarter to D.A./D.A.O's posted at Mohali/Chandigarh has not been accepted to by the Accountant General as this cadre is not covered under the eligibility criteria fixed by Allotment Rules. Accountant General, however, asked the representatives to submit a resolution to this effect so that case for allotment of Govt. Accomodation from Punjab State Govt. Accomodation pool may be considered and taken up with Govt. of Punjab.

#### 7. Filling up of Vacant Posts :-

Association's demand to conduct IRE and fill up all the vacant posts at one time was not accepted to as recruitment to this cadre is to be made through SSC and matter with SSC is being pursued vigorously.

#### 8. In-House Training on Computer :-

Accountant General emphasised the need to rationalise the In-house training and making it more practical to meet the demands of the cadre working in State Govt. Accountant General also desired to encourage the D.A.O's/D.A's for such training and conduct this at different level.

#### 9. Medical Advance :-

The demand of Medical Advance by this office to Sr. D.A.O./D.A.O's/D.A's was not acceded to as medical reimbursement is admissible under state medical rules and expenditure is debitable to State Govt. The Accountant General, however, directed to Works Admn. to re-examine the matter and if necessary can take up with the State Govt.

#### 10. Misc. :-

Representatives of D.A.O./D.A's Association brought to the notice of the Accountant General that they are generally deputed to attend the court cases by the department for which they are not competent as per court rulings, the Accountant General, however, told that this is a local administrative matter and to be dealt with in the department concerned. Association also brought to the notice that some instructions were issued

by this office in this regard for which Accountant General directed to find out these instructions so that the matter may be examined. Association was also asked to submit a resolution in this regard.

The meeting ended with vote of thanks to the Chairperson.

Sd/-

R. K. SABHARWAL  
Sr. Accounts Officer  
(Works Admn.)



Extract of the Executive Council Meeting held on 18-11-2001 at WALMI Lecture Hall, Okhala, New Delhi of All India Federation of Divisional Accountant's Associations.

#### Issues taken up with the Administration.

1. The Pay Scale equal to the Pay Scale of Senior Accounts Officer, i.e. Rs. 8,000-13,500 for our cadre.
2. Restructuring of the cadre (20:80).
3. Action on work paper submitted by A.I.F.
4. Special drive for filling up vacant posts in different states.
5. Sponsoring D.A./D.A.O. in the work Accounts field of different authorities as A.O.
6. Uniform designation.
7. Approval of proposal of constitution amendment of U.P. Unit.
8. Absorption of 14 Probationary D.A's of U.P. whose services were terminated and allied matters.

The All India Federation of Divisional Accountant's Associations stated in the News-Letter on 15-12-01 that the above issues were taken up with the Administration at appropriate level and C.A.G. of India had assured that the issues will be taken up in due course.

#### 1. Pay Scale of 8,000-13,500.

The C.A.G. was kind enough to give a patient hearing and stated that he would examine the matter and consider the same & also assured to see the Work Paper submitted by the A.I.F.

#### 2. Restructuring of the Cadre (20:80) and Action on Work Paper.

The Dy. C.A.G. had stated that the restructuring of our cadre in the ratio of 20:80 has already been recommended and forwarded to the Govt. of India. He also stated that on the work paper submitted by the A.I.F., opinions of the State A.G's and Accounts and Audit Wing in C.A.G. office would be taken and considered.



### 3. Special drive for filling up of vacancies.

The C.A.G. had stated that this matter has been considered and one Additional Dy. C.A.G. has been placed in charge of the same.

4. It was also stated by the C.A.G. that the Administration was considering to formulate recognition Rules for All India Federation and formation of Deptt. Council. It was stated by P.D. (S) before him that Sr. A.O's pay scales might appropriately be taken up after restructuring of the cadre, when a clear picture might emerge and definite proposal there on might be made. In the meeting with the C.A.G. and Dy. C.A.G. on 19 & 20 November respectively, the P.D.(S) was present.

### Extract of the Executive Council Meeting of A.I.F. of Divisional Accountant's Associations held on 9/10/11/2002 in D.R.D.A. Conference Hall, Jaisalmer (Rajasthan).

List of office bearers elected during XIVth General Conference held on 9-10 Nov. 2002 at Jaisalmer (Rajasthan).

Sl.No.	Post	Name	Postal Address	State
1	2	3	4	5
1	President	Sri. A.K. Ghosh D.A.O.	31, Rajendra Banerji Road P.O. Braham Samaj Road, Behala Kolkata-700034 Ph. Res. 033-24586441	W.B.
2	Sr. Vice President	Sri. R.K. Rekhi D.A.O.	N.H. Division, H.P.P.W.D. Solani-173001 Phone Res. 01792-224408 Off. 01792-223804	H.P.
3	Vice President	Sri. R.P. Sharma D.A.O.	C/o. Late Sri. Shivnath Singh Opp. Mahabir Mandir, Murcha Road, Patna City-800009 Ph. Res. 0612-617641	Bihar
4	Vice President	Sri. B. Swain D.A.O.	Plot No, 1191, Opp-C.B.I. Colony Bhubneshwar-751012 Ph. Res. 0674-2401846	Orissa
5	Vice President	Sri. G.S.L. Gupta D.A.O.	G-17/14, South T.T. Nagar Bhopal Ph. Res. 0755-578378	M.P.
6	Secretary General	Sri. R.N. Tripathi D.A.O.	53C/12D Pt. Motilal Nehru Marg, Balvadere Press Compound, Allenganj Allahabad-211002 Ph. Res. 0532-466241 Off. 0532-766316	U.P.

Sl.No.	Post	Name	Postal Address	State
1	2	3	4	5
7	Addl. Secretary General	Sri. K.K. Jandial D.A.O.	18, Basant Nagar, Majeetha Road, Amritsar-143001 Ph. Res. 0183-2571574	Punjab
8	Jt. Secy. General (Organisation)	Sri. P.K. Goswami D.A.O.	156/12 B.B.T. Road, Kolkata-700035 Ph. Res. 033-25770827	W.B.
9	Jt. Secy. General (Organisation)	Sri. P.K. Mittal D.A.O.	B-7/237, Arora Sunara Street Suratgarhia Bazar. Sirsa-1250555 Ph. Res. 01666-24320	Haryana
10	Jt. Secy. General (Organisation)	Sri. V.N. Chaudhari D.A.O.	37, Akashvani Nagar Katra Sultanabad Bhopal-462008 Ph. Res. 0753-772454	M.P.
11	Jt. Secy. General (Organisation)	Sri. G.G. Pataria D.A.O.	R&B Division Jam Nagar, (Gujrat State)	Gujrat
12	Jt. Secy. General (Organisation)	Sri. Suresh Chand Meena D.A.O.	P.W.D. Division Sawai Madhopur (Rajasthan State)	Rajasthan
13	Jt. Secy. General (Office)	Sri. V.G. Pandey D.A.O.	17/275, Adarsh Nagar, Worli-Mumbai-400025 Ph. Res. 0222-24300430	Maharashtra
14	Jt. Secy. General (Finance)	Sri. B.D. Mishra D.A.O.	562-B-Mumfordganj Allahabad-211002 Ph. Res. 0532-440782	U.P.
15	Asst. Secy. General (Organisation)	Sri. B. Murti Manoharan D.A.	6/11, Padavettan Street Gurupuram, Mandaiveli Chennai-600028	Tamil Nadu
16	Asst. Secy. General (Organisation)	Sri. M.L. Khinchi Divl. Accountant	P.W.D. Division Jaisalmer Rajasthan) Ph. Res. 02992-53435 Ph. Off. 02992-52365	Rajasthan
17	Asst. Secy. General (Organisation)	Sri. Hari Lal D.A.O.	140, Rampriya Road, Opp. Prayag Rly. Station, Allahabad-211002 Ph. Res. 0532-645735	U.P.
18	Asst. Secy. General (Organisation)	Sri. Bijay Kumar D.A.O.	Manju Villa Opp. Road No. 3, Near Lions Club Ashok Nagar Ranchi-834002 Ph. Res. 0651-240209 Mobile 9835144539	Bihar

Sl.No.	Post	Name	Postal Address	State
1	2	3	4	5
19	Asst.Secy.General (Organisation)	Sri. A.K. Srivastava D.A.O.		Maharashtra
20	Asst.Secy.General (Organisation)	Sri. Kishore Kumar D.A.O.	R.E.O. Work Division, Mahatma Gandhi Road, Khagaria-851204 Ph. Res. 06244-26373 Office 06244-22367	Bihar
21	Auditor	Sri. M.K. Sharma D.A.O.	A.G.I/75-A Vikaspuri, New Delhi. Ph. Res. 011-25535844	Central
22	Auditor	Sri. Sajjan Kumar Dokwal D.A.O.	B&R Division Charkhi Dadri Distt Bhiwani (Haryana State)	Haryana
23	Liason Officer	Sri. Shailesh Verma D.A.O.	Constt. Division P.W.D. Shrawasti, L.R.P. Colony, Baharaich (U.P.) Ph. Res. 05252-32751	U.R.
24.	Liason Officer	Sri. S.N. Dass D.A.O.	C-21, H.I.G. Baramundi Housing Colony, Bhubaneshwar-751003 Ph. Res. 0674-550213	Orissa



Extract of the Executive Council Meeting of the All India Federation of Divisional Accountant's Associations held on 9-3-03 at Kasauli in Conference Hall of Hotel R Maidens, Mall Road, Kasauli (Himachal Pradesh).

The above meeting was attended by Shri K. K. Jandial, General Secretary of the Punjab Divisional Accountants/Accounts Officers Association on 9-3-03.

In the meeting, it was stated by Shri K. K. Jandial, General Secretary, Punjab State as under :-

He stated that in Punjab State 33 posts were vacant and 5 persons were recruited, out of which 2 persons left the job and only 3 are continuing. He suggested that at least as a one time measure, A.G. Should have full rowers to fill up vacant posts. A.I.F. was requested to take up this issue of filling up of vacancies in right earnest.

He also stated that unless basic grade pay scale was improved there would be no improvement to our cadre. Se apart from the previous priority items, now the priority item No. 1 should be improvement of our basic grade pay scaie and our A.I.F. should persue vigorously for implementation of the upgraded pay scales for our cadre and then we should strive for improvement of pay scales of Sr. D.A.O. which should be new priority item 2. New priority item No. 3, should be for promotion to Sr. A.O. in I.A. & A.S. He also reiterated that A.I.F. should take up the following issues with the appropriate authorrtias at appropriate forum.

- Transport allowance on the basis of basis pay and not on Pay Scales.
- Variable rate of increment.

Extract of the Agenda items discussed in the Executive Council Meeting of the All India Federation of Divisional Accountant's Associations held on 6-7-03 at Head Works Division. Agra Canal (Near Walmi Lecture Hall) U.P. Irrigation Complex, Okhla (Near Okhla Village) New-Delhi.

- Confirmation of the Previous Executive Council Meeting held on 9-03-03 at Kasuali (Himachal Pradesh).
- Development in respect of priority items.
- Recognition of the A.I.F. under Rules.
- Financial Position of the A.I.F.

Shri B. R. Sehgal, Organising Secretary, Punjab unit attended the Meeting on behalf of the Punjab Divisional Accountants/Accounts Officers Association.



(R) Allahabad : 0532-466241  
Fax (PP) : 0532-609844

All India Federation of Divisional Accountant's Associations  
(Recognised by C. & A.G. of India vide Letter No. 2985 - NGE 111/359 dated 12-10-1961)  
Residence : 53-C/12-D, Pt. Moti Lal Nehru Road, (Belvedere Press Compound),  
Allengauj, Allahabad-211 002.

Ref. : 16/AIF/SG/2003

Dt. : 25-03-03

To.

The Comptroller and Auditor General of India,  
10, Bahadur Shah Jafar Marg,  
New Delhi - 110 002.

Sub : Revision of Pay Scales in I.A. & A.D.

Ref. : Your Office Circular No. NGE/12/2003

No. 166 NGE (App)/36-203 dated 04-03-2003

Communicating Memo No.-F. No. 6/82/E. III(B)/91 dt. 28-02-2003 of G.O.I., M.O.F. & G.A., D.O.E., (E-III Branch) regarding upgradation of pay Scales for the staff belonging to the organised Accounts Departments.

Sir,

In inviting your kind reference to above, I am directed to state that as there is no mention of different grades of the Cadre of Divisional Accountants Viz. Divisional Accountants, Divisional Accounts Officer-Grade II and Divisional Accounts Officer Grade-I holding equivalent posts and identical Scales of Pay of Sr. Auditor/Sr. Accountant, Section Officer Asstt. Audit/Accounts Officer respectively in your Office Circular quoted here-in above, the State Accountants General/Principal Accountants General are not considering to extend the benefit to the member of this cadre belonging to concerned grades, though it is categorically stated in the above O.M. of the Government of India extend the benefit to the corresponding categories in all the Organised Accounts Cadres.

I am, thereof, directed to request you kindly to look in to the matter and kindly to issue necessary orders covering our cadre so that the benefit may be available to the concerned grades of the cadre of Divisional Accountants.

Yours faithfully,  
( R. N. Tripathi )  
Secretary General



### All India Federation of Divisional Accountants' Associations

15/1089-90. Vasundhara, P.O. Vasundhara-201 012.

Phone : 0120-2881727

E-Mail : auditlekha@rediffmail.com

Ref. No. : AIA/B-1/03/15

Date : March 4, 2003

To,

The Comptroller and Auditor General of India,  
10, Bahaur Shah Zafar Marg,  
New Delhi-110 002,

Sub. : Grant of higher pay scales to Divisional Accountants and Stenographer cadres Reference. Govt. of India, Ministry of Finance and Company Affairs. Department of Expenditure O.M. No. F. No. 6/82/E.III (B)/91 dated 28-2-2003.

Sir,

I am to invite your attention to C.A.G's Office Circular No. NGE/12/2003 No. 166-NGE APP/36-2003 dated 4-3-2003 wherein an endorsement of the O.M. cited under reference has been circulated.

The pay scales approved by the Government in respect of Auditors/Accountants, Section Officers & A.A.O's are essentially to be extended to other Categories of employees

namely Stenographer Grade III, Stenographer Grade II, Stenographer Grade I, P.A. etc, and Divisional Accountant, Divisional Accounts Officer Grade II, Divisional Accounts Officer Grade I and Senior Divisional Accounts Officers, who had been enjoying traditional parity with the posts mentioned in the O.M.

Therefore, I would request you to kindly cause appropriate action to extend the revised pay scales mentioned in the O.M. to the other cadres mentioned above.

Thanking You,

Yours faithfully,  
( A. B. SEN )  
Secretary General

To,

The Accountant General (A&E), Punjab, Chandigarh.

Sub. :- Pay scale for the staff belonging to the Organised Accounts Departments.

Ref. :- Ministry of Finance & Company Affairs, Department of Expenditure Memo No. 6/82/E-3 (B)/91, dated 28/2/2003.

It is brought to your kind notice that the Govt. of India vide their Memo No. noted above under reference have upgraded the pay scale for the following posts and their equivalent posts in the Organised Accounts Cadre :-

Designation	Pay Scale prior to 1/1/1996	Existing pay scale	Pay Scale to be extended notionally w.e.f. 1/1/1996 with actual payments being made prospectively.
Auditor/ Accountant	1200-30-1560-40-2040	4000-1006000	4500-125-7000
Sr. Auditor/ Sr. Accountant	1400-40-1600-50-2300-60-2600-	5000-1508000	5500-175-9000
Section Officer	1640-60-2600-75-2900	5500-1759000	6500-200-10500
Asstt. Audit Officer/ Asstt. Accounts Officer	2000-60-2300-75-3200	6500-22010500	7450-225-11500

Cadre of Divisional Accountants is organised Accounts cadre under the administrative Control of Accountant General, Pb., Chandigarh. The post of D.A./D.A.O-II/D.A.O-I is at par with Senior Accountants/Section Officer/Assistant Accounts Officer. It is, therefore, requested that the above upgraded scale may be made applicable to D.A./D.A.O.-II/D.A.O-I as detailed below.

1. Divisional Accountants. 5500-175-9000
  2. Divisional Accounts Officer-II. 6500-200-10500
  3. Divisional Accounts Officer-I. 7450-225-11500
- Necessary instructions may kindly be issued to all the Executive Engineers in P.W.D./ B&R/Irrigation/Public Health Branches, so that above upgraded Pay Scale are implemented to the cadre of Divisional Accountants.

Assuring to you our best co-operation in-solving the problems of the cadre.

Yours faithfully,  
( K. K. JANDIAL )  
General Secretary

### List of Office Bearers of Pb, D.A.O's/D.A's Association

1. Shakti K. Arora, President  
1036, Sector 21 Panchkula.  
Phone : 570722
2. K. K. Jandial, B.Sc.LL.B.  
General Secretary  
18, Basant Nagar. Behind E.N.T. Hospital,  
Majitha Road, Amritsar.  
Phone : 2571574
3. A. K. Arora, Sr. D.A.O.  
Senior Vice President  
H. No. 609/22, Sham Nagar, Ludhiana.  
Phone : 446707-446708-446018
4. Parkash Ram, D.A.O. (I)  
Vice President  
88-A, Nagar Enclave, New Officers Colony.  
Patiala.  
Phone : 309209
5. Harjinder Singh, Sr. D.A.O.  
Joint Secretary (I)  
H. No. 182, Phase 3-B/1, Mohali.  
Phone : 221501
6. Chetan Parkash, D.A.O. (I)  
Joint Secretary (II)  
New Gautam Nagar, Una Road, (Near Jain  
Day Boarding School), Hoshiarpur.  
Phone : 21929
7. Sunil Jindal, D.A.O. (II)  
Assistant Secretary-II  
2935, Sector 37, Chandigarh.  
Phone : 694264
8. J. S. Sekhon, D.A.O. (I)  
Assistant Secretary-(II)  
H. No. 2341, Phase-II Sector 65, Mohali.  
Phone : 213933
9. Billa Ram Sehgal, D.A.O. (II)  
Organising Secretary  
H. No. 65/9 Gali Peeran Wali, I/s. Gate  
Hakiman, Amritsar.  
Phone : 2522560
10. Rajinder Singh D.A.  
Cashier  
H. No. 161, Powar Colony, Phase-II,  
Industrial Area, Panchkula.  
Phone : 585618 (R)
11. P. K. Jain, D.A.O. (I) Auditor  
Const. Division, P.W.D. B&R Bathinda.  
1127, Sector 15, Chandigarh.
12. Vijay Tikku, D.A.O. (II)  
Liason Officer  
Phone : 782409

## INDIAN AUDIT AND ACCOUNTS DEPARTMENT

### Accountant General (A&E), Punjab, Chandigarh-160 017

No. : Admn. I/JCM/2001-02/6492

Date : 7-3-2002

To,  
The President,  
Punjab Divisional Accounts Officers/  
Divisional Accountants Association,  
Office of the Pr. A.G. (A&E) Punjab,  
Chandigarh.

Sub. :- Grant of recognition to the Associations under CCS (RSA) Rules, 1993.

With reference to your letter No. 4/SPL/ dt. 5-3-1999, I am to accord recognition to the Punjab Divisional Accounts Officers/Divisional Accountants Association under the CCS (RSA) Rules, 1993 subject to the conditions mentioned in the above stated Rules. Some Salient conditions are :-

- i) The recognition granted under the CCS (RSA) Rules 1993 will remain valid for a period of five years i.e. from the date of grant of such recognition in terms of instructions contained in para 3 (iv) of H.qr's Office Circular No. 295 NGE/JCM/40-94/I dated 17-4-95 i.e. from the date of issue of this letter or till it withdrawn whichever is earlier.
- ii) The recognition granted under CCS(RSA) Rules, 1993 is subject to the Judgement by the High Court of Delhi in the case of writ petition filed by the All India Audit and Accounts Association Challenging the provisions of CCS (RSA) Rules, 1993.
- iii) The Association shall act in accordance with various instructions issued by H.qr's Office as well as by the Govt. of India, Department of Personnel and Training New Delhi, relating to recognition of the Association under the CCS (RSA) Rules, 1993 from time to time.
- iv) Any amendment in the Constitution of the Association shall be made only with the prior approval of C.A.G. of India. The C.A.G. can also ask the Associations to amend any clause of its constitution, if considered necessary, at any time.
- v) The Service Association shall not espouse or support the individual Government Servants relating to service matters.
- vi) The Service Association shall not send any representation or deputation except in connection with a matter which is of common interest to members of the Service Association.
- vii) The Service Association shall not maintain any political fund or lend itself to the propagation of the views of any political party or a member of such party.
- viii) All representations by the Service Association shall be submitted through proper channel and shall be addressed to the Head of the Organisation or Head of the Department or Office.

The receipt of this letter may please be acknowledged.

Sd/-  
Principal Accountant General

**Seminar on Income Tax, Sales Tax, Stress Management and Importance of spiritually and yoga held on 4th & 5th February, 2004 at Patiala.**

A Seminar on Income Tax, Sales Tax, Stress Management and importance of spiritually and yoga was organized at the Conference Hall of Research Laboratory, P.W.D. B&R Branch, Patiala by the Office of the Accountant General (A&E), Punjab, Chandigarh during 04-02-2004 to 05-02-2004. In this seminar more than 50 Divisional Accounts Officers/Divisional Accountants participated from different Divisions from the State of Pb. and Chandigarh. The seminar was inaugurated by Sh. Nand Lal, I.A. & A.S., Accountant General (A&E), Punjab, Chandigarh on 04-02-2004. The Accountant General emphasized the importance of Indian Audit and Accounts Deptt. in the maintenance of accounts of the State Government in a more effective manner in the fast changing scenario of public finance. He was also of the opinion that many important points would be discussed in the seminar & the participants would be having an opportunity to discuss and find out the solutions of the various problems relating to their profession.

In the seminar experts were invited from Income Tax Department, Sales Tax Department and Punjabi University, Patiala to share their professional experience and knowledge with the participants. Sh. P. K. Verma, Senior Deputy Accountant General (Works), enlightened the participants with the importance of yoga and meditation in the fast changing style of life.

The valedictory function was held on 05-02-2004 under the chairmanship of Sh. Nand Lal, I.A. & A.S., Accountant General and certificates were distributed to the participants.

namely Stenographer Grade III, Stenographer Grade II, Stenographer Grade I, P.A. etc, and Divisional Accountant, Divisional Accounts Officer Grade II, Divisional Accounts Officer Grade I and Senior Divisional Accounts Officers, who had been enjoying traditional parity with the posts mentioned in the O.M.

Therefore, I would request you to kindly cause appropriate action to extend the revised pay scales mentioned in the O.M. to the other cadres mentioned above.

Thanking You,

Yours faithfully,  
( A. B. SEN )  
Secretary General

To,

The Accountant General (A&E), Punjab, Chandigarh.

Sub. :- Pay scale for the staff belonging to the Organised Accounts Departments.

Ref. :- Ministry of Finance & Company Affairs, Department of Expenditure Memo No. 6/82/E-3 (B)/91, dated 28/2/2003.

It is brought to your kind notice that the Govt. of India vide their Memo No. noted above under reference have upgraded the pay scale for the following posts and their equivalent posts in the Organised Accounts Cadre :-

Designation	Pay Scale prior to 1/1/1996	Existing pay scale	Pay Scale to be extended notionally w.e.f. 1/1/1996 with actual payments being made prospectively.
Auditor/	1200-30-1560-	4000-100	4500-125-7000
Accountant	40-2040	6000	
Sr. Auditor/	1400-40-1600-	5000-150	5500-175-9000
Sr. Accountant	50-2300-60-2600-	8000	
Section Officer	1640-60-2600-	5500-175	6500-200-10500
	75-2900	9000	
Asstt. Audit Officer/	2000-60-2300-	6500-220	7450-225-11500
Asstt. Accounts Officer	75-3200	10500	

Cadre of Divisional Accountants is organised Accounts cadre under the administrative Control of Accountant General, Pb., Chandigarh. The post of D.A./D.A.O-II/D.A.O-I is at par with Senior Accountants/Section Officer/Assistant Accounts Officer. It is, therefore, requested that the above upgraded scale may be made applicable to D.A./D.A.O.-II/D.A.O-I as detailed below.

- |                                    |                |
|------------------------------------|----------------|
| 1. Divisional Accountants.         | 5500-175-9000  |
| 2. Divisional Accounts Officer-II. | 6500-200-10500 |
| 3. Divisional Accounts Officer-I.  | 7450-225-11500 |

Necessary instructions may kindly be issued to all the Executive Engineers in P.W.D./B&R/Irrigation/Public Health Branches, so that above upgraded Pay Scale are implemented to the cadre of Divisional Accountants

Assuring to you our best co-operation in-solving the problems of the cadre.

Yours faithfully,  
( K. K. JANDIAL )  
General Secretary



### List of Office Bearers of Pb, D.A.O's/D.A's Association

- |                                                          |                                                                                              |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 1. Shakti K. Arora, President                            | 1036, Sector 21 Panchkula.<br>Phone : 570722                                                 |
| 2. K. K. Jandial, B.Sc.LL.B.<br>General Secretary        | 18, Basant Nagar. Behind E.N.T. Hospital,<br>Majitha Road, Amritsar.<br>Phone : 2571574      |
| 3. A. K. Arora, Sr. D.A.O.<br>Senior Vice President      | H. No. 609/22, Sham Nagar, Ludhiana.<br>Phone : 446707-446708-446018                         |
| 4. Parkash Ram, D.A.O. (I)<br>Vice President             | 88-A, Nagar Enclave, New Officers Colony.<br>Patiala.<br>Phone : 309209                      |
| 5. Harjinder Singh, Sr. D.A.O.<br>Joint Secretary (I)    | H. No. 182, Phase 3-B/1, Mohali.<br>Phone : 221501                                           |
| 6. Chetan Parkash, D.A.O. (I)<br>Joint Secretary (II)    | New Gautam Nagar, Una Road, (Near Jain<br>Day Boarding School), Hoshiarpur.<br>Phone : 21929 |
| 7. Sunil Jindal, D.A.O. (II)<br>Assistant Secretary-II   | 2935, Sector 37, Chandigarh.<br>Phone : 694264                                               |
| 8. J. S. Sekhon, D.A.O. (I)<br>Assistant Secretary-(II)  | H. No. 2341, Phase-II Sector 65, Mohali.<br>Phone : 213933                                   |
| 9. Billa Ram Sehgal, D.A.O. (II)<br>Organising Secretary | H. No. 65/9 Gali Peeran Wali, I/s. Gate<br>Hakiman, Amritsar.<br>Phone : 2522560             |
| 10. Rajinder Singh D.A.<br>Cashier                       | H. No. 161, Powar Colony, Phase-II,<br>Industrial Area, Panchkula.<br>Phone : 585618 (R)     |
| 11. P. K. Jain, D.A.O. (I) Auditor                       | Const. Division, P.W.D. B&R Bathinda.                                                        |
| 12. Vijay Tikku, D.A.O. (II)<br>Liason Officer           | 1127, Sector 15, Chandigarh.<br>Phone : 782409                                               |

## INDIAN AUDIT AND ACCOUNTS DEPARTMENT

Accountant General (A&E), Punjab Chandigarh-160 017

No. : Admn. I/JCM/2001-02/6492

Date : 7-3-2002

To,

The President,  
Punjab Divisional Accounts Officers/  
Divisional Accountants Association,  
Office of the Pr. A.G. (A&E) Punjab,  
Chandigarh.

Sub. :- Grant of recognition to the Associations under CCS (RSA) Rules, 1993.

With reference to your letter No. 4/SPL/ dt. 5-3-1999, I am to accord recognition to the Punjab Divisional Accounts Officers/Divisional Accountants Association under the CCS (RSA) Rules, 1993 subject to the conditions mentioned in the above stated Rules. Some Salient conditions are :-

- i) The recognition granted under the CCS (RSA) Rules 1993 will remain valid for a period of five years i.e. from the date of grant of such recognition in terms of instructions contained in para 3 (iv) of H.qr's Office Circular No. 295 NGE/JCM/40-94/1 dated 17-4-95 i.e. from the date of issue of this letter or till it withdrawn whichever is earlier.
- ii) The recognition granted under CCS(RSA) Rules 1993 is subject to the Judgement by the High Court of Delhi in the case of writ petition filed by the All India Audit and Accounts Association Challenging the provisions of CCS (RSA) Rules, 1993.
- iii) The Association shall act in accordance with various instructions issued by H.qr's Office as well as by the Govt. of India, Department of Personnel and Training New Delhi, relating to recognition of the Association under the CCS (RSA) Rules, 1993 from time to time.
- iv) Any amendment in the Constitution of the Association shall be made only with the prior approval of C.A.G. of India. The C.A.G. can also ask the Associations to amend any clause of its constitution, if considered necessary, at any time.
- v) The Service Association shall not espouse or support the individual Government Servants relating to service matters.
- vi) The Service Association shall not send any representation or deputation except in connection with a matter which is of common interest to members of the Service Association.
- vii) The Service Association shall not maintain any political fund or lend itself to the propagation of the views of any political party or a member of such party.
- viii) All representations by the Service Association shall be submitted through proper channel and shall be addressed to the Head of the Organisation or Head of the Department or Office.

The receipt of this letter may please be acknowledged.

Sd/-

Principal Accountant General

**Seminar on Income Tax, Sales Tax, Stress Management and Importance of spiritually and yoga held on 4th & 5th February, 2004 at Patiala.**

A Seminar on Income Tax, Sales Tax, Stress Management and importance of spiritually and yoga was organized at the Conference Hall of Research Laboratory, P.W.D. B&R Branch, Patiala by the Office of the Accountant General (A&E), Punjab, Chandigarh during 04-02-2004 to 05-02-2004. In this seminar more than 50 Divisional Accounts Officers/Divisional Accountants participated from different Divisions from the State of Pb. and Chandigarh. The seminar was inaugurated by Sh. Nand Lal, I.A. & A.S., Accountant General (A&E), Punjab, Chandigarh on 04-02-2004. The Accountant General emphasized the importance of Indian Audit and Accounts Deptt. in the maintenance of accounts of the State Government in a more effective manner in the fast changing scenario of public finance. He was also of the opinion that many important points would be discussed in the seminar & the participants would be having an opportunity to discuss and find out the solutions of the various problems relating to their profession.

In the seminar experts were invited from Income Tax Department, Sales Tax Department and Punjabi University, Patiala to share their professional experience and knowledge with the participants. Sh. P. K. Verma, Senior Deputy Accountant General (Works), enlightened the participants with the importance of yoga and meditation in the fast changing style of life.

The valedictory function was held on 05-02-2004 under the chairmanship of Sh. Nand Lal, I.A. & A.S., Accountant General and certificates were distributed to the participants.

**Copy of letter No. 996 dated 29/09/2003 from the Superintending Engineer, Construction Circle, P.W.D. B & R, Ludhiana addressed to the Sr. Audit Officer, Office of the Principal Accountant General (Audit), Punjab & U.T. Chandigarh**

**Subject : Persistent irregularities appearing in Part 1-C of inspection report.**

Please refer to your office letter No. WHO/Persistent Irregularities/2003-2004/256-58 dated 18-07-03 addressed to the Chief Engineer, Punjab, PWD B & R Patiala and others on the above cited subject.

In this connection it is requested that necessary instruction in this behalf be imparted to all the Divisional Accounts Officers to especially undertake this work. It is also suggested that necessary column in this regard be introduced in the proforma of A.C.Rs of Divisional Accounts Officers.

**Copy of Endstt. No. 997 dated 29/09/2003 from the same officer**

Copy of above is forwarded to the Chief Engineer, Punjab PWD B & R Branch Patiala for information and necessary action with reference to his memo No. 3275-94/AC dated 28-08-03/01-09-03

**Copy of Letter No. Works/Persistent irregularities/2003-04/453-54 dated 31/10/2003 from the Senior Audit officer office of the Principal Accountant General (Audit), Punjab & U.T. Chandigarh to the Superintending Engineer, Construction Circle, P.W.D. (B & R) Branch, Ludhiana.**

**Subject : Persistent Irregularities appearing in Part 1-C of Inspection Report.**

Sir,

Please refer to your letter No. 996 dated 29-09-2003 on the above noted subject. As per codal provisions, it is the sole responsibility of the Divisional Officer to get the accounts of the Division maintained in a proper form, as he is the executing, drawing and disbursing officer. Divisional Accounts Officer attached with the Division is to assist and guide him. It is, therefore, requested that the persistent irregularities in maintaining the accounts of the Division may be got rectified and its reoccurrence avoided.

Copy to the Chief Engineer, Punjab PWD B & R Branch, Patiala for information and necessary action in continuation of this office letter no. WHO/Persistent irregularities/2003-04/256-58 dated 18-07-03.

Note : **Sh. K.K. Jandial**, General Secretary of Punjab Divisional Accounts Officers/Accountants Association nominated by the Accountant General (A & E), Punjab, Chandigarh vide his office Memo No. AG's Sectt./Secy./Misc./2003-04/121 dated 23.02.2004/21 to attend the Seminar at MAJLIS Hotel, Shivalik View, Chandigarh on Public Audit & Good Governance on 25/02/2004.

**Sh. S. K. Arora**, President of the Association was also nominated to attend the above seminar. Both of them attended the above seminar on 25-02-2004

**Capt. Amarinder Singh**

Chief Minister, Punjab,  
Chandigarh.

## Message

I am pleased to note that the Punjab Divisional Accounts Officers / Accountants Association is organising its Biannual Conference on 29th February, 2004 and also bringing out a souvenir on the occasion.

Such conferences offer a useful platform to the officers and engaged officials in the field of accounts and audit to update their knowledge besides imbibing the sense of professionalism amongst them.

I send my good wishes on the occasion.

(Amarinder Singh)



**Sh. S.K. Arora**, President Punjab D.A.O's/D.A.'s Association receiving **Sh. Nand Lal**, I.A. & A.S., Accountant General (A&E), Punjab, Chandigarh on his arrival at Patiala for SEMINAR on Income Tax, Sales Tax, Stress Management & Legal Matters for Divisional Accounts Officers/Divisional Accountants on 4th February, 2004



**Sh. Nand Lal**, (I.A. & A.S.) Accountant General (A&E) Punjab Chandigarh inaugurating the SEMINAR on Income Tax, Sales Tax, Stress Management & Legal Matters for Divisional Accounts Officers/Divisional Accountants at Patiala on 4th February, 2004





**Sh. Nand Lal, (I.A. & A.S.) Accountant General (A&E) Punjab, Chandigarh addressing the participants of the SEMINAR on Income Tax, Sales Tax, Stress Management & Legal Matters for Divisional Accounts Officers/Divisional Accountants at Patiala on 4th February, 2004**



**Sh. Nand Lal, (I.A. & A.S.) Accountant General (A&E) Punjab, Chandigarh with faculty & participants of the SEMINAR on Income Tax, Sales Tax, Stress Management & Legal Matters for Divisional Accounts Officers/Divisional Accountants at Patiala on 4th February, 2004**

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## SECTION - III

Important Orders/Circulars of Govt. of India/Punjab Govt. etc.

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1.	Rules/procedure for allotment of accommodation in the Touring Officers Hostels/Holiday Homes.	1-8
2.	Holiday Home at Mysore.	8-10
3.	Touring Officer's Hostel at Bangalore.	10-11
4.	Calling of Divisional Accountants by bell ringing by the Executive Engineers.	11-00
5.	Supply of Brief Cases to the Divisional Accountants.	11-- 00
6.	Revised rates of Daily Allowance from 17-4-98, for Staff Side Members of the JCM.	12-00
7.	Post Tender Negotiations only with the lowest tenderer and not with others.	12-00
8.	Writing of Annual Confidential Reports and communication of adverse remarks etc., prescribing of revised time Schedule.	13-00
9.	General Secretary and one other Executive Member of the recognised association are exempted from field duty.	13-14
10.	Facilities for recognised Unions/Associations of Central Government Employees.	14-15
11.	Counting of training period while on probation of directly recruited Section Officers/Divisional Accountants for the purpose of drawal of increment.	15-00
12.	Proper defence of writ petitions, suits and other proceedings in the Supreme Court, High Court and other Courts and Tribunals in the State.	15-18
13.	Court Attendance by Divisional Accountants.	18-00
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Sr. No.	Subject	Page(s)
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21.	Physically handicapped officers/employees may be given preference in posting/transfer.	29—00
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26.	Withowed daughters are also family members for L.T.C.	33—00
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28.	Authority competent to impose minor penalty, but initiating proceedings for major penalty, can impose on the conclusion of the proceedings. minor penalty at its own discretion.	35—36
29.	Revision of rates of recovery of licence fee for Government residences allotted to Government employees owning houses at the place of posting.	36—00
30.	Time.Limit for Compassionate Appointment.	36—37
31.	Rate of interest on House Building Advance from 1-4-2003.	37—38
32.	Interest rate for conveyance advances 2003-04.	38—00
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Sr. No.	Subject	Page(s)
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50.	Resolution-Association of Divisional Accounts Officers/ Accountants Association.	57—58
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No. D- 11028/23/82-Regions, dated 15-1-1992

Rules/procedure for allotment of accommodation in the  
Touring Officers Hostels/Holiday Homes

In supersession of all previous instructions on the subject cited above, the Director of Estate keeping in view the recommendations made by the Committee on Subordinate Legislation of the Rajya Sabha, hereby makes the following rules regarding the procedure for allotment of accommodation in the Central Government Touring Officers Hostels/the Holiday Homes. These will take effect from 1-2-1992.

A.) **Central Government Touring Officers Hostels :-** These provide lodging facility and would primarily cater to the needs of the Members of the Parliament and the Touring Central Government Employees.

The Central Government employees on leave, employees of the State Government/Public Sector/Autonomous Organisations whether on tour or leave, private persons accompanying MP's/ Central Government employees can also avail of the facilities subject to availability. In their cases, however, no advance booking/reservation will be made.

B.) **Holiday Homes :-** These would provide lodging facilities to all categories of persons referred to above.

C.) **Conditions for the reservation and procedure thereof both for Touring officers Hostels and the Holiday Homes.**

I.) **Period of stay :-** Accommodation would be provided for a period not exceeding ten days. In exceptional cases, the accommodation in excess of ten days and upto a total of twenty days would be permitted with the prior written approval of the Deputy Director concerned in the Directorate of Estates, New Delhi, who where necessary would obtain orders of the Director of Estates.

II.) **Charges for the stay :-** The amount as per the rate shown in Annexure B will be payable in advance. The retired Government employees will be charged at the rates applicable to the private persons for their stay in the Touring Officer's Hostel. As for the Holiday Home at Kanyakumari, they will be equated with serving Central Government employees. In case of the Holiday Home at Shimla also they will be provided this concession except during the period April 14 to 15 every year when they will be charged as private persons.

These rates shall be applicable till 31st December, 1994 and will also be applicable in respect of such Government touring officers Hostels/Holiday Homes as may be added in future.

III.) **Other terms and conditions :-**

a) Only one room/suite would be booked for a person/family, additional room in exceptional cases on payment of charges for private persons may be considered.

b.) Cooking of food, preparation of tea, in the suite/room would not be permitted unless arrangement exists in the rooms (s) provided.

c.) No unauthorised person (s) will be allowed to stay with or visit the person(s) provided with accommodation in the Hostel after 10.00 p.m.

#### IV.) Advance Booking :-

a) **Training Officers Hostels :-** No advance booking will be made for the categories of eligible person except the Members of the Parliament & the Central Government employees who are required to proceed on official tour and need accommodation in Central Government touring officers Hostels. They may apply for the facility not exceeding 30 days in advance, giving necessary details.

b.) **Holiday Homes :-** Reservations for the accommodation in the Holiday Homes at Shimla & Kanyakumari will be made on the basis of "First come first served". All requests in this regard should be made in the prescribed format at-Annexures C and D. These prescribed application forms, duly filled in, should be submitted to the authorities as per details therein. No reservation will be made unless the application is complete and accompanied by the Bank Draft for the full amount of charges for the proposed stay. Applications will be accepted not more than 60 days in advance except for the period from 15th April - 15 July every year when the applications will be accepted starting from 1st March onwards only.

V.) **Details of Touring Officers Hostels/Holiday Homes :-** The places where the Central Government Touring Officers Hostels/Holiday Homes exist, accommodation available and the authorities to be contacted in this regard are detailed in Annexure A.

In emergent cases, however, the requests from the Members of Parliament proceeding to Calcutta, Bombay, Madras, Lucknow and the Holiday Home at Shimla may also be accepted by the Director of Estates, Nirman Bhavan, New Delhi. In cases of inadequate demand from them, the Senior Central Government Officers can be considered for booking for their stay in these places, but the decision by the Director of Estates will be taken not more than three days in advance.

VI.) **Miscellaneous :-** Complaints, if any, may be made to the Estate Manager/Assistant Estate Manager/Executive Engineer concerned who will be personally responsible ensuring proper upkeep and maintenance of the accommodation in the Hostels/Holiday Homes.

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## ANNEXURE - A

### Details of Touring Officers Hostels/Holiday Homes

Location	Accommodation available	To whom request is to be sent
a.) Officers Hostels :- 1.) Nizam Palace, Calcutta	Single/Double bed suites; Single room with common bath.	1.) Estate Manager, 5. Esplanade Street, Calcutta (For MPs and Sr. Government Officers). 2.) Superintending Engineer, (HQ), Office of the Chief Engineer, (EZ), CPWD, 234/ C, Acharya J.C. Bose Road, Calcutta.
2.) a) Churchgate (Old CGO Building), Bombay b.) Napean Sea Road, Bombay	Single/Double suites, rooms; and Dormitories	Estate Manager, Prathishtha Bhavan (Old CGO Building) 101, M.K. Road, Bombay-20
3.) Shastri Bhavan, Madras	Two beded Suites; and Dormitories	Asstt. Estate Manager, 1st Floor, Shastri Bhavan, 26, Haddows Road, Madras.
4.) Domlour, Bangalore	Single/Double rooms	Executive Engineer, Bangalore Central Circle I, CPWD, II Main Road, Vyalikaval, Bangalore.
5.) Belair (Punkular) Trivandrum	Double bedded rooms	Executive Engineer, Trivandrum, Central Division, CPWD, Govallore Building Thiruvanthapuram, Trivandrum.
6.) Kendrachal Colony, Sector-K, Aliganj, Lucknow	Double bedded rooms	Executive Engineer, Lucknow Central Division, Aliganj Scheme, Lucknow (UP)
B.) Holiday Homes : 1.) Grand Hotel, Shimla	Single/Double/Four Bedded Suites	Asstt. Estate Manager, Grand Hotel, Shimla
2.) Kanyakumari	Double/3Bedded (deluxe) suites.	Asstt. Director of Estates (Regions), Directorate of Estates, Room No. 411-C, Nirman Bhavan, New Delhi, or Estate Manager Calcutta (Asstt. Estate Manager Madras/Executive Engineer Trivandrum.

**ANNEXURE - B**  
**RATES WITH EFFECT FROM 1-2-1992**

Category of accommodation	Serving Central Government employees on duty MP's	Serving Central Government employees on leave	State/PSU etc., emp. on duty	State/PSU etc./Private employees on leave	Persons accompanying as guest of Government employees/MP's
1	2	3 Rs.	4 Rs.	5 Rs.	6 Rs.

**A.) Central Government Touring Officers Hostels**

Single Bed	10	15	15	30	60
Double Bed Suite	20	30	30	60	120
Dormitory/PA's room	5	10	10	20	40 per bed

**B. Holiday Homes**

Single Bed Suite	15	15	40	40	70
Double Bed Suite	20	20	60	60	100
* Three Bed (Deluxe)/ Four Bed Suite	30	30	90	90	150

\* Available at Kanyakumari

Note : In addition, Charges @ Rs. 2/- per bed per day for geyser and Rs. 10 for AC per day, where available, will be charged. Also in Shimla, blankets will be provided @ Rs. 1.50 per Blanket per day.

**ANNEXURE - C**  
**RATES WITH EFFECT FROM 1-2-1192**

**Applications for advance reservations of accommodation in Grand Hotel (Holiday Home, Shimla)**

- Name of MP/ Officer/Tourist (in Block Letters)
- Designation and Deptment/Ministry to which attached) Personal No. Rank and Parent Units be indicated by Defence Service Officer.
- a) Complete Postal Address to which communication is to be sent  
b) Permanent Address \_\_\_\_\_
- a) Period for which accomodartion is required (Not exceeding 10 days)  
b.) Details of Family members/guest (s) \_\_\_\_\_
- Accommodation required single/double/four bed suites.
- Details of money deposited (give details of Bank Draft)

**DECLARATION**

- I certify that the accommodation asked for in the Grand Hotel, Shimla will be occupied by me or my family members. I undertake to vacate the accommodation on ..... and will not overstay, without prior written permission of Directorate of Estates, New Delhi, failing which I will be liable to pay market rate of licence fees as damages and other legal action, etc.
- I shall not claim refund in case the accommodation booked is not utilised by me.
- I certify that the information given is correct and that nothing has been concealed. I shall also abide by the Rules and orders governing this allotment.
- I undertake to take the meals if arrangements so exist or to pay the service charges as per Government order directly to the caterers.

Date

Signature

**The Charges for accommodation per day are as under :-**

Description of rooms	From Central Government employees	Employees of State Govt./or Public Sector Undertakings/Government Companies	From Privte persons (accompanying as Guest of MP's/ Central Govt. Servants
1	2	3	4



Single Bed Suites	15	40	70
Double Bed Suites	20	60	100
Four Bed Suites	30	90	150

Application for reservation should be accompanied by Bank Draft covering full amount drawn in favour of Asstt. Estate Manager, Grand Hotel, Shimla and should be sent directly to him (i.e. Asstt. Estate Manager, Grand Hotel, Shimla)

Application for reservation in Holiday Home, Shimla, during the season period of 15 April to 15th July are entertained in Asstt. Estate Manager, Shimla's Office Only w.e.f. 1st March onwards & reservation is made on first come first served basis; for the other periods, applications will be entertained not more than two months in advance.

To be filled in by the Administrative Officers

No. ....

Dated .....

Forwarded to the Asstt. Estate Manager, Grand Hotel, Shimla. It is certified that Shri/Smt./Kum., is an employee of the Central Government/State Government/UT/PSU/Autonomous Body.

Signature

Office Seal

### ANNEXURE D

#### APPLICATION FOR ALLOTMENT OF ACCOMMODATION IN THE HOLIDAY HOME AT VIVEKANANDAPURAM, KANYAKUMARI

1. Name of the Officer (in capital letters) with designation and official address (with Telephone Number) \_\_\_\_\_
2. Residential/Postal Address \_\_\_\_\_
3. Details of Family members/guests (s) \_\_\_\_\_
4. Accommodation required \_\_\_\_\_
5. Period for which accomodation is required (indicate dates) not exceeding ten days \_\_\_\_\_
6. Amount of money deposited (give details of Bank Draft) \_\_\_\_\_
7. Declaration : I certify that the accommodation requested for will be occupied by me and my family members. I undertake to abide by the discipline of Vivekananda Kendra. I shall not claim refund in case the accommodation booked is not utilised by me.

Signature of the Officer  
Date

The reservation can be made with any of the following Officers.  
Number of Suites Available

1.) Astd. Director of Estates (Regions) Room No. 411-C, Wing, Nirman Bhavan, New Delhi - 110011. Two 3-Bed deluxe suites and 2 Bed Suites

Applications for reservation will be received not more than two months in advance.

2.) The Estate Manager, 5, Esplanade East, Calcutta - 69 One 2 Bed Suite

3.) The Asstt. Estate Manager, 1st Floor, Shastri Bhavan, 26, Haddows Road, Madras - 6 One 2 Bed Suite

4.) The Executive Engineer, Trivandrum Central Division, CPWD Trivandrum - 4 One 2 Bed Suite

The application should be accompanied by Bank Draft drawn in favour of the Asstt. Director of Estates (Cash) covering the charges for accommodation only if the reservation is to be made with (1). In case reservation is to be made with any of the Officers mentioned at (2) to (4), the Bank Draft should be drawn in favour of that Officer.

The charges for accommodation per day are as under :-

	2 bed Suite Rs.	3 Bed Deluxe Suite Rs.
For Central Govt. Employees and pensioners	20	30
For Employees of State Govt./Public Sector undertakings, Autonomous Bodies under Central Government	60	90

Charges for additional persons are payable direct to the Campus-in-Charge,

Vivekananda Kendra, Kanyakumari, at the rate fixed by them from time to time.

(To be Filled in by the Administrative Officer)

No. ....

Date .....

Forwarded to the ..... it is certified that particulars given by Shri./Smt./Kum.  
..... / are correct. He/She is an employee of the Central Government/State Govern-  
ment Undertakings/Public Sector Undertakings/Autonomous Body.

Signature

Office Seal

2

## G.I. DTE. OF ESTATES, O.M. NO. D-11028/16/87-REGIONS

DATED 13-2-98

### HOLIDAY HOME AT MYSORE

1. A Holiday Home in Mysore, Karnatka has since started functioning under the Control of the Directorate of Estates.
2. The Holiday Home has 12 rooms of the double bed each. The accommodation can be booked by sending a request on prescribed proforma (enclosed) to the Executive Engineer, Mysore Central Division, CPWD, Mysore. The application should be accompanied by a Bank Draft covering the full amount, drawn in favour of the Executive Engineer, Mysore Central Division, CPWD, Mysore.
3. It is requested that wide publicity regarding this facility may please be given to all the employees in various Ministries, Departments and the various Attached/Subordinate Offices, Autonomous Bodies and Public Sector Undertakings under the Control of all Ministries to achieve optimum use of the Holiday Home.

### ENCLOSURE

#### APPLICATION FOR ADVANCE RESERVATION OF ACCOMMODATION IN HOLIDAY HOME AT MYSORE.

1. Name of MP/Officer/Tourist \_\_\_\_\_  
(in Block Letters)
2. Designation & Department/Ministry \_\_\_\_\_  
to which attached (Personal No. Rank &  
Parent Units should be indicated by  
Defence Service Officer.)
3. a) Complete postal address to which \_\_\_\_\_  
communication is to be sent.  
b) Permanent Address \_\_\_\_\_

4. a) Period for which accommodation is \_\_\_\_\_  
required (not exceeding 10 days)  
b) Details of family members/guest(s) \_\_\_\_\_
5. Accommodation required Single/ \_\_\_\_\_  
Double/four bed Suites/3 Bedded.
6. Details of money deposited (give details \_\_\_\_\_  
of Bank Draft.)

### DECLARATION

- A.) I certify that the accommodation asked for in the Holiday Home, Mysore will be occupied by me or my family members. I undertake to vacate the accommodation on ..... and will not, overstay without prior written permission of the competent authority, failing which I will be liable to pay market rate of Licence fee as damages and other legal action etc.
- B.) I shall not claim refund in case the accommodation booked is not utilized by me.
- C.) I certify that the information given above is correct and that nothing has been concealed. I shall also abide by the Rules and orders governing this allotment.
- D.) I undertake to take meals if arrangements so exist or to pay the service charges as per Government order directly to the caterer.

Signature

Place :

Date

### GENERAL INSTRUCTIONS

The charges for accommodation per day are as under :-

Description of rooms	From Central Govt. Employees/M.P.'s	Employees of State Govt./Public Sector Undertakings/Govt. Companies	From Private persons (accompanying guests of M.P.'s/ Govt. Servants)
Double bed Suite	Rs. 30	Rs. 80	Rs. 130

In addition charges @ Rs. 2.50 per day per bed for geyser and Rs. 13 per day for A.C. wherever provided will be also be recovered.

Application for reservation should be accompanied by Bank Draft covering full amount drawn in favour of Executive Engineer, Mysore Central Division, CPWD, Mysore and should be sent directly to him.

Reservation is made on first come first served basis. The application will not be entertained more than two months in advance.

TO BE FILLED IN BY THE ADMINISTRATIVE OFFICE

No.

Dated :

Forwarded to the Executive Engineer, Mysore Central Division, CPWD, Nirman Bhavan, T. Narasipura Road, Sidharatha Nagar Layout, Mysore - 570 011

It is certified that Shri./Smt./Kum. ....  
is an employee of the Central Government/State Government/U.P./PSU/Autonomous Body.

Signature

Office Seal

3.

**G.I. DIRECTORATE OF ESTATES,  
O.M. NO. D- 11028/15/99-REGIONS, DATED 11-1-2000  
TOURING OFFICER'S HOSTEL AT BANGALORE**

A Touring Officer's Hostel named Vivesvaraya Guest House at 17th Main, II Block, Koramangala, behind Kendriya Sadan, Bangalore, with 39 double bed rooms has since started functioning under the Control of this Directorate/CPWD.

2. This Hostel provides lodging facilities and would primarily cater to the needs of the members of Parliament and the Touring Central Government employees. However, the Central Govt. Employees on leave, employees of the State Government/Public Sector Undertakings, whether on tour or on leave, private persons accompanying MP's/ Central Government employees can also avail the facilities subject to availability. In their cases, however, no advance booking/reservation will be made. The rates of the accommodation as applicable to Central Government and other employees/Private persons on duty and on leave, etc, will be as under :-

Category of Accommodation	Double Bed Room	
Central Government employees on duty/M.P.'s	_____	Rs. 30
Central Government employees on leave	_____	Rs. 50
State/PSU, etc, employees on duty	_____	Rs. 50
State/PSU, etc. employees on leave	_____	Rs. 100

Private persons accompanying as guest of Government servants/M.P.'s \_\_\_\_\_

Rs. 195

3. The accommodation can be booked by sending request on plain paper, not more than 30 days before the actual date of booking, to the Executive Engineer, Bangalore Central Division No. II, 'C Wing, II Floor, Kendriya Sadan, Koramangala, Bangalore - 560 034

4.) It is requested that wide publicity regarding this facility may be given to all employees in various Ministeries/Departments and their Attached/Subordinate Offices, Autonomous Bodies, to achieve optimum use of the Guest House.

4.

**Copy of A.G. (A & E) Punjab, Chandigarh Memo No. W-Admn/DA/ Association/91-92/3206-08 dated 21/2/1992 to the address of**

1. The Chief Engineer, Irrigation Department, Punjab, Chandigarh.
2. The Chief Engineer, P.W.D. B & R Punjab, Patiala.
3. The Chief Engineer, Public Health, Punjab, Patiala.

Sub :- Calling of Divisional Accountants by bell ringing by the Executive Engineers.

Sir,

I am to state that the Punjab Divisional Accountants Association have brought to the notice of this office that in some of the Divisions there is a practice of calling the D.A's through bell-ringing by the Executive Engineers. As this practice is evidently not in good taste, I have been directed to request you to kindly issue suitable instructions to all the Divisional Officers for stopping this practice, where it exists, under intimation to this office.

5

**OFFICE OF THE ACCOUNTANT GENERAL, PUNJAB,  
CHANDIGARH - 160017 (WORKS WING)  
No. WAD-V/DA/Asson /82-83/2504 Dated 19-1-1983**

To,

The Chief Engineer, Public Health Branch, B & R Branch, Irrigation Works, Punjab.

Sub :- Supply of Brief cases to the Divisional Accountants.

Sir,

The undersigned as appointing authority and cadre controlling authority of the Divisional Accountants has arrived at a conclusion that possession of a brief case by the Divisional Accountants is essential for the efficient discharge of official duties. Consequently, it has been decided, as a matter of General Practice, that brief cases should be supplied to all the Divisional Accountants for official use.

Field officers may kindly be intimated of this decision.

Yours faithfully,  
Sd/-

Raghubir Singh,  
Senior Deputy Accountant  
General (Works)

6.

**G. I. Dept. of Per. & Trg. O.M. No. 8/4/98-JCA Dated 17-11-1998  
Revised rates of Daily Allowance from 17-4-1998, for Staff Side  
Members of the JCM**

The undersigned is directed to say that with the revision of Daily Allowance in accordance with the instructions issued by the Department of Expenditure vide O.M. No. 19030/2/97-E. IV, dated 17-4-1998 the JCM members shall with effect from 17-4-1998 be entitled to Daily Allowance in the following manner :-

**NATIONAL COUNCIL/DEPARTMENT COUNCIL JCM :**

Flat Rate of Rs. 230 per day when they make their own arrangement and Rs. 505 per day while staying in a hotel, etc.

**REGIONAL COUNCIL/OFFICE COUNCIL JCM :**

At normal rates admissible to them while on duty, subject to a minimum indicated below :-

Classification of cities	Stay in Government/PSU Guest house or making their own arrangement	Stay in hotel or order Establishment providing boarding and/or lodging at scheduled tariff
1.) 'A-1' Class	Rs. 200 per day	Rs. 380 per day
2.) 'A' Class	Rs. 160 per day	Rs. 305 per day
3.) At other places	Rs. 105 per day	Rs. 200 per day

This OM issues in consultation with Department of Expenditure, vide U.O. No. 530/E, IV/89, dated 15-9-1998.

7.

**G.I. D.G. of Works (CPWD) O.M. No. DGW/MAN/24  
Dated 10/5/1999**

**Post-tender negotiations only with the lowest  
tenderer and not with others**

Central Vigilance Commissioner, vide Circular No. 8(1) (h)/98 (1), dated 18-11-1998 has banned post-tender negotiations, except in the case of the negotiations with the LT (i.e. lowest tenderer). Therefore, in partial modification of Para No.s 20.18.1., 20.18.2.3, 20.18.2.4 and 20.18.2.5 of CPWD Manual, Volume II, It is enjoined upon all concerned officers that no negotiations be restored to with any tenderer other than the lowest tenderer till further orders.

CPWD Manual, Volume II, shall be amended in due course.

This issues with approval of D.G. (W), CPWD

(Issued from File No. 30/1/96/SE/CM)

8.

**Copy of Letter No. 15/6/99-PP-I/12905 dated 3-11-1999 from  
Government of Punjab, Department of Personnel (Personnel Policies  
Branch - I) to all Heads of Departments etc.**

Sub :- Writing of Annual Confidential Reports and communication of Adverse remarks etc., prescribing of revised time schedule.

Sir/Madam,

I am directed to refer of Punjab Government circular Letter No. 15/23/92-I/9158, dated 28-5-1993 on the subject cited above and to say that it has been observed that inspite of strict instructions, Annual Confidential Reports of the employees are not being recorded within the stipulated period as laid down in the Punjab Government instructions referred to above. Non-Writing of Annual confidential reports within the prescribed time, affects proper personal management and career prospects of the concerned employee (s). This aspect of the matter has already been brought out pointedly in the previous instructions from time to time.

2. The matter has been considered with a view to streamline the process of writing of Annual Confidential Reports within the time frame as prescribed vide instructions under reference and it has been decided that in order to ensure that the officers record the Annual confidential Reports of the officers/Officials working under them in time, a column should be added in the self appraisal/Annual Confidential Report of the Officer that he has recorded/reviewed/accepted the Annual Confidential Report of his subordinates within prescribed period. These instructions may be brought to the notice of all concerned for meticulous compliance.

Sd/- (SURINDER SIDHU)

Secretary to Government of Pb. Deptt. of Personnel

9.

**Copy of C & A.G. of India, New Delhi, Circular No. NGE/129/82-No.  
668-N. 4/89-81 Dated the 30th Oct., 1982.**

**General Secretary and one other Executive Member of the recognised  
association are exempted from field duty.**

The question regarding exemption from field duty in respect of office bearers of recognised services associations has been repeatedly raised in different quarters in the recent past. The matter has accordingly been examined.

2. At present, no precise guidelines have been prescribed either by the Govt., or by Headquarters. In 1967, the Comptroller and Auditor General has agreed in principle that the office bearers should not be disturbed during their terms subject to the condition that it should not be incompatible with public requirements. The understanding in question was really in respect of transfer of office bearers to an out-station on a regular basis during their term of office and not in respect of postings on field duty. Ministry of Home Affairs, O.M. No. 27/3/69 Estt, (B) dated 8/4/1969 also contemplates merely the extension of the facility of bringing back to Headquarters the Chief Executive of the association or where the Chief Executive is not defined its General Secretary. In the circumstances, the Government O.M. of 8/4/1969 has no direct application, in the matter of posting of office bearers on field duty. However, keeping in view both the administrative needs and the interests of the services associations, it has been decided that only the General Secretary and one other executive member of each of the recognised associations may be exempted from field duty.

3. These instructions shall not apply to members of the executive committees of other bodies like Recreation Clubs, Co-operative Societies.

10

**Copy of O.M. No. 9 34/87 - JCA dated 8-3-1988 from  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)**

Sub :- Facilities for recognised Unions/Associations of Central Government Employees.

Orders were issued vide this Department's O.M. No. 27/3/69-Estt. (B) dated 8th April 1969, spelling out certain facilities granted to office bearers of recognised Unions/associations of Central Government Employees. Recently, it has been brought to the notice of this department that these instructions need clarification on certain issues.

The matter has been looked into with reference to the relevant records. A committee of the National Council (JCM) was constituted to consider, inter-alia, the following Staff Side Demands ;

- 1.) Special casual leave of 20 days in a year for Union work be extended to all Departments.
- 2.) Special casual leave granted for purpose of work connected with JCM councils should not be debited to the annual special casual leave entitlement.
- 3.) Chief Executive of the Union and two other office bearers be granted the facility of seeking transfer to the Headquarters of the appropriate head of the administration.
- 4.) Removal of time-limit on the period of Foreign service deputation of elected office bearers of Union.

The above demands of the Staff Side were accepted partially. However, while issuing the Orders of April 1969 the individual demands were reproduced in the sub-headings and below that,

the Government's decision was incorporated. Therefore, the sub-headings do not reflect the Government's Decision. The sub-headings of April, 1969 O.M. may accordingly be substituted as follows :-

- 1.) Entitlement of special casual leave for Union work.
- 2.) Special casual leave for Union Work.
- 3.) The facility of transfer to headquarters of the appropriate head of the administration.
- 4.) Time limit of the period of foreign service deputation of elected office bearers of unions.

The Ministry of Finance etc, may bring this to the notice of all concerned.

11

**COPY OF CIRCULAR NO. 12-NGE (ENTT) 1997-No. 293-NGE (ENTT)/43-46 dated 20-3-1997 from the Comptroller & Auditor General of India, New Delhi**

To,

1. All Heads of Department of Indian Audit and Accounts Department.
2. Director (P) Local
3. A.C. (C) Local

Sub:- Counting of training period while on probation of directly recruited Section Officers/Divisional Accountants for the purpose of drawal of increment.

Sir,

The question of counting of training period while on probation, of directly recruited Section Officers/Divisional Accountants for the purpose of drawal of increments during training period has been under consideration of this office for some time past. It has now been decided that in modification of condition No. 5 of standard terms and conditions of directly recruited SOs and circular No. 623 NGE-I/118-73 VI dated 4-3-1975 in respect of probationary Divisional Accountants, the training period in these cases may be treated as duty for the purpose of drawal of increments. The first increment will be released on completion of one year's service, the second increment will be released on completion of two year's service and the third increment will be released on completion of third year and subject to satisfactory completion of the specified period of probation i.e. on passing SOGE part I & II both/DA Grade exam. as the case may be.

The benefit of counting the period of training for pay will be admissible on notional basis from 1-1-1986 and actual basis from the date of issue these orders.

12

**COPY OF A.G. (A&E) PUNJAB, CHANDIGARH  
MEMO NO. W.ADMN/DA/ASSOCIATION/92-93/1645-49,  
DATED 18/9/92 ADDRESSED**

To,

1. The Chief Engineer, Irrigation Works, Punjab, Chandigarh

2. The Chief Engineer, P.W.D. B & R Punjab, Patiala.  
 3. The Chief Engineer, Public Health Punjab, Patiala.  
 Sub :- Proper defence of writ petitions, suits and other proceedings in the Supreme Court, High Court and other Courts and Tribunals in the State.

Sir,  
 I am to invite a reference to letter from the Legal Remembrance and Secretary to Government Punjab, Department of Legislative Affairs Letter No. 30785-30874/CO/62/76 dated 30-11-1978 (copy enclosed.) where the Government have stressed that at least an officer of the rank of Under Secretary at State Level and some responsible Gazetted officer in the field should take charge of the case in the courts who should keep himself in the constant contact with Advocate General/District Attorney to ensure proper assistance to the Law Officer concerned at all stages of the case and should make it a point to see that all relevant materials is made available to the Law Officer concerned and no important information is kept back which may be necessary for the proper conduct of the case and to state that it has been brought to the notice of this office by the Punjab Divisional Accountants Association that the D.A.'s and D.A.O.'s in the various Divisions of Irrigation, Public Health and B & R are deputed to attend the Court in r/o suits filed by the various parties against the Division/Govt.

This practice is not only contrary to the instructions issued by the Punjab Govt. but has also led to the accumulation of Accounts Arrear in the Divisional Offices. Keeping in view, the position explained above, it is requested that suitable instructions to the Divisional Officers may please be issued not to force the DA's/DAOs' to attend the court case, unless essentially needed to assist the Divisional Officer/Sub Divisional Officer while attending the court by these officers. A copy of the instructions issued by your officer may please be endorsed to this office.

Copy to the Legal Remembrance and Secretary to Govt. of Punjab, Department of Legislative Affairs, Chandigarh for information w.r.t. his letter No. 30785-30874/C.O. 62/76 dated 30-11-1978.  
 Copy to the General Secretary, Punjab Divisional Accountants Association, H. No. 18, Basant Nagar, Near Municipal Park, Backside E.N.T. Hospital, Majitha Road, Amritsar w.r.t. his Letter No. 60 dated 9-8-92.

**ENCLOSURE**

**COPY OF LETTER NO. 30785-30874. CO 62/76 DT. 30-11-1978 FROM THE LEGAL REMEMBRANCER AND SECRETARY TO GOVT. PUNJAB, DEPARTMENT OF LEGISLATIVE AFFAIRS, CHANDIGARH TO ALL ADMN. SECRETARIES.**

Sub :- Proper defence of Civil Writ Petitions, suits and other proceedings in the Supreme Court, High Court and other Courts and Tribunals in the State.

It has been noticed that generally references from the various Authorities (Administrative Secretaries and Heads of Departments) for arranging defence of writ petitions, suits and other proceedings or for filing writ petitions or suits etc. on behalf Punjab State are mostly incom-

plete in many respect and are received just at the nick of time. It naturally causes many difficulties. Some minimum time is required for proper examination of the case in this Department before instructions are issued for the conduct of the case to the Law Officer concerned and the Govt. Advocate also requires some time to prepare the case before he is also to make effective appearance in the court. It is found that the references are not accompanied by the requisite documents and the departmental statements of the case, with the obvious result that neither this Department is in a position to examine the case nor the Law Officer to whom the case is entrusted, can prepare himself for proper appearance and conduct of the case. It would be appreciated that this naturally causes State interest to suffer. It is, therefore requested that all Court cases should be dealt with at all levels on top priority basis and prompt action in accordance with the provisions of the Law Department Manual be taken on a reference from the competent authority, this deptt., has to take opinion as provided in Para 13.7 of the Law Department Manual which reads as under :-

The Legal Remembrancer is required to supervise the entire conduct of every civil case for which he is responsible. He will furnish to the Legal Practitioner or other person appointed to conduct or defend a civil suit on behalf of the State, his instructions, which will include :

1. The Departmental statement of the case;
2. The opinion of the Legal Remembrance;
3. The order of the appropriate authority, to use or defend.

It is apparent from the above that in issuing instructions this Department has to forward with the instructions to the Law Officer concerned, the above mentioned material. This is not being provided by the Administrative Department with the result that the defence of cases on behalf of State is hampered. It may kindly be ensured that the reference for issue of instructions are complete in future. Without compliance of the provisions of the Law Department Manual this Department may have to return the reference back to the authority concerned. This may result in ex-parte proceedings against the State resulting in heavy loss to the State for which the responsibility shall squarely be of the concerned Administrative Department.

The State interest further required that at least an Officer of the rank of Under Secretary at State Level and some responsible Gazetted Officer in the field should take charge of the case in the Courts who should keep himself in constant contact with Advocate General/District Attorney, to ensure proper assistance to the Law Officer concerned at all stages of the case and should make it a point to see that all the relevant material is made available to the Law Officer concerned and no important information is kept back from him which may be necessary for the proper conduct of the case. The officer should discuss the case with the Law Officer concerned at least at the time of drafting of the reply to be filed in the Court so that full facts are stated with clarity and all important pleas are raised and again for setting the evidence to be adduced on behalf of Punjab State. In any case in which there are allegations of malafides against high ups in the administration, the same should be brought to the notice of the concerned authority before filing the reply in court to ensure proper reply.

The receipt of this letter be kindly acknowledged.

**OFFICE OF THE CHIEF ENGINEER, PUNJAB P.W.D. B & R BRANCH,  
PATIALA.**

Endst. No. 467-538/LC

Dated 29-3-79

A copy of the above is forwarded to all the Superintending Engineers/Executive Engineers of the Punjab, P.W.D. B & R Branch for strict compliance. They are advised in the interest of State to make all the references to this office for arranging defence of the suits and writs complete in all respects as laid down in para 13.7 of the Law Department Manual at the 1st instance so that the legal cases are dealt with in the right perspective.

13

**COPY OF LETTER NO. WMI/DA/ASSOCIATION/79/80/7353-54,  
DT. 25-3-80 FROM A.G. HARYANA, CHANDIGARH TO THE CHIEF  
ENGINEER, IRRIGATION/P.H. BRANCH. HARYANA, CHANDIGARH**

Sub : Court Attendance by Divisional Accountants

Sir,

In this connection I am to inform you that the Association of Haryana Divisional Accountants has brought to the notice of this office that the Divisional Accountants in the various Divisions of Irrigation/Public Health are deputed to attend the court in respect of suits filed by the various parties against the Department/Office instead of the concerned S.D.E.'s under whose jurisdiction the work to which the suit relates lies. This practice, has led to the accumulation of accounts arrear in the Divisional Offices. Keeping in view the position explained above, this office is inclined to request you to issue suitable general instructions to the Divisional Officers on the pattern of Instructions already issued by the Chief Engineer, P.W.D. B & R Branch, Haryana, Chandigarh vide Letter No. 578/EII, dated 20-2-69 (Copy Enclosed). Copy of instructions so issued may also be sent to this office.

Copy forwarded to the Secretary, Haryana Divisional Accountants Association C/o. Mech. P.W.D. B & R. Division Gurgaon w.r.t. his letter No. HAR/DAA/20-21 dated 28-2-1980 No. 481-601 dated 24-10-81

Copy of above is forwarded to the following :-

1. Executive Engineers, for information and necessary action please.

14

**OFFICE OF THE A.G. PUNJAB, CHANDIGARH - 160017  
OFFICE ORDER**

The Executive Engineers, having have been empowered to exercise the power of controlling officers in respect of T.A. claims of Divisional Accountants working in the P.W.D. Divisions, as per Govt. of India, Ministry of Finance U.O No. M.O. F./1845-E-IV (B)/70 dated 8th April, 1970, they may sanction journeys performed by the Divisional Accountants working in their Divisions for official purposes, outside the Division, but within the State of Punjab and Chandigarh in terms of Para 3 of Part II (B) of the Admn. instructions contained in appendix 3-FR and S. Rs. Vol II.

Sd/-

Sr. Dy. Acctt. General Punjab

No. WAD-V/Misc/1083 dated 11-6-72 from the same officer.

Copy forwarded for information and necessary action to All Executive Engineers/All Branches of Punjab P.W.D./All T.O.'s in Punjab etc.

15

**COPY OF G.I. DEPT. OF PER. & TRG., O.M. NO. 31011/7/97-ESTT. (A)  
DATED 20-10-1997**

**ACCEPTANCE OF RECOMMENDATIONS RELATING TO LTC AND  
AMENDMENT TO RULES 4 AND 12 OF CCS (LTC) RULES**

The undersigned is directed to say that the Fifth Central Pay Commission in its report has inetr alia recommended that :-

- i) Senior Executives of the level of Joint Secretaries and above be permitted to travel by air or AC First Class at their option on LTC, and all other employees be permitted to travel by train by the class of accommodation to which they are entitled for journey on tour. (para No. 108.6)
  - ii.) Such Government employees as are posted outside their Home Town can be given an option to avail of the concession for travel to the Home Town on three occasions in a block of four years by surrendering their claim to All India LTC which would otherwise be admissible (Para NO. 108.8)
  - iii) Government should undertake a review of remote areas like North-Eastern region, Andaman & Nicobar Islands etc., and extend concession for LTC Journey by air to the areas in respect of travel during LTC (Para 108.10)
  - iv) The income limit for dependent family members for LTC be increased from Rs. 500 per month to Rs. 1, 500 per month (para 108.10)
  - v.) No Change in the existing scheme of free Railway passes for Railway Employees. (Railway employees are not eligible for LTC available to the other civilian employees of the Central Government as they are in receipt of free passes for travel anywhere in India (Para 108.13)
  - vi.) Facility of LTC may be restricted to only two children of an employee (Para 109.13)
2. The recommendations of the Fifth Central Pay Commission have been considered by the Government and it has been decided that :-
    - a) The existing monetary limit of Rs. 500 from all sources prescribed for determining the dependency prescribed in Rule 4 (d) of the Central Civil Services (LTC) Rules 1988 read with Supplementay Rule 2(8) of the Supplementary Rules and Government of India Decision 3 below SR 2 shall be raised to Rs. 1,500 p.m.
    - b.) At present the LTC facility is available for the children of a Government servant irrespective of their number. With a view to encourage the small family norms, it has been decided that the facility of LTC shall be restricted to two surviving children only. The restriction of two surviving children shall not apply in respect of the existing children of a Government servant and a child born within one year from the date of issue of this OM and also in case of multiple births after one child.

c.) At present the LTC journey by air is not permissible to any class of group of Government servants. It has been decided that henceforth officers of the level of Joint Secretary and equivalent (pre-revised scale of Rs. 5,900-6,700) and above shall be eligible to travel by air by National Carriers or AC 1st Class, at their option. Journey by private airlines shall not be permitted. All the other officers and employees below the rank of Joint Secretary and equivalent shall be entitled to travel by train by the entitled class of accommodation as on tour.

d.) Though LTC journey by air is admissible in certain remote areas, yet there are sectors which are not covered by the existing orders on the subject. A Committee is being constituted separately to identify the remote areas to which the facility of journey by air on LTC could be extended to the employees posted to such remote areas.

e.) Those Government servants and their spouses who are working in Indian Railways are not entitled for the facility of LTC as the facility of "Free Pass" is available to them. In future also, the employees and the spouses of the employees of Indian Railways and national airlines shall continue to be debarred for LTC facility as they are entitled for "Free Pass" facility.

f) In regard to the number of occasions on which the leave travel concession can be availed in a block of four years, it has been decided that the status quo may be maintained.

3. The LTC claims pertaining to the period prior to 1st October, 1997 shall be regulated as per rules applicable on the date of Journey.

4. In so far as persons working in the Indian Audit and Accounts Department are concerned, these orders are being issued in consultation with C & A.G. of India.

5. The CCS (LTC) Rules, 1988 have been amended vide Notification No. 31011/7/97-Estt. (A)-published in Extraordinary Gazette of India Part II, Section 3, sub-section (i) (G.S.R. No. 602 (E), dated 20-10-1997) (copy enclosed).

### ENCLOSURE

**G.I., Dept. of Per & Trg., Notfn. No. 31011/7/97-Estt. (A)  
dated 20-10-1997**

**G.S.R. No. 602 (E) (22-10-1997) :-** In exercise of the powers conferred by the proviso to Article 309 and Clause (5) of Article 148 of the Constitution and in consultation with the the Comptroller and Auditor-General of India in regard to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules namely :-

1.) These rules may be called the Central Civil Services (Leave Travel Concession) First Amendment Rules 1997.

2.) They shall come into force from 1st October, 1997.

3.) In Rule 4 at (d), the following shall be substituted as the definition of "Family" :-

d) "family" means a Government servant's wife or husband, as the case may be, residing with the Government servant and two surviving children or step children residing with and wholly dependent upon the Government servant, whose income from all sources does not exceed Rs. 1, 500 p.m. It includes in addition, parents, step mother, unmarried sisters, brothers and married daughters who

have been divorced, abandoned or separated from their husbands, if residing with and wholly dependent upon the Government servant. Widowed sisters are also included, if residing with and wholly dependent upon the Government servant (provided their father is either not alive or is himself dependent on the Government servant.)

NOTE :- 1. The restriction of two surviving children as indicated above shall not apply in respect of existing children of a Government servant and a child born within one year of the restrictions coming into force and also in case of multiple births after one child.

NOTE :- 2. Not more than one wife is included in the term "family" for the purpose of these rules."

4. In Rule 12 for existing sub-rule 1, the following shall be substituted :-

"a) For travel under the Scheme of Leave Travel Concession, the entitlement shall be as under :-

Officers in the pay scales the minimum of which is as under :-	Entitlement
Rs. 18, 400 and above	Air Economy (Y) Class by National Carrier or AC-ICWS by train at their option AC-I Class by Train
Rs. 12,000 and above but less than Rs. 18,400	AC-II Tier Sleeper
Rs. 6,500 and above but less than Rs. 12,000	First Class/AC-III Tier
Rs. 3, 030 and above but less than Rs. 6,500	Sleeper Class"
Below Rs. 3,050	

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**G.I., Dept. of Per. & Trg., O.M. No. 31011/8/98 - Estt. (A),  
Dated 31-3-1999**

### Regulation of LTC claims for journeys performed by non-entitled modes/class of accommodation

Consequent upon implementation of the recommendations of the Fifth Central Pay Commission, CCS (LTC) Rules were amended vide this Department's Notifications No. 31011/7/97-Estt. (A), dated 28-10-1997 (GSR No. 602-E) and 28-7-1990 (GSR No. 412-E). Certain clarifications have been sought by various Ministries/ Departments from time to time. The doubts raised by various authorities are clarified as under :-



Points raised :-

Clarifications :-

1. Can an Employee be entitled to travel via a station connected by air services even if the Home Town/declared place of visit is not directly connected by air services ?  
An employee entitled to travel by air can travel by the national carriers (and not by private airlines) to airport nearest to the Home Town or the declared place of visit in case where these are not directly connected by air services. The air journey in such cases shall, however, be performed by the shortest direct route.
2. Entitlement for journey by train has been modified through the Notification, dated 28-7-1998 which came into force with effect from 1-10-1998. How the entitlement will be determined for a journey performed prior to 1st October, 1998.  
The entitlement of an officer is to be determined strictly in terms of the orders in force and applicable on the date of commencement of the outward journey.
3. If an employee commenced his outward journey before 1-10-1998 but returned after 1-10-1998, how his claim shall be regulated?  
The claim shall be regulated strictly in terms of the orders in force on the date in force on the date of commencement of the outward journey.
4. LTC orders provide for journey by AC Chair Car in Rajdhani Express Trains by employees in the pay range of Rs. 4, 100 and above but less than Rs. 8000. In cases where Chair Car is not provided, can an employee travel by AC-3 Tier Sleeper on such trains and claim reimbursement accordingly ?  
Travels by Rajdhani Express is a Special concession provided in the LTC Rules. In the circumstances, reimbursement of AC 3 Tier sleeper fare on trains in which Chair Car accommodation is not provided will not be permissible and the claim shall be restricted only to the applicable Chair Car Fare.

5. LTC orders permit journeys by Rajdhani/Shatabdi Express Trains. Can the entitlement be determined on notional basis ?

No, In order to be entitled to reimbursement of fares applicable on Rajdhani or Shatabdi Express, the journeys in question have to be actually performed by these trains. In cases where LTC journeys are undertaken in trains other than Rajdhani or Shatabdi Express by a class of accommodation higher than the one to which the employee is entitled to or by an alternative mode of travel (e.g. by air) to which he/she is not entitled, reimbursement of fares cannot be determined on a notional basis with reference to the fares applicable by the entitled class on the Rajdhani/Shatabdi Express.

6. LTC orders provide for journey by Rajdhani/Shatabdi Express Trains where both the Originating and destination stations are directly connected by these trains. Can an employee travel by these trains if the Home Town/declared place of visit is not directly connected by rail but the nearest Railway station is directly connected by Rajdhani/Shatabdi Trains ?

This will be permissible provided the employee concerned is entitled to travel by Rajdhani/Shatabdi Express on LTC.

7. If the Home town of an employee is connected by train but is not directly connected by Rajdhani/Shatabdi Trains. In such a case can the employee be entitled to travel partly by Rajdhani/Shatabdi Express Trains and partly by other Train (s)

If the journey is actually performed by Rajdhani/Shatabdi Trains up to an enroute railway station by direct shortest route and thereafter the journey is completed in a train other than Rajdhani/Shatabdi trains, fare for both the types of trains by the entitled class would be admissible for the respective portion of journey.

8. Whether reimbursement is permissible in cases where an employee travels by a longer route or breaks journey when he is travelling only by Rajdhani Express Trains. Can the reimbursement in such cases be restricted to the fare applicable on Rajdhani Express Trains by the shortest direct route or will only

Reimbursement of fares by the entitled class of accommodation applicable on Rajdhani/Shatabdi Express by the shortest direct route, shall be permissible provided all the legs of the journey are actually performed exclusively by these trains and both the originating and destination stations are directly connected by these trains.

the ordinary train fare be admissible ?

9. If an employe travels partly by Rajdhani/Shatabdi Express Trains and partly by other train (s) or by any other mode or transport, such as ship, bus etc., how is the LTC Claim to be regulated ?

10. Certain places are not directly connected by trains and one has to change train at nearest rail head. In such cases can journey be undertaken up to nearest rail head which is connected by Rajdhani/Shatabdi Express ?

11. If the originating and terminating points fall on the routes of Rajdhani/Shatabdi Express Trains but these trains do not halt at these stations, can an employee travel by Rajdhani/Shatabdi Express and claim reimbursement ?

12. If two stations are connected by direct train but the route traversed by such trains is not the shortest, can the fare applicable for travel by the direct longer route be reimbursed in full ?

13. Revised LTC orders permit travel by private vehicles i.e. Taxi, Auto rickshaw etc. It may be clarified whether the orders prohibiting LTC journeys by road in a private, hired vehicle or by own vehicles have been withdrawn. If so, in such cases, can the claim be restricted to the bus fare or the fare actually paid ?

As already clarified at Sl. No. 7 above, in cases where travel on LTC is performed partly by Rajdhani/Shatabdi Express and partly by other trains/modes of transport, the claim shall be reimbursable subject to the condition that the journey is performed by the shortest route.

Clarification in respect of Sl. No. 9 may be seen in this connection.

The employees can travel by Rajdhani/Shatabdi Express up to the nearest enroute station which should not be beyond the destination, i.e. Home town or the declared place of visit.

Yes, provided travel by the longer route on LTC has been specifically recognized and approved by the Government in terms of the separate orders issued in this regard from time to time.

Journeys on LTC by taxi, autorickshaw, etc. are permissible only between places which are not connected by rail. This is further subject to the condition that these modes of transports operate on a regular basis from point to point with the specific approval of the State Governments/ Transport Authorities concerned and are authorized to ply as public carriers. The existing restrictions on travel by private chartered vehicles, own vehicles, etc. shall, therefore, continue to be in force and applicable. No reimburse-

14. If journeys on LTC are performed by taxi or autorickshaw between stations connected by rail and/or bus, can the LTC claim be restricted to the bus fare? If not, what amount be admissible ?

15. Can claims in respect of local journeys performed by Taxi, autorickshaw etc., from the residence to the Railway Station, airport etc, & vice-versa be restricted to the applicable bus fare ?

16. LTC Rules provide that when a journey is performed by taxi, autorickshaw, etc., the claim shall be restricted to the entitled bus fare. However, various State Roadways Corporations operate on the same route but have different fare structures, How will the claim be regulated in such a situation ?

ment shall be permissible in such cases.

Journeys by taxi, autorickshaw, etc. are permissible only between places not connected by rail and subject to the further condition that these operate on a regular basis from point to point with the specific approval of the State Governments/Transport Authorities concerned. Journeys by these modes on LTC are not permissible between places connected by rail.

Incidental expenditure incurred on local journeys between the residence/place of stay and the airport/Railway Station/bus terminal are not reimbursable.

When journey on LTC is actually undertaken by buses operated by a State Roadways Corporation, the actual fare paid by the entitled type of bus shall be reimbursable. As clarified against SL. No. 13, journeys on LTC by taxi, autorickshaw, etc., are permissible only between places not connected by rail and subject to the conditions specified. When journeys are performed by these modes, and more than one State Roadways Corporation operate on the route, the lowest fare applicable on the route is reimbursable.

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**G.I., DEPT. OF PER. & TRG. REF. NO. 1605/99/E-II (B) DATED 8/15-9-99  
(ADDRESSED TO MTNL, KIDWAI BHAVAN AND ENDORSED BY THE  
(DOT), UNDER ITS I.D. NO. 1605/99-ESTT-(A) DATED 16-9-1999  
FOR LTC, THE SPOUSES ARE ONE UNIT AND THE CONDITION OF  
DEPENDENCY IS NOT APPLICABLE ON THE  
HUSBAND AND WIFE.**

The PUC is a representation of Smt. Purabi Ghosh, Senior Section Supervisor of Mahanagar Telecom.Nigam Limited, New Delhi, forwarded by her officer for seeking clarification, whether the Leave Travel Concession to her husband who is a pensioner and drawing pension more than Rs. 1,500 is admissible or not.

2. It is clarified that the husband and wife is one unit for the purpose of LTC and thus, the condition of dependency is not applied on the husband or wife, as the case may be. Therefore, the husband of Smt. Purabi Ghosh, Senior Section Supervisor would be entitled to LTC, if otherwise admissible.

14.37 Recoveries from subsistence allowance : At present there is no provision in any rules or orders issued by the Punjab Government for the recovery of Government dues from the subsistence allowance granted to a Government employee under suspension. The permissible deductions fall under two categories :-

- a) Compulsory Deductions
- b) Optional Deductions

It has been decided that the recovery of following deductions which fall under category (a) above, shall be made from the subsistence allowance :-

- i) Income-Tax, Super Tax and Professional tax provided the employee's yearly income calculated with reference to subsistence allowance is taxable.
- ii) House rent and allied charges, i.e. electricity water, furniture etc.
- iii) Repayment of loans and advances taken from Government at such rates as the Head of the Department deems it right to fix.

The following deductions falling under category (b), should not be made except with Government employee's written consent :-

- a) Premia due to Postal Life Assurance Policies.
- b) Amounts due to Co-operative Societies and Co-operative Credit Societies.
- c) Refund of advances taken from General Provident Fund.

It has further been decided that deduction of the following nature should not be made from the subsistence allowance :-

- i) Subscription to a General Provident Fund.
- ii) Recovery of loss to Government for which a Government employee is responsible.

As regards recovery of overpayments, there is no bar to the same being effected from the subsistence allowance, but the competent administrative authority will exercise discretion to decide, whether the recovery should be held in abeyance during the period of suspension, or it should be effected at full or reduced rate, depending on the circumstances of each case.

No. 7561-FR-II-59/16052, dated 24th November, 1959

Note :- The question whether the provisions of sub-rule (4) below Rule 6.1 of Subsidiary Treasury Rules issued under the Treasury Rules should be made applicable to recoveries of

overpayments from the subsistence allowance of a Government employee under suspension has been considered and it has now been decided, in partial modification of the said orders that the said sub-rule should apply by analogy in such cases and the recoveries of overpayments falling under paragraph 2 of Finance Department No. 7561-FR-II-59/16052, dated 24th November, 1959 should not ordinarily be made at a rate-greater than one-third of the gross amount of subsistence and other allowances admissible under Rule 7.2 of Punjab C.S.R. Volume I, Part I.  
No. 8741-(7) FR-II-60/8550, dated 6th October, 1960.

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**G.I., DEPT. OF PER. & TRG., O.M. NO. 31011/3/2001-ESTT. (A)**  
**DATED 13-3-2003**  
**LTC RESTORED**

The undersigned is directed to say that the LTC suspension order issued vide this Department's O.M. No. 31011/3/2001-Estt. (A), dated 2-3-2001 will not be in force with effect from 2nd March, 2003. Accordingly, the LTC facility is restored with effect from the current block year i.e. 2002-2005 for any place in India and 2002-2003 for Home town.

2. The above orders shall also apply to all India Service Officers on deputation with the Central Government.
3. These orders shall apply to All Autonomous/Statutory Bodies partially or fully funded by the Government.

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**G.I., DEPT. OF PER. & TRG., O.M. NO. 31011/6/2002-ESTT.-A),**  
**DATED 30-7-2002**

**LTC is admissible for travel on tours conducted by ITDC/ State Tourism Development Corporation in buses hired/chartered by them**

The undersigned is directed to say that under the existing instructions contained in this Department's O.M. No. 31011/4/97-Estt. (A), dated 9-2-1998, Leave Travel Concession is not admissible if the journeys are performed in private buses or buses hired or chartered by ITDC/State Tourism Development Corporations from outside. The Staff Side has raised a demand in the National Council (JCM) that the tours conducted by the ITDC/State Tourism Development Corporations either in their own buses or buses hired or chartered by them may be made admissible for availing the facility of Leave Travel Concession. The matter has been reconsidered and it has been decided that tours conducted by ITDC/State Tourism Development Corporations either in their own buses or buses hired or chartered by

them from outside will qualify for the purpose of availing Leave Travel Concession facilities, provided the ITDC/State Tourism Development Corporations certify that the journey has actually been performed by the Government servant and his family members for which he is claiming the Leave Travel Concession.

2. The above instructions will be applicable as and when OM, dated 2-3-2001 suspending LTC facility is withdrawn. The cases of exempted retiring employees and pending cases where decision is yet to be taken may be decided in the light of instructions laid down in para 1 above. However, the past cases decided otherwise need not be reopened.

20

**COPY OF G.I., DEPT. OF PER. & TRG., O.M. NO. 28034/2/97-ESTT.**

**(A) DATED 12-6-1997**

**POSTING OF HUSBAND AND WIFE AT THE SAME STATION  
REITERATED**

The undersigned is directed to say that on the subject mentioned above, Government has issued detailed guidelines vide O.M. No. 28034/7/86 Estt. (A), dated 3-4-1986 (refer Buletin Special - III, August, 1989 of A.I.F. of D.A.'s Association.)

The Fifth Central Pay Commission has now recommended that not only the existing instructions regarding the need to post husband and wife at the same station need to be reiterated, it has also recommended that the scope of these instructions should be widened to include the provision that where posts at the appropriate level exist in the organization at the same station, the husband and wife may invariably be posted together in order to enable them to lead a normal family life and look after the welfare of the children, especially till the children are 10 years of age.

2. The Government, after considering the matter, has decided to accept this recommendation of the Fifth Central Pay Commission. Accordingly, it is reiterated that all Ministries/Departments should strictly adhere to the guidelines laid down in O.M. No. 28034/7/86-Estt. (A), dated 3-4-1986 while deciding on the requests for posting of husband and wife at the same station and should ensure that such posting is invariably done, especially till their children are 10 years of age, if posts at the appropriate level exist in the organisation at the same station and no administrative problems are expected to result as a consequence.

3. It is further clarified that even in cases where only the wife is a Government servant, the concession elaborated in Para 2 of this O.M. would be admissible to the Government servant.

4. These instructions should be applicable only to posts within the same department and would not apply on appointment under the Central Staffing Scheme.

21

**Copy of G.I., Dept. of Per. & Trg., O.M. No. AB-14017/16/2002-  
Estt.(RR) dated 13.3.2002**

Physically handicapped officers/employees may be given preference in posting/transfer to or near their native places.

Reference this Department's O.M. No. AB-14017/41/90-Estt(RR) dated 10.5.1990 (copy enclosed) on the above subject.

2. It is clarified that the guideline contained in Para 2 of this Department's O.M. dated 10.5.1990 that requests from physically handicapped employees for transfer to or near their native places may also be given preference, covers physically handicapped employees in Groups 'A', 'B', 'C' and 'D'.

3. Suitable instructions may also be issued to all subordinate offices, etc.

ENCLOSURE

**COPY OF G.I., DEPT. OF PER. & TRG., O.M.NO. AB-14017/41/90-  
ESTT. (RR) DATED 10.5.1990**

**Sub :- Posting of Physically handicapped candidates**

The undersigned is directed to say that a suggestion has been made that physically handicapped candidates appointed under the Government should preferably be posted in their native places or at least in their native district. The matter has been examined carefully. It may not be possible or desirable to lay down that physically handicapped employees belonging to Group 'A' or Group 'B' who have all India transfer liability should be posted near their native places. However, in the case of holders of Group 'C' or Group 'D' who have been recruited on regional basis and who are physically handicapped, such persons may be given posting, as far as possible, subject to administrative constraints, near their native places within the region.

2. Requests from physically handicapped employees for transfer to or near their native places may also be given preference.

3. Suitable instructions may also be issued to all subordinate offices, etc.

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**LETTER NO. 21017/1/97-ESTT. (ALLOWANCES) DATED 12TH  
JUNE, 1998 RECEIVED FROM GOVERNMENT OF INDIA, MINIS-  
TRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS  
(DEPARTMENT OF PERSONNEL AND TRAINING) ADDRESSED  
TO ALL MINISTRIES/DEPARTMENTS OF THE GOVERNMENT  
OF INDIA.**

OFFICE MEMORANDUM

Sub. :- Recommendations of the Vth Pay Commission- Decisions relating to the grant of Children Educational Assistance

The undersigned is directed to say that in pursuance of the decisions taken by the Government on the recommendations made by the Fifth Central Pay Commission in paras 113.3 to 113.6 of their Report, regarding Children Educational Assistance to modifications in Central Civil Services (Educational Assistance) Orders, 1988 issued under this Department's O.M. No. 21011/21/88-Estt. (Allowances) dated 17-10-1988, read with O.M. No. 12011/4/88-Estt. (A.L.) dated 31.05.1989, No. 12011/2/83-Estt. (AL) dated 27.12.1989, No. 21011/2/88-Estt. (AL) dated 03.08.90 and O.M. No. 12013/1/90-Estt. (AL) dated 08.05.92 shall be made :-

Educational Assistance		Revised rate of payment/limit of reimbursement of fee	
i) a)	Children Educational Allowance (Clause 16 of the Orders)	Primary, Sec., Hr. & Sr. Secondary Classes (I to XII)	Rs. 100/- p.m. per child
b)	Reimbursement of tuition Fee (Clauses 19 and 21 of the orders)	a) Class I to X	Rs. 40/- p.m. per child
		b) Class XI to XII	Rs. 50/- p.m. per child
		c) Class I to XII in respect of physically handicapped and mentally retarded children Science Fee, if charged seperately, will be re-imbursable in addition to tuition fee in respect of children studying in class IX to XII and offering science subjects.	Rs. 100/- p.m. per child
c)	Hostel Subsidy (Clause 22 of the Orders)	Primary, Secondary, Higher Secondary & Sr. Secondary Classes (I to XII)	Rs. 300/- p.m. per child

- ii) Clause 13 of the Central Civil Service (Educational Assistance) Orders, 1988 shall be revised as follows :-  
If a Govt. servant is transferred from a station where there is no school of the requisite standard to a station where there is such a school and if he was in receipt of the allowance at the former station in respect of any child, he shall continue to remain eligible for such allowance as long as the child continues to study in the same school."
  - iii) Re-imbusement of Tuition fee in case of physically handicapped/mentally retarded child of a Government servant shall be permitted even if the institution in which the child is studying is not recognised by the Central/State Govt. or Union Territory Administration, as the case may be.
2. These orders shall be effective from 1st August, 1997.
  3. The other conditions as laid down in the Central Civil Service (Educational Assistance) orders, 1988 and subsequent amendments/orders issued from time to time would continue to apply.
  4. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.

Sd/-

J. WILSON

Deputy Secretary to the Govt. of India

23

**COPY OF LETTER NO. 2362-NGE. II/23-73  
DATED 20.10.73**

**FROM C.A.G. OF INDIA TO ALL THE ACCOUNTANTS GENERAL.**

Sub:- Allotment of Quarters.

Sir,

I am directed to state that the question of allotment of quarter for the Divisional Accountants, where quarters are available in our offices has been under consideration. It has been decided that the Divisional Accountants working in the place where departmental quarters are available may also be considered for allotment in their turn alongwith other awaiting allotment.

24

**G.I., M.H. & F.W., O.M. NO. S. 14025/10/2001-MS,  
DATED 31-12-2002**

**Revision of consultation/visiting/injection fees of AMAs**

The undersigned is directed to refer to O.M. No. S. 14025/14/97-MS, dated 30-3-1998 on

the subject mentioned above and to say that the issue of further revision of consultation/visiting/injection fees of different categories of Medical Officers of various States/UTs. has been under consideration of this ministry. It has now been decided to revise the same as indicated below :-

<b>I. Medical Postgraduates/Specialists</b>			
i) Consultation Fees----			
First Consultation	-----	Rs. 50	
Subsequent consultation	-----	Rs. 30	
ii) Visiting Fees			
Day	-----	Rs. 50	
Night	-----	Rs. 60	
iii) Injection Fees			
Intra-muscular/Subcutaneous	-----	Rs. 10	
Intravenous	-----	Rs. 20	
<b>II. Medical Licentiates and Medical Graduates (MBBS or equivalent)</b>			
i) Consultation Fees ----			
First Consultation	-----	Rs. 35	
Subsequent consultation	-----	Rs. 20	
ii) Visiting Fees ---			
Day	-----	Rs. 40	
Night	-----	Rs. 50	
iii) Injection Fees ---			
Intra-muscular/Subcutaneous	-----	Rs. 10	
Intravenous	-----	Rs. 20	

2. In areas where CGHS facilities exist, the rates of such consultation fees, etc., under CS (MA) Rules would be at par with the CGHS rates of station concerned.

3. These orders will supersede the earlier orders issued on the subject from the date of issue.

4. This issues with the concurrence of Ministry of Finance (Department of Expenditure) vide U.O. No. 467/EV/2002, dated 28-10-2002.

5. In so far as persons serving in the Indian Audit and Accounts Departments are concerned, this issues with the concurrence of the Office of the Comptroller and Auditor - General of India vide their U.O. No. 255-Audit (Rules)/77-2002, dated 18-12-2002.

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**G.I., D.G. WORKS (CPWD), O.M. NO. DG (W) /MAN/83,**

**DATED 21-1-2002**

**Refund of earnest money to all tenderers other than the lowest**

It has been decided that earnest money given by all tenderers, except the lowest tenderer should be

refunded within a week from the date of receipt of tender. Entry of demand draft/Banker's cheque received with tenders as earnest money may be kept in tender opening register and these need not be deposited in the bank except for the lowest tenderer. This supersedes the provision of Para 21. 6.1 of CPWD Manual, Volume-II.

(Issued from File No. 18/4/98-SE (C&M))

26

**G.I., DEPT. OF PER. & TRG., NOTFN. NO. 31011/10/2000-ESTT. (A),  
DATED 11-1-2002**

**Widowed daughters are also family members for LTC**

G.S.R..... (E), --- In exercise of the powers conferred by the proviso to Article 309 and Clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Leave Travel Concession) Rules, 1988 namely :-

1. (1) These rules may be called the Central Civil Services (Leave Travel Concession) Amendment Rules, 2002.
- (2) They shall come into force from the date of their publication in the Official Gazette.
2. In the Central Civil Services (Leave Travel Concession) Rules 1988 in Rule 4, in sub-clause (ii) of Clause (d), after the word "husbands" the words "and widowed daughters" shall be inserted.

27

**G.I., DEPT. OF PER. & TRG., NOTFN., NO.13026/1/99-ESTT. (L),  
DATED 18-4-2002**

**Amendments to CCS (Leave) Rules**

G.S.R..... --- In exercise of the powers conferred by the proviso to Article 309 read with Clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Leave) Rules, 1972 namely :-

1. (1) These rules may be called the Central Civil Services (Leave) Amendment Rules, 2002.
- (2) They shall come into force from the date of their publication in the Official Gazette.
2. In the Central Civil Services (Leave) rules 1972, ----

(a) in Rules 6,26,28,39,39-A and 39-D, for the figures and word "240 days", wherever they occur, the figures, brackets and words "300 days" (including the number of days for which encashment has been allowed with Leave Travel Concession while in service) shall be substituted;

(b) in Rule, 26, in sub rule (1), in the proviso to Clause (b), for the figures and word "225 days", the figures and word "285 days" shall be substituted;

(c) after Rule 38, the following rule shall be inserted namely :-  
"38-A, Encashment of Earned Leave along with Leave Travel Concession while in service"

A Government servant may be permitted to encash earned leave upto 10 days at the time of availing of Leave Travel Concession while in service, subject to the conditions that :-

- 1) earned leave of at least an equivalent duration is also availed of simultaneously by him :-
- 2) a balance of at least 30 days of earned leave may be available to his credit after taking into account the period of encashment as well as leave :
- 3) the total leave so encashed during the entire career does not exceed 60 days in the aggregate :-
- 4) the cash equivalent shall be calculated as follows namely :-

Cash equivalent =	Pay admissible on the date of availing of the Leave Travel Concession plus Dearness Allowance admissible on that date	Number of days of EL subject to the maximum 10 days at one time
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No House Rent Allowance or City Compensatory allowance shall be payable;

5) The period of leave encashed shall be deducted from the quantum of leave that can normally be encashed by him under Rules 6, 39, 39-A, 39-B, 39-C and 39-D.

d) in Rule 39, in sub rule (6), in Clause (a), in sub-clause (ii), for the figures and word "120 days", the figures and word "150 days" shall be substituted:

e) in Rule 43, in sub-rule (i), for the figures and word "90 days", the figures and word "135 days" shall be substituted.

f) Rule 43-A shall be renumbered as Rule 43 B, and before Rule 43-B as so renumbered, the following Rule shall be inserted, namely :-

"43-A, Paternity Leave :-

- 1) A male Government servant (including an apprentice) with less than two surviving children, may be granted Paternity Leave by an authority competent to grant leave for a period of 15 days, during the confinement of his wife for childbirth i.e., up to 15 days before, or up to six months from the date of delivery of the child.
- 2) During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- 3) The Paternity Leave may be combined with leave of any other kind.
- 4) The Paternity Leave shall not be debited against the leave account.
- 5) If Paternity Leave is not availed of within the period specified in sub-rule (1), such leave shall be treated as lapsed.

Note : The paternity leave shall not normally be refused under any circumstances.

28

**G.I., DEPT. OF TELECOM. LR. NO. 68/7/86-VIG.ii,  
DATED 28-7-1987**

**Authority competent to impose minor penalty, but initiating proceedings for major penalty, can impose on the conclusion of the proceedings, minor penalty at its own discretion**

Rule 13(2) of CCS (CCA) Rules, 1965 stipulates that a disciplinary authority competent under these rules to impose any of the penalties specified under Clauses (i) to (iv) of Rule 11 may institute disciplinary proceedings against any Government servant for the imposition of any of the penalties specified in Clauses (v) to (ix) of Rule 11, notwithstanding that such disciplinary authority is not competent under these rules to impose any of the latter penalties.

2. The question arose whether a disciplinary authority who is competent to impose minor penalty can decide a case at his level without referring to the higher disciplinary authority if after enquiry he feels that imposition of a minor penalty would suffice in the case although the said proceedings were initiated by him with the issue of charge-sheet under Rule 14.

3. The matter was examined in consultation with Department of Personnel and it is hereby clarified that a disciplinary authority competent to impose any of the minor penalties but not competent to impose any major penalty can initiate and process disciplinary proceedings against the Government servant concerned for imposition of a major penalty. On the conclusion of the inquiry and receipt of the inquiry report, if the Disciplinary Authority comes to the conclusion that a minor penalty will meet the requirements of the

case, it is well within its competence to impose the minor penalty without seeking the approval of the authority competent to impose a major penalty on the Government servant concerned.

4. The contents of this instruction may kindly be brought to the notice of all concerned for information and guidance.

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**G.I., M.U.D., O.M. NO. 12035/11/99-POL. II, DATED 24-7-2003**

**Revision of rates of recovery of licence fee for Government residences allotted to Government employees owning houses at the place of posting.**

The undersigned is directed to say that matter relating to recovery of licence fee for Government residences allotted to Government employees owning houses at the place of posting has been considered by the Government and it has now been decided that licence fee shall be recovered in such cases as under :-

2. i) If income from own house does not exceed Rs. 12,000 per month, normal licence fee shall be charged.
- ii) If income from own house exceeds Rs. 12,000 per month but does not exceed Rs. 20,000 per month, twice the normal licence fee shall be charged.
- iii) If income exceeds Rs. 20,000 per month, thrice the normal licence fee shall be charged.
3. These orders will come into effect from 1-8-2003.
4. These orders are issued in supersession of this Directorate's O.M. No. 12031 (2)/81-Pol. II, dated 5-5-1984 and O.M. No. 12035(I)/85-Pol-II (Vol III, (ii), dated 7-8-1987.

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**G.I., DEPT. OF PER. & TRG., O.M. NO. 14014/19/2002-ESTT. (D),  
DATED 5-5-2003**

**Time-Limit for Compassionate Appointment**

The undersigned is directed to refer to Department of Personnel and Training O.M. No. 14014/6/94-Estt. (D), dated 9-10-1998 and O.M. No. 14014/23/99-Estt. (D), dated 3-12-1999 on the above subject and to say that the question of prescribing a time-limit for making appointment on compassionate grounds has been examined in the light of representations received, stating that the one-year limit prescribed for grant of Compassionate Ap-

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pointment is often resulting in depriving genuine cases seeking compassionate appointments, on account of regular vacancies not being available, within the prescribed period of one year and within the prescribed ceiling of 5% of Direct Recruitment quota.

2. It has, therefore, been decided that if Compassionate Appointment to genuine and deserving cases, as per the guidelines contained in the above OMs is not possible in the first year, due to non-availability of regular vacancy, the prescribed Committee may review such cases to evaluate the financial conditions of the family to arrive at a decision as to whether a particular case warrants extension by one more year, for consideration for Compassionate Appointment by the Committee, subject to availability of a clear vacancy within the prescribed 5% quota. If on scrutiny by the Committee, a case is considered to be deserving, the name of such a person can be continued for consideration for one more year.

3. The maximum time a person's name can be kept under consideration for offering Compassionate Appointment will be three years, subject to the condition that the prescribed Committee has reviewed and certified the penurious condition of the applicant at the end of first and the second year. After three years, if Compassionate Appointment is not possible to be offered to the Applicant, his case will be finally closed, and will not be considered again.

4. The instructions contained in the above-mentioned OMs stand modified to the extent mentioned above.

5. The above decision may be brought to the notice of all concerned for information, guidance and necessary action.

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**G.I., M.U.D., O.M. NO. I-17015/5/97-H.III,  
DATED 26.3.2003**

**Rate of interest on House Building Advance from 1-4-2003**

In partial modification of this Ministry's O.M. of even number dated 10.4.2002, the undersigned is directed to state that the rates of interest for House Building Advances sanctioned to the Government servant for construction/purchase of house/flats from 1.4.2003 will be as under, until further orders:

Sl. No.	Amount of Advance sanctioned to Government servant	Existing rate of Interest on HBA (per Annum)	Revised rates of Interest on HBA (per Annum)
1	Upto Rs. 50,000	6%	5%
2	Upto Rs. 1, 50,000	7.5%	6.5%

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3.	Upto Rs. 5,00,000	9.5%	8.5%
4.	Upto Rs. 7,50,000	10.5%	9.5%

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**G.I., M.F., D.E.A., O.M.F.NO. 5(2)-PD/2003, DATED 12.3.2003  
INTEREST RATE FOR CONVEYANCE ADVANCES - 2003-04**

The undersigned is directed to state that the rates of interest for advances sanctioned to the Government servants for purchase of conveyances during 2003-04, i.e. from 1.4.2003 to 31.3.2004 will be as under :

		Rate of interest per annum
(i)	Advance for purchase of Bicycle	5.5%
(ii)	Advance for purchase of conveyance other than Motor Car (Viz. Motor Cycle, Scooter, etc.)	8%
(iii)	Advance for purchase of Motor Car	11.5%

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**G.I., M.F., D.E.A., Resolution No. F.5(1)-PD/2003, dated 12.3.2003  
G.P.F. interest rate at 8% for 2003-04**

It is announced for general information that during the Year 2003-04, accumulations at the credit of subscribers to the General Provident Fund and other similar funds shall carry interest at the rate of 8% (Eight per cent) per annum. This rate will be in force during the Financial Year beginning on 01.04.2003. The funds concerned are:-

1. The General Provident Fund (Central Services)
2. The Contributory Provident Fund (India)
3. The All India Services Provident Fund.
4. The State Railway Provident Fund
5. The General Provident Fund (Defence Services)
6. The Indian Ordnance Department Provident Fund.
7. The Indian Ordnance Factories Workmen's Provident Fund
8. The Indian Naval Dockyard Workmen's Provident Fund
9. The Defence Services Officers' Provident Fund
10. The Armed Forces Personnel Provident Fund.

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**INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
ACCOUNTANT GENERAL (A&E) PUNJAB,  
CHANDIGARH 160017**

No. Works/Admn./120/ST./2000-01/3424-25  
Dated : 29/3/2001

To

The Excise & Taxation Commissioner,  
Punjab, Patiala.

Subject :- Works Contracts -Deduction of Sales tax at source.

Ref :- This office Letter No. WorksAdmn./120/ST/2000-01/3193-94 dated 16.2.2001.

Sir,

Your office was requested, vide letter quoted as reference, to get the accounting procedure for the deposit of Sales Tax in cash evolved in order to avoid any complicity and also to maintain uniformity by all the P.W. Divisions in the said matter.

The Excise and Taxation Commissioner ( Punjab ) Chandigarh was also requested vide this office letter No. Works Admn./120/ST/99-2000/2446-47 dated 16.9.99 ( Copy enclosed for ready reference) to issue instructions to the District Authorities to follow the prescribed procedure.

By the time accounting procedure is evolved to maintain accuracy and uniformity and avoid any embezzlement, it is requested that District Authorities be allowed to pass on deduction of Sales Tax of the gross work done through the monthly accounts of P.W. Divisions by book adjustment.

Sd/-

Sr. Accounts Officer (W.Admn)

Copy of the above is forwarded to Sh. S.K. Arora, President Punjab Divisional Accounts Officers/Divisional Accountants Association, House No.1036, Sector -21, Panchkula w.r.t. his reference no. 332 dated 15.3.01 for information.

Sd/-

Sr. Accounts Officer (W.Admn.)

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**OFFICE OF THE COMPTROLLER & AUDITOR  
GENERAL OF INDIA, NEW DELHI**

Circular No. NGE/12/2003  
No.166-NGE (App)/36-2003  
Dated 04 March, 2003

To

1. All Heads of Department in the I.A. & A.D.  
(as per mailing list)
2. A.C.(C) / Director (P)
3. G.E.II/O.E. & Bills/C.A.I/NGE (Entt)/NGE (JCM)/Audit  
(Rules)

Subject: Revision of pay scales in I.A. & A.D.  
Sir/Madam,

The undersigned is directed to forward herewith a copy of Government of India, Ministry of Finance & Company Affairs (Department of Expenditure) O.M. No. 6/82/E.III(B)/91 dated 28.02.2003 regarding upgradation of pay scales of Auditor/Accountant/Senior Auditor/Senior Accountant/Section Officer/Assistant Audit Officer/Assistant Accounts Officer for necessary action.

Encl.As above

Yours faithfully,

Sd/  
(Manish Kumar)  
Asstt. Comptroller & Auditor  
General (N)

**Ministry of Finance  
Department of Expenditure  
(E.III-B Branch)**

New Delhi, the 28th February, 2003

**OFFICE MEMORANDUM**

Subject : Pay scales for the staff belonging to the Organised Accounts Departments.

The undersigned is directed to say that the Government had approved grant of higher scales for the Accounts staff of Railways on notional basis w.e.f. 1.1.96 with actual payments being made prospectively. Keeping in view the facts that pay scales of corresponding categories in various organized Accounts cadres have traditionally been on par, it has been decided that the dispensation approved in case of the Accounts staff of Railways may be extended to the corresponding categories in all the organized Accounts cadres.

2. Pay scales of the following posts and their equivalent posts in the organized Accounts cadres existing in various ministries/departments of the Government of India may accordingly be upgraded on notional basis w.e.f. 1/1/96 with actual payments being made from 19.2.2003 - the date on which the decision was approved by the Government as under :-

Designation	Pay Scale prior to 1.1.96 Rs.	Existing pay scale Rs.	Pay scale to be extended notionally w.e.f. 1.1.1996 with actual payments being made prospectively Rs.
Auditor/ Accountant	1200-30- 1560-40- 2040	4000-100- 6000	4500-125-7000
Sr. Auditor/ Sr. Accountant	1400-40- 1600-50- 2300-60- 2600	5000-150- 8000	5500-175-9000
Section Officer	1640-60- 2600-75- 2900	5500-175- 9000	6500-200-10500
Asstt. Audit Officer/ Asstt. Accounts Officer	2000-60-2300 75-3200	6500-200- 10500-	7450-225-1150

In-so-far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the C. & A.G. of India.

Sd/  
(Usha Mathur)

Joint Secretary to Government of India.

To

1. Secretary, Department of Posts.
2. Member(Finance), Telecom. Commission, Ministry of Communications.
3. Financial Commissioner, Ministry of Railways.
4. Deputy Comptroller & Auditor General of India.
5. Controller General of Defence Accounts.
6. Controller General of Accounts.

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**OFFICE OF THE ACCOUNTANT GENERAL (A&E) PUNJAB,  
CHANDIGARH**

**No. Works Admn./Vigil./03-04/456-57**

Dated : \_\_\_\_\_

To,

All The Executive Engineers  
in Punjab & U.T.

Subject : Regarding calling of DA/DAO's/Sr. DAO's for accompanying for vigilance trap.

It has been observed in many cases that DA/DAO's/Sr. DAO's has been called upon by his Divisional Officer to accompany the State Vigilance Police Department Officers to act as a shadow witness in some corruption trap cases.

In this connection it is brought to your notice that DA/DAO's/Sr. DAO's have to perform three fold duties as Accountant, as Primary Auditor and a Financial Advisor in terms of PWD Manual. In case he/she is deputed for such duty permission from this office being the Cadre Controlling Authority may be sought well in advance to avoid hinderance in discharging their regular duties.

Sd/-  
Sr. Accounts Officer,  
(Works Admn.)

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**INDIAN AUDIT AND  
ACCOUNTS DEPARTMENT  
Accountant General (A & E),  
Punjab, Chandigarh - 160017**

No. W. Admn./ 120-DA Assosn./ 2001-02/306-09

Date : 22 May, 2001

To

The Administrative Secretary  
PWD B & R, Punjab, Mini Sectt.  
Chandigarh.

Subject : Resolution of Association

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Sir,

Punjab Divisional Accounts Officers/Divisional Accountants Association has passed a resolution in its meeting held at Hoshiarpur on 22-4-2001 regarding incurring of expenditure in divisions on P.O.L. and wages of work charged staff in violation of instructions issued by the Principal Secretary to Government of Punjab vide his D.O. Letter No. Nil dated 19-1-2000. Copy of the resolution is enclosed for taking further action at your end.

Yours faithfully,

Sd/-

Sr. Accounts Officer (W.Admn.)

Encl. as Above

Copy is forwarded to Sh. S.K. Arora, President H. NO. 1036, Sector 21, Panchkula for information.

Sd/-

Sr. Accounts Officer (W.Admn.)

**Punjab Divisional Accounts Officers/Accountants Association**

Dated : 22-4-2001

**RESOLUTION NO. 3**

Executive Council of Punjab Divl. Accounts Officers/Accountants Association in its meeting held at Hoshiarpur in Canal Rest House on 22-4-2001 discussed at length expenditure being incurred in Divisions on P.O.L. and Wages of Work charged Staff in violation of instructions issued by the Principal Secy. to Govt. Punjab vide his D.O. Letter No. Nil dated 19.1.2000 which has directed to implement the following decisions :-

1. No authority shall spend a single penny on contingent, on Quality Control, P.O.L., Telephone & other petty office expenses from the provisions under Minor/Major works both under Plan & Non Plan. Henceforth no provision shall be made in the estimates for such contingencies except in case permitted by the Finance Department.
2. The P.W.D. Accounts Code needs to be modified in view of the above instructions particularly entry No. 2. 26 under Chapter II at Page 131 which may be submitted to the Deptt. of Finance within a week.

The above instructions are not being followed by the DDO's in the Divisions. Govt. has also fixed limit of Rs. 6500/- per vehicle for P.O.L including Repairs for running of vehicles. In case of Gypsy & Ambassador car; this limit has been fixed at Rs. 7000/- per month. These instructions are silent about other vehicles like Trucks/Tippers & Road Rollers etc. Members brought to the notice of Executive Council, that expenses on P.O.L./Contingency of the office of the Quality Control, Chief Engineers and Superintending Engineers are also incurred in the Divisional Offices on the plea that the allotment with these offices is not sufficient. These expenses are directly charged to works in

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violation of instructions. Members also brought to the notice of the Executive Council that advice to the X.E.N's for following the instructions is not accepted on the plea that matter is under consideration with the Chief Engineer/Secy. to Govt., Punjab for raising the limit. Similar is the position of payment to Work Charge.

In view of the above discussion, Executive Council unanimously decided to bring the above facts to the notice of Pb. Accountant General, (A&E), Punjab, for taking up the matter with State Govt., either to enhance the limit as fixed above, or direct the DDO's to implement the ceilings fixed in each case strictly.

Further resolved that a copy of the Resolution may also be sent to the Accountant General (Audit), Punjab, Chandigarh.

(S.K. ARORA)  
President

K.K. Jandial  
Genl. Secretary

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**Copy of letter No.54-6FR-79/7568 dated 29.3.73 from the Commissioner for Finance and Secy. to Govt. Punjab, Finance Deptt. to all Heads of Deptts. etc. etc.**

Subject :- Expeditious disposal of pension cases-Issue of No Demand Certificate.  
Sir,

I am directed to invite your attention to this Deptt. Circular Letter No. 2160-6FR-69/11008, dated the 26th May, 1969, on the subject noted above and to say that it has been brought to the notice of the Govt. that a large number of pension cases are pending in various departments for the last several years for want of "No Demand Certificate". In some cases certain outstandings or irregularities which are more than 5 to 10 years old, have been shown against officers just at the time of their retirement. It becomes difficult to make enquiries in old cases because most of the officers/officials get transferred in the meantime to other districts/Divisions and some die or retire from Govt. service.

In order to mitigate hardship to the retiring Govt. employees /their dependents, It has now been decided that if any department of Govt. does not issue a "no demand certificate within a period of six months of the retirement of a Government employee, it would be assumed by the pension sanctioning authority that no demand is outstanding against him and the pension will be sanctioned and gratuity and other dues released to the retiree. In the case of demands on account of Govt. accommodation the period of six months should be calculated from the retirement or date of vacation of Govt. accommodation, whichever be later. This should not, however, be contemplated to mean that the dues of Govt. as such would lapse after a period of six months. Efforts should be made to recover all the outstandings within this period and the requisite no demand certificates issued. If however,

due to special reasons, if it is not possible to complete this formality then the recovery of such outstanding ones should be affected through normal legal procedure.

The receipt of this letter may please be acknowledged.

C.E. I.W/Punjab, Chandigarh Endstt. No.2210-2269/Z-II(2) 187/47

Dated 15.5.73

A copy is forwarded for information and necessary action to All S.E.s I.B. etc. for information and necessary action.

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**Copy of letter No.2318-BWII(I)-62/846 Dt. 1.4.82 from the Secretary to Govt. Punjab, P.W.D. B&R/PH Branches, Chandigarh to the Chief Engineer, Pb. P.W.D. Public Health Branch, Patiala and Chief Engineer, B&R Patiala.**

Sub :- Pilferage/ excess supply of material from Stores.

Reference subject cited above.

- It came to the notice of the Government that the material is being issued over and above the permissible consumption. The material like cement is in scarcity and is not readily available in the market, but in these cases the contractors are being charged only the book value of such commodities. In order to check such practice prevalent in the fields, Government have decided that in case of shortage/pilferage due to erage of controlled items like cement, the amount at double the rate of stock issued or the prevalent market rate whichever is higher may be recovered from the defaulting officers/ officials/ contractors besides other disciplinary action against them, which may be attracted otherwise under the law.
- It has further been noted that contractors are being allowed wastage of cement etc. The C.S.R. makes allowances for the wastage as well and any quantity being issued to the contractors over and above the C.S.R. should be charged at double the issue rates or the market rates whichever is higher.
- This may be brought to the notice of all concerned and report be sent to Government positively.

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**Counting of Adhoc Service for pensionary benefits only.**  
(Copy of F.D. Pb. No. 1/74/90-IFPIII/7278 dt. 26.10.95)

I am directed to invite a reference to the subject noted above and to say that the matter regarding counting of adhoc service for pensionary benefits only has been under consideration of the Gov-

ernment for some time past. It has been decided that entire adhoc service rendered by Government employees may be counted towards pensionary benefits provided :-

- i) Such service is followed by regular employment.
- ii) There is no interruption in the two or more spells of adhoc service and adhoc and regular service or the interruptions fall within condonation limits. It shall further be subject to provisions of rule 4.23 of the Punjab Civil Services Rules, Volume-II.
- iii) Such Services shall be on a full time job (and not part time or for a portion of the day)
- iv) Recruitment should have been made through the Employment Exchange or by open advertisement as laid down in the Compulsory Notification of Vacancies Act.
- v) the service rendered as adhoc employee must have been against a regular post/ vacancy and
- vi) The conditions for eligibility (academic qualifications, experience and age) at the time of such first adhoc/temporary appointment should have been fulfilled.

2. It has also been decided that the benefit of recomputation of pension shall, with effect from the cut off date given in para 3 below be allowed to existing retirees who had initially been recruited on adhoc basis. No arrears shall be payable in the light of the decision of the Apex Court in the case of D.S. Nakara V/s Union of India (AIR 1983S.C. 130).

3. These orders shall come into force with effect from 1st September, 1995.

4. Relevant provisions of the Punjab Civil Service Rules, Volume - II, shall be deemed to have been amended to the extent of the provisions of this letter, formal amendments to these rules will be notified in due course.

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### Commutation of Pension in respect of employees retiring on or after

31.7.2003

(Copy of F.D. Pb. No, 3/13/2001-3FPP/6377 dated 29.7.2003)

I am directed to invite reference to the subject cited above and to say that the Governor of Punjab is pleased to prescribe a new table (Copy enclosed) for present values for the calculation of commutation of pension to replace the present table incorporated as Annexure to Chapter XI of Punjab Civil Services Rules, Volume II. This table supersedes the existing table with immediate effect and shall apply to all the cases of retirement arising on or after 31.7.2003

2. Annexure to Chapter XI of Punjab Civil Services Rules shall be deemed to have been substituted accordingly.

3. It may please be ensured that this is brought to the notice of all the employees who are retiring on or after 31.7.2003 inviting their attention to provisions of Note 2 below Rule 11.5 (1) of Punjab Civil Services Rules, Volume - II.

## ANNEXURE

(Referred to in Rule 11.5(2) of Punjab Civil Services Rules Vol. II)

### COMMUTATION TABLE BASED ON THE RATE OF INTEREST OF 8 PERCENT PER ANNUM (COMMUTATION VALUE OF PENSION OF RUPEE ONE PER ANNUM)

Age at next birthday	Commutation Value expressed as number of year's purchase	Age at next birthday	Commutation Value expressed as number of year's purchase
28	10.73	49	8.04
29	10.65	50	7.87
30	10.56	51	7.69
31	10.47	52	7.52
32	10.37	53	7.34
33	10.27	54	7.16
34	10.16	55	6.97
35	10.05	56	6.78
36	9.93	57	6.59
37	9.81	58	6.40
38	9.69	59	6.21
39	9.56	60	6.02
40	9.43	61	5.83
41	9.29	62	5.63
42	9.15	63	5.43
43	9.00	64	5.23
44	8.85	65	5.04
45	8.70	66	4.84
46	8.54	67	4.65
47	8.38	68	4.46
48	8.21	69	4.28

**Copy of Punjab Government Circular letter No. 1/21/86-4PPI, dated 27th Feb., 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc. etc.**

Subject : Verification of Character and antecedents and medical certificate of fitness on first entry into Government service.

After resumption of the recruitment process, a question has been raised whether prior verification of Character and antecedents, and medical examination are necessary or that the recruitment could be subject to subsequent character verification/medical examination. Instructions regarding verification of character and antecedents of persons before their first appointment to Government service, are contained in Punjab Government circular letter No. 2502-G-51/3339, dated 11th June, 1951. Regarding medical examination, relevant instructions are contained in Punjab Government circular letter No. 3863-G-II-56/10417, dated 1st Feb., 1957. According to these instructions, verification of character & antecedents and medical examination have to be done prior to appointment. It is reiterated that the aforementioned instructions in this behalf may be complied with as before.

The Department of Home Affairs ----- vide their advice conveyed in U.O. No. 417-3H (I)-86, dated 6th October, 1986, has agreed that the competent authorities shall send the report on verification of character and antecedents to the concerned department within 30 days from the date of receipt of the reference.

**Copy of Punjab Government Circular letter No. 7/14/82-2PP/12395, dated 13th September, 1982, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.**

Subject : Annual Confidential Reports

I am directed to invite your attention to the instructions contained in para 6 of the Punjab Government Circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, on the above subject and to say that in terms of these instructions annual confidential reports on the work and conduct of an employee should be written by at least two officers, except of course, in the case of those employees mentioned in the Explanatory Note below the aforesaid para, who work exclusively under one officer. A clarification has now been sought as to whether in the Departments where both Superintendents Grade I and Superintendent Grade II are working, Superintendent Grade II who actually super-

vises the work and conduct of an employee is to initiate the annual confidential report or this is to be done by Superintendent Grade I who is a Gazetted Officer. I am to clarify in this behalf that annual confidential reports are to be written by those officers, irrespective of the fact whether they are Gazetted or Non - Gazetted, who actually supervise the work and conduct of an employee subordinate to them and who are actually working under them. In this view of the matter Superintendent Grade - II, though is a Non - Gazetted officer but actually supervises the work and conduct of an employee, should initiate the annual confidential report of that employee and not the Superintendent Grade I who does not directly supervises the work and conduct of that employee.

2. The above clarification may please be brought to the notice of all concerned for meticulous observance.

Kindly acknowledge

**Calculation of pensionary benefits to the Punjab Government pensioners.  
(Copy of FD Pb. No.1/2/2002-3 FPPC/3900 dated 8.5.2002)**

I am directed to invite your attention to the subject noted above and to say that it has come to the notice of the Government that a number of pension cases wherein pensionary benefits stand granted by the courts of law over and above those admissible under Punjab Govt. Rules / instructions and where there is no indication whether the advice of the Finance Department has been obtained or not and also that the department intends to file an appeal or has already filed in higher courts are sent to the Accountant General, Punjab. Such cases are also generally sent to that office so late that time left for the compliance of court orders is too short to refer the cases to Finance Department for seeking their advice.

It is, therefore, requested that all such pension cases based upon court orders be forwarded to the Accountant General, Punjab only after obtaining the advice of the Finance Department. Such cases should be sent to that office well in time. The pension sanctioning authority should also mention specifically whether an appeal against the orders of the court has been filed or not and if filed, the present status of the appeal.

These instructions may be brought to the notice of all concerned officers under your control for strict and meticulous compliance.

**Grant of Paternity Leave of Government Employees.  
(Copy of FD Pb. No.1/10/98-3 FP 2/3187 dated 9.4.2002)**

1. The Governor of Punjab is pleased to decide that a male Government Employee (with less

**G.I., M.F., O.M. No. 21 (1)/97-E. II (B), dated 22-2-2002**

**Clarification regarding Transport Allowance**

The undersigned is directed to invite a reference to this Ministry's OM of even number, dated 3-10-1997 regarding grant of Transport Allowance to Central Government employees and to say that references have been received in this Ministry seeking clarification on certain points about the admissibility of Transport Allowance. Certain demands have also been raised for improvements in the conditions regulating Transport Allowance.

2. The matter has been under consideration of the Government for some time past and the President is now pleased to decide that condition for grant of Transport Allowance as contained in Para No. 3 (vii) of O.M. , dated 3-10-1997 ibid may be substituted by the following condition :-

"3. (vii) This allowance will not be admissible if a Government servant is absent from duty for full calendar month(s) due to leave, training, tour etc."

3. These orders will take effect from the date of issue.

4. The cases arising before the date of issue of these orders may be regularized in terms of the orders then in force and the cases arising on or after the date of issue of these orders may be regularized in terms of this order. Accordingly, the clarification on various points in respect of cases arising before the issue of this O.M. are contained in Annexure-I and in respect of cases arising on or after the date of issue of these orders are contained in Annexure -II.

5. In their application to the employees serving in the Indian Audit and Accounts Department, these orders issue in consultation with the Comptroller and Auditor-General of India.

**ANNEXURE - I**

**Clarification for cases arising before 22-2-2002**

1. The Governor of Punjab is pleased to decide that a male Government Employee (with less than two surviving children) on his request may be granted paternity leave for maximum fifteen days (after commuting his 30 days half pay leave), during the confinement of his wife. This leave should normally be not refused.

2. This order takes effect from the date of issue of this letter.

3. Suitable amendment in the Punjab Civil Service Rules will be made in due course.

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**Payment of half of compensation money by the driver of the Government vehicle responsible for an accident.**

(Copy of F.D. Pb. No. 14/148/2001-IFF/2601 dt. 21.3.2002)

I am directed to refer to the subject cited above and to say that in order to safeguard public interest, it is made mandatory that in case any court comes to the conclusion that the driver of a Government vehicle was squarely responsible for an accident, the concerned driver will have to pay at least half of the compensation money awarded by the court.

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**Copy of O.M. No. AB-14017/41/90-Estt. (RR) dated the 15th February, 1990 from the Govt. of India, Deptt. of Personnel & Training New Delhi, to all Ministeries/ Deptts. of Government of India.**

Subject :- Employees having mentally retarded children be given posting at a place of their choice.

The under signed is directed to say that there has been a demand that an employed parent of a mentally retarded child should be given posting at a place of his/her choice. This demand has been made on the plea that facilities of medical aid & education of such children are not available everywhere. Also looking after such children does require special care & patience and is expensive. Hence some concession from the Govt. at least in matters of posting at a place of choice is called for.

2. The matter has been examined. Considering that the facilities for medical help & education of mentally retarded children may not be available at all stations, a choice in the place of posting is likely to be of some help to the parent in taking care of such a child. While administratively it may not be possible in all cases to ensure the posting of such an employee at a place of his/her choice. Ministeries/Deptts. are requested to pay a sympathetic view on the merits of each case & accommodate such requests for posting to the extent possible.

Points/Doubts raised :-

1. As the rates of Transport Allowance are prescribed on monthly basis, can it be presumed that the term absence from duty exceeding 30 days due to leave, training, tour, etc. be interpreted as calendar month.

2. In case where the leave/spell tour exceeding 30 days envelops partly 2 calendar months, whether Transport Allowance will be admissible for both such months when in none of the month the absence, due to leave/tour exceeds 30 days.

3. In case of absence from Headquarters for less than 30 days either by leave/tour or training, whether Transport Allowance is payable in full or proportionately.

4. Can it be presumed that even if an employee is on leave during the entire month of say February (28 days) or September (30 days), he will be entitled to draw Transport Allowance for the whole month.

5. Whether Transport Allowance will be admissible to those officials who are on training, which is treated as duty.

Clarification :-

1-4 : The term 'absence from duty exceeding 30 days means absence from Head-quarters/place of posting for a period exceeding 30 days due to any of the reasons such as leave, training, tour etc. As per the existing instructions, Transport Allowance is not admissible for the entire period of such absence when it exceeds 30 days. In case such absence falls in more than one calendar month, Transport Allowance is to be reduced pro rata after taking into account the number of days of absence in each calendar month. In case such absence does not exceed 30 days, Transport Allowance is admissible in full irrespective of the fact that 30 days constitute a full calendar month or not.

5. For the training period treated as duty, Transport Allowance may be granted, if place of training is at a distance of more than 1 Km from the residence allotted by the Government and no transport facility/TA/DA is provided for attending the training institute. During official tour in the training course, the allowance will not be admissible if the period of tour exceeds 30 days.

6. Whether it will be admissible to members of inspection parties who are on inspection duty within the city but exceeding 8 Kms from the Headquarters.

7. Whether officials who are continuously on field duty either in or outside Headquarters will be entitled to Transport Allowance.

8. Whether Transport Allowance is admissible during tour.

9. The rate at which Transport Allowance is to be paid in the case of city where classification has been downgraded needs to be clarified.

10. Whether Transport Allowance is admissible to vacation staff; i.e. School Teachers.

11. Whether Transport Allowance will be admissible to vacation staff, i.e., teachers deputed for training during vacation in Headquarters or outside Headquarters.

6-7 : Transport Allowance is given to compensate for the expenditure incurred for commuting for both to and fro, between place of duty and residence. In case one gets road mileage, Daily Allowance or free Transportation for commuting from and to residence for field duty, inspection duty, for a period exceeding 30 days, he may not be entitled to Transport Allowance.

8 : Transport Allowance will not be admissible during tour exceeding 30 days.

9. Grant of Transport Allowance would be governed by the new classification of cities for the purpose of CCA as given in Annexure - I to O.M.No. 2(30\_/97-E. II (B), dated 3-10-1997. The special dispensation extended to HRA/CCA is not applicable to Transport Allowance.

10-11 : (i) Vacation Staff is entitled to Transport Allowance during their non-vacation periods, provided they are not provided free transportation and all other conditions governing the Allowance prescribed in our general orders, dated 3-10-1997, are satisfied.

ii) Since Vacation Staff are also entitled to other kinds of leave in addition to the vacation periods, the Allowance shall not be admissible during spells of all kinds of leave exceeding 30 days as in the case of other Central Government employees.

iii) Vacation staff deputed for training or other academic or administrative duties during periods of vacation may also be paid the Transport Allowance, subject to the conditions that the staff concerned are not in receipt of any Daily Allowance or are not provided free transportation facilities or are not paid any Conveyance Allowance separately on such occasions.



12. Whether the Transport Allowance is admissible during the period of suspension in excess of 30 days.

13. Whether the Transport Allowance is admissible in case where the period of suspension has been treated as period spent on duty.

12-13 : Transport Allowance has been granted to suitably compensate the cost incurred on account of commuting between the place of residence and the place of duty. As the suspended employees do not attend office during suspension, no Transport Allowance may be paid during such period, irrespective of its duration, even if the period is later treated as duty.

## ANNEXURE II

### Clarification for cases arising on or after 22-2-2002

#### I. Admissibility of Transport Allowance during absence from duty due to leave, training, tour, etc:-

Absence from duty means absence from Headquarters / place of posting due to any of the reasons such as leave, training, tour etc. If a Government servant is absent from Headquarters / place of posting for a full calendar month, he will not be entitled to any Transport Allowance during that calendar month. If the absence covers more than one calendar month, it will not be admissible for calendar month(s) wholly covered by the absence. If the absence does not cover any calendar month(s) in full, Transport Allowance will be admissible for full month.

#### II. Transport Allowance during training treated as duty :

Transport Allowance may be granted during such training period, if no transport facility/ TA/DA is provided for attending the Training Institute. During official tour in the training course, the allowance will not be admissible when the period of the tour covers the whole calendar month. Also, during training abroad, no Transport Allowance will be admissible when the period of such training covers the whole calendar month.

#### III. Transport Allowance to Members of Special Parties who are on inspection duty within the city but exceeding 8 Kms from Headquarters or where the officials are continuously on field duty either in or outside the Headquarters :-

Transport Allowance is given to compensate for the expenditure incurred for commuting for both to and fro between the place of duty and residence. In case when one gets road mileage, Daily Allowance or free transportation for field duty/inspection duty or tour for a period covering the whole calendar month, he will not be entitled to Transport Allowance during that calendar month.

#### IV. Transport Allowance to vacation staff, i.e. School Teachers :-

Vacation staff is entitled to Transport Allowance, provided they are not granted free transportation and all other conditions governing the allowance prescribed in the general orders, dated 3-10-1997 are satisfied. During vacation, the allowance shall not be admissible when such vacation spell, including all kinds of leave, envelops the entire calendar month(s).

#### V. Transport Allowance during suspension :-

As a Government servant under suspension is not required to attend office, he is not entitled to Transport Allowance during suspension where suspension covers full calendar month(s). This position will hold good even if the suspension period is finally treated as duty. Where suspension period covers a calendar month partially, Transport Allowance payable for that month shall be reduced proportionately.

#### VI. Transport Allowance in the case of cities where classification has been downgraded after 5th CPC :-

Grant of Transport Allowance would be governed by the new classification of cities for the purpose of CCA as given in Annexure-I to O.M. No. 2 (30)/97-E, II. (B) dated 3-10-1997. The special dispensation extended to HRA/CCA is not applicable to Transport Allowance.

#### VII. Admissibility of Transport Allowance during tour :-

No Transport Allowance will be admissible where tour covers a full calendar month(s). Where tour covers any calendar month in part, Transport Allowance will be admissible for full Calendar month.

ਕਾਪੀ ਆਫ ਪੱਤਰ ਨੰ : 3013-32/ਏ.ਸੀ ਮਿਤੀ 23-7-2003 ਵਲੋਂ ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਪੰਜਾਬ, ਲੋਕ ਨਿਰਮਾਣ ਵਿਭਾਗ, ਭ ਤੇ ਮ ਸ਼ਾਖਾ ਪਟਿਆਲਾ । ਵਲ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ, ਸੈਂਟਰਲ ਵਰਕਸ ਸਰਕਲ, ਅੰਮ੍ਰਿਤਸਰ ਅਤੇ ਹੋਰਨਾਂ ਨੂੰ ।

ਵਿਸ਼ਾ :- ਇਨਕਮ ਟੈਕਸ/ਸੇਲਜ਼ ਟੈਕਸ ਸਬੰਧਤ ਵਿਭਾਗ ਦੇ ਕੋਲ ਸਮੇਂ ਸਿਰ ਜਮਾਂ ਨਾ ਕਰਵਾਉਣ ਬਾਰੇ ।  
ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਆਪ ਜੀ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਇਸ ਦਫਤਰ ਦੇ ਨੋਟਿਸ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਆਪ ਦੇ ਅਧੀਨ ਮੰਡਲ ਬਣਦਾ ਇਨਕਮ ਟੈਕਸ/ ਸੇਲਜ਼ ਟੈਕਸ ਸਮੇਂ ਸਿਰ ਜਮਾਂ ਨਹੀਂ ਕਰਵਾਉਂਦੇ । ਇਸ ਲਈ ਆਪ ਜੀ ਨੂੰ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਆਪਣੇ ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਸਾਰੇ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰਜ਼ ਨੂੰ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆ ਜਾਣ ਕਿ ਉਹ ਬਣਦਾ ਸੇਲਜ਼ ਟੈਕਸ/ਇਨਕਮ ਟੈਕਸ ਇਨ੍ਹਾਂ ਵਿਭਾਗਾਂ ਦੇ ਕੋਲ ਸਮੇਂ ਸਿਰ ਜਮਾਂ ਕਰਵਾਉਣ । ਇਥੇ ਇਹ ਵੀ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਕੰਮਾਂ ਦੀ ਰਕਮ ਭਾਵੇਂ ਐਲ.ਉ.ਸੀ ਰਾਹੀਂ ਜਾਂ ਡਿਪਾਜਿਟ ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਹੋਈ ਹੋਵੇ ਦਾ ਇਨਕਮ/ਸੇਲਜ਼ ਟੈਕਸ ਕੈਸ਼ ਹੀ ਚੈਕ ਦੇ ਰਾਹੀਂ ਜਮਾਂ ਕਰਵਾਉਣਾ ਹੈ ਅਤੇ ਕਿਸੇ ਵੀ ਕਿਸਮ ਦੀ ਕੋਈ ਬੁੱਕ ਐਡਜਸਟਮੈਂਟ ਨਹੀਂ ਕਰਨੀ ।

ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਦਿੱਤੀ ਜਾਵੇ ।

ਪਿ:ਅੰ:ਨੰ : 3223-26

ਮਿਤੀ : 1.8.2003

ਉਤਾਰਾ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ, ਸੈਂਟਰਲ ਵਰਕਸ ਮੰਡਲ ਨੰ : 1/2 ਅੰਮ੍ਰਿਤਸਰ/ਪਠਾਨਕੋਟ ਅਤੇ ਹੁਸ਼ਿਆਰਪੁਰ ਨੂੰ ਭੇਜਕੇ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਜੈ ਕਿ ਉਨਾਂ ਦੇ ਮੰਡਲ ਅਧੀਨ ਬਣਦਾ ਇਨਕਮ ਟੈਕਸ/ ਸੇਲਸ ਟੈਕਸ ਸਬੰਧਤ ਵਿਭਾਗਾਂ ਕੋਲ ਸਮੇਂ ਸਿਰ ਜਮਾਂ ਕਰਵਾਉਣ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਣ ।

ਸਹੀ/ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ

ਸੈਂਟਰਲ ਵਰਕਸ ਸਰਕਲ, ਅੰਮ੍ਰਿਤਸਰ ।

ਕਾਪੀ ਆਫ ਮੀਮੋ ਨੰ : 27-ਅ 111-93/8728-8747/ਅ-111 ਮਿਤੀ 27/7/2001 ਵਲੋਂ ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਪੰਜਾਬ, ਲੋਕ ਨਿਰਮਾਣ ਵਿਭਾਗ, ਭ ਤੇ ਮ ਸ਼ਾਖਾ ਪਟਿਆਲਾ । ਵਲ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ, ਸੈਂਟਰਲ ਵਰਕਸ ਸਰਕਲ, ਅੰਮ੍ਰਿਤਸਰ ਅਤੇ ਹੋਰਨਾਂ ਨੂੰ ।

ਵਿਸ਼ਾ :- ਰੈਜ਼ੂਲੇਸ਼ਨ - ਐਸੋਸੀਏਸ਼ਨ ਆਫ ਡਵੀਜ਼ਨਲ ਅਕਾਊਂਟਸ ਆਫੀਸਰਜ਼/ਅਕਾਊਂਟੈਂਟਸ ।  
ਸਰਕਾਰ ਵਲੋਂ ਪ੍ਰਾਪਤ ਪੱਤਰ ਨੰ : 5/139/2001-3ਏਸ3/3519-23 ਮਿਤੀ ਚੰਡੀਗੜ 28/6/2001 ਦੀ ਕਾਪੀ ਸਮੇਤ ਸਹਿਪੱਤਰ ਦੇ ਭੇਜਦੇ ਹੋਏ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ, ਕਿ ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ । ਵਿਤ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਦੀ ਉਲੰਘਣਾ ਕਰਨ ਵਾਲੇ ਸਬੰਧਤ ਅਧਿਕਾਰੀ/ ਕਰਮਚਾਰੀ ਨਿੱਜੀ ਤੌਰ ਤੇ ਜੁਮੇਵਾਰ ਹੋਣਗੇ । ਸਰਕਾਰ ਵਲੋਂ ਆਪ ਜੀ ਨੂੰ ਇਹ ਵੀ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਸ ਬਾਰੇ ਆਪ ਨਿੱਜੀ ਪੱਧਰ ਤੇ ਯਕੀਨੀ ਬਣਾਊ ਕਿ ਵਿੱਤ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਦੀ ਉਲੰਘਣਾ ਨਹੀਂ ਹੋਵੇਗੀ ਅਤੇ ਕਸੂਰਵਾਰ ਅਫਸਰਾਂ ਵਿਰੁੱਧ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇਗੀ ।

ਸਹੀ/- ਮੁੱਖ ਇੰਜੀਨੀਅਰ (ਆਈਪੀ)  
ਪੰਜਾਬ ਲੋਕ ਨਿਰਮਾਣ ਵਿਭਾਗ ਭ ਤੇ ਮ ਸ਼ਾਖਾ,  
ਪਟਿਆਲਾ ।

ਪਿੱਠ ਅੰਕਣ ਨੰਬਰ : 5605-07

ਮਿਤੀ : 17/08/2001

ਉਪਰੋਕਤ ਦੀ ਕਾਪੀ ਸਮੇਤ ਸਹਿਪੱਤਰ ਦੇ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ, ਸੈਂਟਰਲ ਵਰਕਸ ਮੰਡਲ ਨੰ : 1/2 ਅੰਮ੍ਰਿਤਸਰ ਅਤੇ ਪਠਾਨਕੋਟ ਨੂੰ ਸੂਚਨਾਂ ਅਤੇ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ ।

ਸਹੀ/-  
ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ,  
ਸੈਂਟਰਲ ਵਰਕਸ ਸਰਕਲ,  
ਅੰਮ੍ਰਿਤਸਰ ।

ਨੱਥੀ/ਸਹਿਪੱਤਰ ।

## ਨੱਥੀ ਪੱਤਰ ਦੀ ਕਾਪੀ

ਸੀ. ਐਸ. ਤਲਵਾੜ., ਪੀ. ਸੀ. ਐਸ.,

ਅੱਧ ਸ. ਪ. ਨੰ : 5/139/2001-3ੳੳ3/3519-23

ਸੰਯੁਕਤ ਸਕੱਤਰ

ਪੰਜਾਬ ਸਰਕਾਰ

ਦਫਤਰ : ਲੋਕ ਨਿਰਮਾਣ (ਭ ਤੇ ਮ ਸ਼ਾਖਾ)

ਵਿਭਾਗ ਚੰਡੀਗੜ 28.6.2001

ਵਿਸ਼ਾ : ਰੈਜ਼ੂਲੇਸ਼ਨ - ਐਸੋਸੀਏਸ਼ਨ

ਪਿਆਰੇ ਸ੍ਰ: ਕੁਲਦੀਪ ਸਿੰਘ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਹਵਾਲੇ ਵਿੱਚ ।

2. ਆਪ ਦਾ ਧਿਆਨ ਮਹਾਂਲੇਖਾਕਾਰ ਪੰਜਾਬ ਦੇ ਪੱਤਰ ਨੰ : ਡਬਲਯੂ, ਐਡਮਨ/120-ਡੀ.ਏ.-ਐਸੋਸੀ./2001-02/306-09, ਮਿਤੀ 22.5.2001 (ਪੱਤਰ ਕ੍ਰਮ ਅੰਕ ਨੰ : 37 ਤੇ ਦੇਖੋ ਜੀ) ਵੱਲ ਦਿਵਾਕੇ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਵਿੱਤ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਦੀ ਉਲੰਘਣਾ ਕਰਨ ਵਾਲੇ ਸਬੰਧਤ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਨਿੱਜੀ ਤੌਰ ਤੇ ਜੁਮੇਵਾਰ ਹੋਣਗੇ । ਸਰਕਾਰ ਵਲੋਂ ਆਪ ਜੀ ਨੂੰ ਇਹ ਵੀ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਸ ਬਾਰੇ ਆਪ ਨਿੱਜੀ ਪੱਧਰ ਤੇ ਯਕੀਨੀ ਬਣਾਊ ਕਿ ਵਿੱਤ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਦੀ ਉਲੰਘਣਾ ਨਹੀਂ ਹੋਵੇਗੀ ਅਤੇ ਕਸੂਰਵਾਰ ਅਫਸਰਾਂ ਵਿਰੁੱਧ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇਗੀ ।

ਆਦਰ ਸਹਿਤ ।

ਹਿੱਤੂ

ਸਹੀ/-

(ਸੀ.ਐਸ.ਤਲਵਾੜ)

ਸ਼੍ਰੀ ਕੁਲਦੀਪ ਸਿੰਘ

ਮੁਖ ਇੰਜੀਨੀਅਰ (ਆਈ. ਪੀ.) ਪੰਜਾਬ,

ਲੋਕ ਨਿਰਮਾਣ ਵਿਭਾਗ (ਭ ਤੇ ਮ ਸ਼ਾਖਾ)

ਪਟਿਆਲਾ ।

## 8. Fixation of Pay on Promotion :-

Not with standing anything contained in these rules in case of Promotion to a higher post effected after the date of publication of this Notification in Punjab Government Gazette, the benefit of minimum two increments in the scale of the higher post. The next increment in the scale of the higher post shall be allowed after the completion of twelve months qualifying service in that scale.

ਇਹਨਾਂ ਨਿਯਮਾਂ ਵਿੱਚ ਜਾਰੀ ਸੋਧ ਦੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰਬਰ 10/78/88-F.P.I./10317 ਮਿਤੀ 24-11-88 ਜਿਹੜੀ ਕਿ 13 ਸਤੰਬਰ 1988 ਤੋਂ ਲਾਗੂ ਹੋਈ ਦੇ ਵਿੱਚ ਇਸ ਤਰ੍ਹਾਂ ਸਪੱਸ਼ਟ ਕੀਤਾ ਗਿਆ ਹੈ :-

2.) In the Punjab Civil Services (Revised Pay) Rules, 1988, to r ule 8, the following Provi-sion shall be inserted, namely :-

"Provided that where Promotion of a Government employee to a higher Post is effected after he has availed the benefit of one or two Proficiency step - up (S) in accordance with the instructions issued in this behalf by the Government of Punjab in the Department of Personnel and Administrative Reforms, his pay in the scale of the higher Post shall be fixed by giving him the benefit of only one increment."

ਇਸ ਦਾ ਮਤਲਬ ਹੈ ਕਿ ਜੇਕਰ ਪ੍ਰਮੋਟ ਹੋਣ ਤੋਂ ਪਹਿਲਾਂ ਮੁਲਾਜ਼ਮ ਦੇ ਇੱਕ ਜਾਂ ਦੋ ਪ੍ਰਵੀਨਤਾ ਤਰੱਕੀਆਂ ਦਾ ਲਾਭ ਪ੍ਰਾਪਤ ਕਰ ਲਿਆ ਹੋਵੇ ਤਾਂ ਫਿਰ ਪ੍ਰਮੋਟ ਹੋਣ ਤੇ ਸਿਰਫ ਇਕ ਇਨਕਰੀਮੈਂਟ ਦਾ ਹੀ ਲਾਭ ਪ੍ਰਮੋਟਡ ਸਕੇਲ ਵਿੱਚ ਮਿਲੇਗਾ ।

ਇਸ ਤਰ੍ਹਾਂ ਹੀ ਪ੍ਰਵੀਨਤਾ ਤਰੱਕੀ/ਤਰੱਕੀਆਂ ਜਾਰੀ ਕਰਨ ਦੇ ਪੱਤਰ ਨੰ - 7/14/88-5PP (1) (2269)/18527 ਮਿਤੀ 1-12-88 ਦੇ ਰੂਲ 8 ਵਿੱਚ ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਹੀ ਸਪੱਸ਼ਟੀਕਰਨ ਸਪੱਸ਼ਟ ਕੀਤਾ ਗਿਆ ਹੈ :-

ਰੂਲ 8 :

Pay fixation of Promotion to a higher Post shall be regulated according to Rule 8 of the Punjab Civil Services (Revised Pay) Rules, 1988. Thus, if an employee has been Promoted to a higher Post after having got one or two Proficiency Step - UP (s), his pay in the scale of Promo-tion Post shall be fixed by giving him the benefit of only one increment.

ਪ੍ਰਮੋਟ ਹੋਣ ਤੇ ਤਨਖਾਹ ਫਿਕਸ ਕਰਨ ਦੀ ਜਾਰੀ ਇਕ ਹੋਰ ਮਹੱਤਵ ਪੂਰਨ ਨੋਟੀਫਿਕੇਸ਼ਨ 6/160/89-FPII/4380 ਮਿਤੀ 15-5-90 ਦੇ ਰੂਲ (2) ਦੇ (a) ਅਨੁਸਾਰ :-

a) his pay may be fixed by giving the benefit of two increments in the scale of Pay of the higher Post as provided under this note and subject to the Provisions contained in the first Provision, without any scale of Pay of the Lower Post : or

(b) his pay be fixed interalia by giving him one increment in the scale of pay of the higher Post which may be re-fixed subsequently by giving the benefit of two increments in the scale of Pay of the higher Post as Provided under this rule on the date of the accrual of next increment in the scale of Pay of the Lower Post subject to the Provisions Contained in the first Proviso.

ਇਸ ਨੋਟੀਫਿਕੇਸ਼ਨ ਦੇ (a) ਅਨੁਸਾਰ ਜੇਕਰ ਕੋਈ ਵੀ ਪ੍ਰਵੀਨਤਾ ਤਰੱਕੀ ਨਾਂ ਲਈ ਹੋਵੇ ਤਾਂ ਫਿਰ ਪ੍ਰਮੋਟ ਹੋਣ ਤੇ ਦੋ ਇਨਕਰੀਮੈਂਟਾਂ ਜੋੜਕੇ ਤਨਖਾਹ ਮਿਥੀ ਜਾਵੇਗੀ ਅਤੇ ਸਲਾਨਾਂ ਤਰੱਕੀ ਦੀ ਮਿਤੀ ਬਦਲਕੇ ਪ੍ਰਮੋਟ ਹੋਣ ਵਾਲੀ ਮਿਤੀ ਬਣ ਜਾਵੇਗੀ । ਅਤੇ

b) ਅਨੁਸਾਰ ਪ੍ਰਮੋਟ ਹੋਣ ਤੇ ਇਕ ਇਨਕਰੀਮੈਂਟ ਪ੍ਰਮੋਟ ਹੋਣ ਦੇ ਦਿਨ ਤੇ ਅਤੇ ਦੂਸਰੀ ਸਲਾਨਾ ਤਰੱਕੀ ਲੱਗਣ ਦੀ ਮਿਤੀ ਤੋਂ ਭਾਵ ਦੇ ਇਨਕਰੀਮੈਂਟਾ ਜੋੜਕੇ ਤਨਖਾਹ ਫਿਕਸ ਕੀਤੀ ਜਾਵੇਗੀ। ਅਤੇ ਇਸ ਤਰ੍ਹਾਂ ਕਰਨ ਨਾਲ ਸਲਾਨਾ ਤਰੱਕੀ ਦੀ ਮਿਤੀ ਪੁਰਾਣੀ ਹੀ ਰਹਿੰਦੀ ਹੈ।

ਪਰ ਜੇਕਰ ਪ੍ਰਮੋਟ ਹੋਣ ਤੋਂ ਪਹਿਲਾਂ ਇਕ ਜਾਂ ਦੋ ਪ੍ਰਵੀਨਤਾ ਤਰੱਕੀਆਂ ਦਾ ਲਾਭ ਪ੍ਰਾਪਤ ਕਰ ਲਿਆ ਹੋਵੇ ਤਾਂ ਫਿਰ

(a) ਅਨੁਸਾਰ ਪ੍ਰਮੋਟ ਹੋਣ ਤੇ ਇਕ ਤਰੱਕੀ ਹੀ ਮਿਲੇਗੀ ਅਤੇ ਸਲਾਨਾ ਤਰੱਕੀ ਦੀ ਮਿਤੀ ਬਦਲਕੇ ਪ੍ਰਮੋਟ ਹੋਣ ਦੀ ਮਿਤੀ ਬਣ ਜਾਵੇਗੀ। ਪਰ (b) ਅਨੁਸਾਰ ਪੱਦਉਨਤੀ ਹੋਣ ਦੀ ਮਿਤੀ ਨੂੰ ਕੋਈ ਵੀ ਤਰੱਕੀ ਨਾ ਲਾਈ ਜਾਵੇ ਤੇ ਸਲਾਨਾ ਤਰੱਕੀ ਮਿਲਣ ਦੀ ਮਿਤੀ ਨੂੰ ਪ੍ਰਮੋਸ਼ਨ ਦੀ ਇੱਕ ਤਰੱਕੀ ਅਤੇ ਇਕ ਸਲਾਨਾ ਇਨਕਰੀਮੈਂਟ ਲੈ ਕੇ ਭਾਵ ਸਲਾਨਾ ਤਰੱਕੀ ਦੀ ਮਿਤੀ ਨੂੰ ਦੋ ਇਨਕਰੀਮੈਂਟਾ ਜੋੜਕੇ ਤਨਖਾਹ ਮਿਥੀ ਜਾਵੇਗੀ ਅਤੇ ਇਸ ਤਰ੍ਹਾਂ ਕਰਨ ਨਾਲ ਸਲਾਨਾ ਤਰੱਕੀ ਦੀ ਮਿਤੀ ਵੀ ਪੁਰਾਣੀ ਹੀ ਰਹਿ ਜਾਵੇਗੀ।

ਪ੍ਰਮੋਟ ਹੋਣ ਤੇ ਮੁਲਾਜ਼ਮ ਨੂੰ ਇੱਕ ਮਹੀਨੇ ਦੇ ਅੰਦਰ ਅੰਦਰ ਆਪੋ ਆਪਣੇ D.D.O. ਨੂੰ ਤਨਖਾਹ ਫਿਕਸ ਕਰਵਾਉਣ ਲਈ ਆਪਸਨ (a) ਜਾਂ (b) ਵਿੱਚੋਂ ਕਿਸੇ ਇਕ ਦੀ ਆਪੋ ਆਪਣੇ ਲਾਭ ਨੂੰ ਦੇਖ ਕੇ ਦੇਣੀ ਚਾਹੀਦੀ ਹੈ।

### ਆਪਸਨ

ਮੈਂ ਵਿਤ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 6/160/89-1 FP III/4380 ਮਿਤੀ 15-5-90 ਦੇ ਅਧੀਨ ਆਪਣੀ ਪਦ ਉਨਤੀ ਬਤੌਰ \_\_\_\_\_ ਹੋਣ ਤੇ ਰੂਲ \_\_\_\_\_ ਦੇ ਅਨੁਸਾਰ ਆਪਣੀ ਸਲਾਨਾ ਤਰੱਕੀ ਦੀ ਮਿਤੀ \_\_\_\_\_ ਰੱਖਣ ਲਈ ਆਪਸਨ ਦਿੰਦਾ ਹਾਂ।

ਮਿਤੀ \_\_\_\_\_

ਨਾਮ ਤੇ ਦਸਤਖਤ \_\_\_\_\_

ਅਹੁਦਾ \_\_\_\_\_

ਦਫਤਰ ਦਾ ਨਾਂ \_\_\_\_\_

1-1-1986 ਤੋਂ ਹੋਈ ਗ੍ਰੇਡ ਦੁਹਰਾਈ ਵਿੱਚ ਪ੍ਰਮੋਟ ਹੋਣ ਤੇ ਰੂਲ 8 (1) ਦਾ 1988 ਦੇ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਹੋਰ ਸਪੱਸ਼ਟੀਕਰਨ ਦਿੰਦਾ ਪੱਤਰ ਨੰ 6/114/91-F.P.III/5696 ਮਿਤੀ 18-7-1991 ਦੇ ਅਨੁਸਾਰ ਉਪਰੋਕਤ ਤਿੰਨ ਨੋਟੀਫਿਕੇਸ਼ਨਾਂ ਮਿਤੀ 9-9-1988, ਮਿਤੀ 24-11-1988 ਅਤੇ ਮਿਤੀ 15-5-90 ਨੂੰ ਹੋਰ ਵੀ ਸਪੱਸ਼ਟ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ

In a case which the minimum pay of the time scale of higher post is more than the pay of a government employee in a lower Post before the Promotion. It is clarified that on Promotion to a higher Post the benefit of one increment/two increments on fixation/re-fixation of pay is to be given with reference to the Pay in the lower Post and the benefit of increment (S) is to be counted from the stage of the minimum of the time scale of the higher post.

ਦੇ ਅਨੁਸਾਰ ਜੇਕਰ ਉਚੇਰੀ ਅਸਾਮੀ (ਪ੍ਰਮੋਟਡ ਅਸਾਮੀ) ਦਾ ਘੱਟੋ - ਘੱਟ ਤਨਖਾਹ ਸਕੇਲ ਮੌਜੂਦਾ ਪ੍ਰਮੋਟ ਹੋਣ ਵਾਲੀ ਅਸਾਮੀ ਤੋਂ ਤਨਖਾਹ ਵਿੱਚ ਉਚੇਰਾ ਹੈ ਤਾਂ ਫਿਰ ਸਪੱਸ਼ਟ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਉਚੇਰੀ ਅਸਾਮੀ ਤੇ ਪ੍ਰਮੋਟ ਹੋਣ ਤੇ ਇੱਕ/ਦੋ ਤਰੱਕੀਆਂ ਦਾ ਬਣਦਾ ਲਾਭ ਦੋਨਲੀ ਅਸਾਮੀ ਦੀ ਪ੍ਰਾਪਤ ਕੀਤੀ ਤਨਖਾਹ ਵਿੱਚ ਜੋੜਕੇ ਤਨਖਾਹ ਫਿਕਸ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਨਾਂ ਕਿ ਪ੍ਰਮੋਟਡ ਅਸਾਮੀ ਦੇ ਅਰੰਭਕ ਸਕੇਲ ਤੇ ਭਾਵ ਪ੍ਰਮੋਟ ਹੋਣ ਤੇ ਤਨਖਾਹ C.S.R. Vol. I, Part I ਦੇ ਰੂਲ 4.4 A (1) ਦੇ ਅਨੁਸਾਰ ਨਿਸ਼ਚਤ ਕੀਤੀ ਹੋਵੇਗੀ।

\*C.S.R. Vol. I, Part I ਦੇ ਰੂਲ 4.4 ਓ (1)

ਜਦ ਨਵੀਂ ਅਸਾਮੀ ਤੇ ਨਿਯੁਕਤੀ ਵਿੱਚ ਅਜੇਹੀ ਸਥਾਈ ਅਸਾਮੀ ਨਾਲ ਸਬੰਧਤ ਕਰਤੱਵਾਂ ਜਾਂ ਜਿੰਮੇਵਾਰੀਆਂ ਨਾਲੋਂ ਵਧੇਰੀ ਮਹੱਤਤਾ ਵਾਲੀਆਂ ਡਿਊਟੀਆਂ ਜਾਂ ਜਿੰਮੇਵਾਰੀਆਂ ਦਾ ਸੰਭਾਲਣਾ ਸਮਝਿਆ ਗਿਆ ਹੋਵੇ, ਤਦ ਉਹ ਮੁੱਢਲੇ ਵੇਤਨ ਦੇ ਤੌਰ

ਤੇ ਉਹ ਵੇਤਨ ਲਵੇਗਾ ਹੋ ਉਸਦੀ ਪੁਰਾਣੀ ਅਸਾਮੀ ਦੇ ਸਮਾਂ ਸਕੇਲ ਵਿੱਚ ਸਬਸਟੀਟਿਊਟ ਵੇਤਨ ਤੋਂ ਤੁਰੰਤ ਉਪਰ ਦੀ ਸਟੇਜ ਹੈ :

1-1-1996 ਤੋਂ ਹੋਈ ਗ੍ਰੇਡ ਦੁਹਰਾਈ ਦੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰਬਰ :-

7-1-97-FPI/314 ਮਿਤੀ 16-1-1999 ਦੇ ਰੂਲ 10 ਅਨੁਸਾਰ :-

ਰੂਲ 10, Over riding effect :- In respect of matters not provided in these rules, the provisions of the Punjab Civil Services Rules, Vol. I, Part I and Punjab Civil Services Rules, Volume II and Punjab Civil Services (Revised scale of Pay) rules, 1979 and Provisions of Punjab Civil Services (Revised Pay) Rules, 1988 shall apply :

Provided that where there are inconsistent Provisions in Punjab Civil Services Rules, Volume I, Part I and Punjab Civil Services Rules, Volume II and Punjab Civil Services (Revised Scale of Pay) Rules, 1979, the latter Rules shall apply :

Provided further that in case of any inconsistency between the Provisions of Punjab Civil Services (Revised Scale of Pay) Rules 1979 and the Punjab Civil Services (Revised Pay) Rules 1988, the provisions of Punjab Civil Services (Revised) Pay Rules, 1988 shall apply : ਦਾ ਭਾਵ ਹੈ ਕਿ ਜੇਕਰ ਰੂਲ 1979 ਅਤੇ ਰੂਲ 1988 ਦੇ ਵਿਚਕਾਰ ਕੋਈ ਇਕਸਾਰਤਾ ਨਾ ਰਹੇ ਤਾਂ ਫਿਰ ਦੁਹਰਾਏ ਪੇ ਸਕੇਲਾਂ ਦਾ ਰੂਲ 1988 ਲਾਗੂ ਹੋਵੇਗਾ ਕਿਉਂਕਿ 1-1-96 ਤੋਂ ਹੋਈ ਗ੍ਰੇਡ ਦੁਹਰਾਈ ਦੇ ਨਿਯਮਾਂ ਵਿੱਚ ਪ੍ਰਮੋਸ਼ਨ ਦਾ ਰੂਲ ਦਰਜ ਨਹੀਂ ਹੈ। 2398/614(5/1) Pb. Civil Services (Revised Pay) Rules 1988 ਦੇ ਰੂਲ 8 ਦੇ ਦੂਜੇ Proviso ਨੂੰ 21-1-2003 ਤੋਂ ਖਤਮ ਕਰ ਦਿੱਤਾ ਜਿਸ ਅਧੀਨ-ਪਦ ਉਨਤੀ ਹੋਣ ਤੇ ਇੱਕ ਜਾਂ ਦੋ ਸਲਾਨਾ ਤਰੱਕੀਆਂ ਦੇਣ ਸੰਬੰਧੀ Option ਦੇਣ ਦਾ ਮੌਕਾ ਖਤਮ

Copy of Notification dated 15-1-2003 from Govt. of Punjab, Department of Finance, Personnel Branch-II)

### NOTIFICATION

The 15th Jan. 2003

No. 6/160/89-FPII :- In exercise of the power conferred by the Proviso to Article 309 read with Clause (3) of Article 187 of the Constitution of India and all others powers enabling him in this behalf, the Governor of Punjab, after consultation with the Speaker of Punjab Vidhan Sabha in so far as such consultation is necessary in terms of the aforesaid provisions of Clause (3) of Article 187, is pleased to make the following rules further to amend the Punjab Civil Services (Revised Pay) Rules, 1988, namely :-

### RULES

- (i) These rules may be called the Punjab Civil Services (Revised Pay) (First Amendment) Rules, 2003.
- ii) They shall be deemed to have come into force on and with effect from the 21st day of Jan. 2003.
- The second proviso to Rule 8, in the Punjab Civil Services (Revised Pay) Rules, 1988, shall be deleted.

Yours faithfully,

K.R. LAKHANPAL  
Principal Secretary to Govt., Punjab  
Department of Finance

Pb. Civil Services (Revised Pay) Rules 1988 Rules Second Proviso (ਜੋ 23-1-03 ਤੋਂ ਖਤਮ ਕੀਤਾ ਗਿਆ) Provided further that a Government employee may give option on promotion to the effect that :-

- a) his initial may be fixed by giving the benefit of two increments in the scale of pay of the higher post as provided under this rule and subject to the provisions contained in the first proviso and further review on accrual of increment in the pay scale of the lower post, or
- b) His pay be fixed initially by giving him one increment in the scale of the higher post, which may be refixed subsequently by giving the benefit of two increments in the scale of pay of the higher post as provided under this rule on the date of the accrual of next increment in the scale of pay of the lower post subject to the provisions contained in the first proviso.

In case the pay is fixed under clause (b) above, the next increment to the Government employee shall be granted on the completion of twelve months qualifying service from the date the pay is refixed on the second occasion. The option may be exercised by the Government employee to the Head of his office within a period of one month from the date of his promotion.

2482/614(5/1) - 10 ਮਾਰਚ 2003 ਦੇ ਨੋਟੀਫਿਕੇਸ਼ਨ ਅਨੁਸਾਰ ਪ੍ਰਮੋਸ਼ਨ ਸਮੇਂ ਆਪਸ਼ਨ ਦਾ ਮੌਕਾ ਖਤਮ ਹੋਣ ਤੇ 20-1-2003 ਤੱਕ ਪ੍ਰਮੋਸ਼ਨ ਹੋਣ ਤੇ ਤਨਖਾਹ ਮਿਥਣੀ

Copy of letter No. 6/160/89-I FP II/6544 dated 6th August 2003 from Government of Punjab, Department of Finance (Finance Personnel Branch -II) to All Heads of Departments etc.

Subject : Fixation of pay on promotion of the employees promoted upto 20-01-2003 and subsequently.

Sir,

I am directed to refer to the Punjab Civil Services (Revised Pay) (First Amendment) Rules, 2003, notified vide No. : 6/160/89-FP-II/975, dated the 10th March, 2003, in the Punjab Government Gazette (Extra - Ordinary) on the subject noted above and to state that a question has arisen as to how the pay of an employee who was promoted before 21.01.2003 and who has exercised an option to have his pay fixed under proviso (b) to Rule 8 before that date should be fixed :-

The position is clarified as under :-

- i) In case of promotion of an employee before 21.01.2003, where the option under proviso (b) has been exercised before 21.01.2003 and his pay was fixed by allowing one increment from the date of promotion, his pay on the date of next increment shall be fixed as per his entitlement by virtue of the option already exercised.

- ii) Where an employee was promoted before 21.01.2003 but had not exercised the option to have his pay fixed under proviso (b) his pay shall be fixed as per the changed position of Rule 8 after deletion of proviso (b);
- iii) Marginal cases, where the promotion has taken effect before 21.01.2003 and the employee had exercised option to have his pay fixed under proviso (b) the pay had not been fixed till 21.01.2003, the case may be referred to the Finance Department giving reasons for delay in fixation of pay for decision.

Yours faithfully,  
(K.K. Goyal)

Under Secretary Finance (K)

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Office of the Comptroller and Auditor General of India  
New Delhi - 110 002

Circular No. NGE/19/2003  
No. 151-NGE (App.)/30-99  
Dated : 31-03-2003

To

All Heads of Department in the IA & AD  
(As per mailing list)

Subject:-

Amendment of Recruitment Rules for the posts of Divisional Accounts Officer Grade - II.

Sir/Madam,

I am directed to forward herewith a copy of the IA & AD (Divisional Accounts Officer Grade - II) Recruitment (Amendment) Rules, 2002. These rules have been published in the Gazette of India Part - II, Section 3(1) dated 23.11.2002 vide Ministry of Finance (Department of Expenditure) notification No. GSR-482 dated 01.11.2002 at pages 2472-2475.

Yours faithfully,  
(A.K. SINHA)

Encl. As above

Sr. Administrative Officer (App.)

ENCLOUSER

THE GAZETTE OF INDIA NOVEMBER 23, 2002/AGRAHAYANA 2, 1924

NEW DELHI, the 1st November, 2002

[Part II - Section 3 (1)]

G.S.R. 482 :- In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of

India, and in supersession of the Indian Audit and Accounts Department (Selection Grade Divisional Accountant) Recruitment Rules, 1987, hereby makes the following rules to regulate the method of recruitment to the post of Divisional Accounts Officer Grade - II, namely :

1. Short title and commencement : (1) These rules may be called the Indian Audit and Accounts Department (Divisional Accounts Officer Grade - II) Recruitment Rules, 2002.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and Scale of Pay :- The number of the said post, its classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the schedule annexed to these rules.

3. Method of recruitment, age limit and qualifications etc :- The method of recruitment, age limit, qualification and other matters relating to the said post shall be as specified in columns 5 to 14 of the said schedule.

4. Disqualification : No person,-----

a) who has entered into or contracted a marriage with a person having a spouse living; or

b) who having a spouse living, has entered into or contracted a marriage with any person.

5. All persons shall be eligible for appointment to the said post :

Provided that the Comptroller and Auditor General of India may, if satisfied that such marriage is permissible under the personal law applicable to such person, and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax : Where the Comptroller and Auditor General of India is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. Saving : Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other backward Classes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Government of India from time to time in this regard.

**WELKIN INDIA INCORPORATE**

..... **'A' CLASS CONTRACTOR** .....

Near P.W.D Rest House, G. T. Road, MOGA

Ph : 01636 - 226818, 309988

**SCHEDULE**

1	2	3	4	5	6	7	8
Divisional Accounts Officer Grade -II	1162* (2002) * Subject to variation dependent on work load	General Central Services (Group "B" ) Non Gazetted - Ministerial	Rs.. 5500 175-9000	Non-Selection	Not Applicable	Not Applicable	Not Applicable
9	10	11					
Not Applicable	Two Years	Promotion failure which by deputation Suitability Clause : Suitability of the regular holders of the post of the Divisional Accounts Officer Grade II in the Scale of Rs. 5500-9000. Group 'C' will be initially assessed by the Departmental Promotion Committee for appointment to the Group "B" post. If assessed "Suitable", he/she will be deemed to have been appointed to the post at the initial constitution. If assessed 'Not Suitable', he/she shall continue to hold Group 'C' post and the case would be reviewed every year.					

**Promotion :**

Divisional Accountant with three years regular service in the Grade.

**Note :**

Where Juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors, who have already completed such qualifying or eligibility service.

**Deputation :**

Section Officers or Section Officer's Grade Examination passed staff of the Indian Audit and Accounts Department or similarly qualified staff from any accounting organisation under Central Government.

**Group 'B' Departmental Promotion Committee :**

1. Cadre Controlling Officer of the rank of Principal Accountant General/Accountant General-Chairman. 2. Officers of the rank of Senior Deputy Accountant General/Deputy Accountant General in charge of Administration Group - Member.

3. Any other officer of the rank of Senior Deputy Accountant General/Deputy Accountant General (from an office other than the one in which promotions are considered.)

----Member

Note : The seniormost of them will be the Chairman.

Not Applicable

**Note :**

The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding his appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed three (3) years. The maximum age limit for appointment by deputation shall not be exceeding 56 years, as on the closing date of receipt of application.

Circular No. NGE/11/2003  
No. 121-NGE (App.)/21-2003/Vol. I  
Dated : 19 February, 2003

To

1. All the Heads of Department in the I.A. & A.D.  
(except Overseas Audit Offices)
2. A.C. (P)/A.C.(C)/Director (P)
3. G.E.-I/G.E.-II/O.E. & Bills (Estt.)/C.A.-I/NGE (Entt.)/NGE (JCM)/  
Audit (Rules)

Subject:- Appointment on compassionate grounds.  
Sir/Madam,

Under the existing instructions of the Government of India, while considering a request for appointment on compassionate ground, a balanced and objective assessment of the financial condition of the family of the deceased has to be made taking into account its assets and liabilities (including the terminal benefits (excluding G.P.F.) received on account of death of the employee) and all other relevant factors. Hon'ble Supreme Court has also held that offering compassionate appointment as a matter of course irrespective of the financial condition of the family of the deceased or medically retired Government servant is legally not permissible.

2. With a view to bring uniformity in our offices regarding parameters for compassionate appointment of a family member in the case of death of a Government servant in harness, it has been decided that the total income of the family from all sources including terminal benefits after death, excluding G.P.F., should be taken into account. If the resultant computation works out to a figure less than the parameters given below, such cases can be considered for compassionate appointment subject to fulfillment of all other conditions. The limits are given below :-

Group 'B'	Rs. Five Lakhs
Group 'C'	Rs. Three Lakhs
Group 'D'	Rs. Two Lakhs

It should be noted that mere application of the limit does not justify a case for compassionate appointment and there should be sufficient grounds as per other conditions. Each proposal will be processed on case by case basis. In very deserving cases with extenuating circumstances, the Heads of Department may, however, recommend cases to Headquarters for seeking relaxation of the above monetary limits from the Deputy Comptroller and Auditor General of India.

Receipt of this circular may please be acknowledged.

Yours faithfully,

(Manish Kumar)  
Asstt. Comptroller & Auditor  
General (N)

GOVERNMENT OF PUNJAB DEPARTMENT OF FINANCE  
(FINANCE PERSONNEL - II BRANCH)

Dated, Chandigarh, the 21.6.2000

To,  
All Heads of Departments & Others  
Commissioners of Divisions,

Sub : Removal of Anomaly by stepping up the pay of senior Government employees drawing less pay than their Juniors.

Sir,

I am directed to refer to the subject cited above and to say that consequent upon the coming into force of the Punjab Civil Services (Revised Pay) Rules, 1998 and instructions of the Assured Career Progression Scheme, the pay of some senior Government Employees gets fixed at level lower than their Juniors. The case has been under the consideration of the State Government for some time past. The Governor of Punjab is pleased to decide that in such cases pay of Senior Employees shall be stepped upto the level of pay of the Juniors, if by the operation of normal pay fixation Rules & option exercised by a junior employee his pay gets fixed at a higher level than the senior, subject to the following conditions :-

- a) i) The Junior and senior government employee should belong to the same cadre and the posts in which they have been promoted should also be identical and in the same cadre.
- ii) The pre-revised and revised scales of pay of the lower and higher post in which they are entitled to draw pay should be identical.
- iii) The senior government employees at the time of his promotion to the higher level had been drawing equal or more pay than the junior. But no relief will be given if the senior employee exercises an option to get his pay fixation/promotion postponed or opts for revised scale from a day other than the normal appointed day.
- iv) The anomaly should be directly as a result of application of the provisions made under Rule 8(a) and (b) of the Punjab Civil Services (Revised Pay) Rules, 1988, the Assured Career Progresses Scheme, or any orders regulating pay fixation on such promotion in the revised scales.

Provided that the benefit of stepping up under this scheme shall not be admissible to the senior employee if the Junior employee was drawing more pay in the pre-revised scale than the



# OBITUARY

With profound grief and sorrow, we inform the members of the sad and sudden demise of our following Veteran Colleagues since our last General Conference.

- |                                                                      |            |
|----------------------------------------------------------------------|------------|
| 1. Shri O. N. Vasudeva, D.A.O.-I<br>(Hoshiarpur Unit)                | 10-12-2001 |
| 2. Shri P. L. Sehgal, D.A.O.-I<br>(Ferozepur Unit)                   | 02-01-2002 |
| 3. Sh Hardeep Singh Sandhu, Divl. Acctt.<br>(Chandigarh/Mohali Unit) | 28-11-2002 |
| 4. Shri Om Parkash, D.A.O.-II<br>(Bhatinda Unit)                     | 22-02-2003 |
| 5. Shri D. N. Gupta, D.A.O.-I<br>(Jalandhar Unit)                    | 31-01-2004 |

These sad and sudden deaths have caused untold miseries on the bereaved families and nothing on earth can console them, as the departed souls were the only earning members.

We pray to God, the Almighty to be kind to these noble departing souls and to give them a place in the heaven.