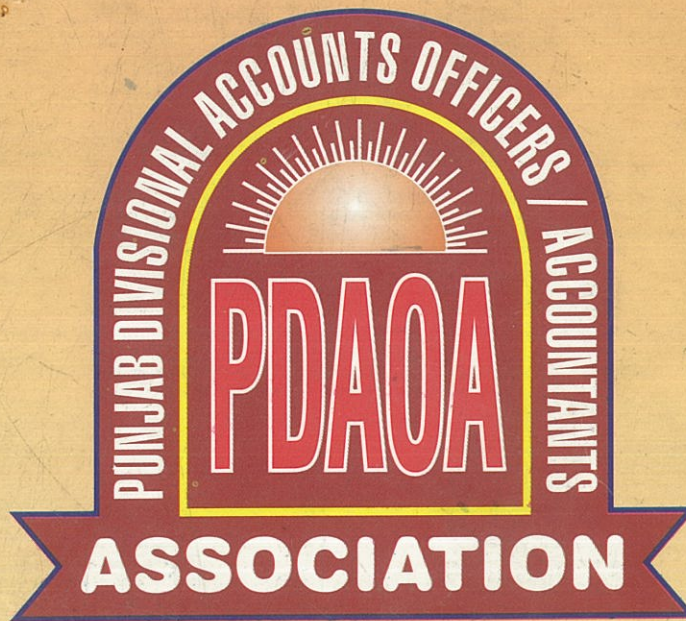


SOUVENIR

**PUNJAB DIVISIONAL ACCOUNTS OFFICERS /
ACCOUNTANTS ASSOCIATION**

(For Members only)



**Issued on the Eve of
21st Biennial General Conference of
Punjab Divisional Accounts Officers /
Accountants Association**

HELD AT CHANDIGARH ON 31-10-2010

List of Office Bearers of PDAOA

(as on 01-10-2010)

Sr. No.	Name & Address	Designation	Telephone No.
1	*Rakesh Purohit #S-4 IInd Floor, 2/211A, Daya Homes, Mehrauli, New Delhi	President	9356128100
2	Vijay Tikku #1127, Sector 15-B, Chandigarh	General Secretary	9876182409
3	Gurjant Singh # 602, Sector 69, Mohali	Sr. Vice President	9779902293
4.	Sanjiv Malhotra #2237, Sector 22-C, Chandigarh	Vice President	9779708376
5.	P. K. Jain # 13432, St. No. 2, Thakur Colony, Ganesha Basti Bathinda	Joint Secretary – 1	9888258656
6.	Om Parkash #169-E, Civil Lines, Bhupinder Road, Patiala	Joint Secretary-II	9888700894
7.	Y. C. Malhotra #108, Hardev Nagar, Jalandhar	Organising Secretary	9876054150
8.	Bharat Bhushan Bhandari # 3427, Sector 40-D, Chandigarh	Finance Secretary	9878315895
9.	Rajesh Bhargava # 663, Model Town, Hoshiarpur	Auditor	9417675681
10.	Karj Singh # 102-A, North Avenue, Bhadson Road, Patiala	Asstt. Secretary – I	9463703199
11.	Chetan Sharma New Gautam Nagar, Una Road, Hoshiarpur	Asstt. Secretary-II	9417005423
12.	H. S. Rakesh #10, Green Park, Near Bus Stand, Jalandhar	Liaison Officer	9888998841

Executive Members

1.	Sunita Gupta # 830, Phase VII, Mohali	Executive Member	9872412125 0172-4655125
2.	Manjit Kaushik # 283, Kamla Nehru Nagar, Bathinda	Executive Member	9417807701
3.	Amal Kumar # 25, Gopi Nagar, Ferozepur City	Executive Member	9779024975
4.	Hitesh Srivastava #20, Gali No. 24, Basti Tankan Wali, Ferozepur City	Executive Member	9417554969

Foreword

Dear Friends,

On this occasion of 21st Biennial General Conference of Punjab D.A.Os/ D.As' Association being held in the examination hall of the office of Accountant General (A&E), Punjab, Chandigarh, we take this opportunity to release this Souvenir containing some data which you all surely will find useful in your day to day official life. Apart from this, a Directory of the cadre members is also being released on this occasion.

Right from the day when this esteemed house reposed faith in us, we took over the reins of the association on 10th August 2008. Since then, we have been working pillar to post in the interest of cadre members. Each and every member of this house is witness to the undying efforts that were made by us to ameliorate the grievances, if any, of the members.

Although we already enjoy a status where duties and responsibilities come first than the rights yet with the bestowing upon of the status in PB 3 as Sr. D.A.O, we feel more responsible than ever to live up to the expectation that such status demands. At this crucial juncture, when our able leadership at All India Federation level is striving hard for total gazetted status for the cadre and future elevation to I.A & A.S, it becomes more important that we lass ourselves with the armory of rules and regulations and become even more effective and useful in guarding the interests of the public exchequer.

We, therefore, appeal to all our new members and all those members, who have covered a short journey on the path that leads to becoming a successful A.O. Sahib in the P.W. Divisions, to acquaint themselves properly with the prevailing working environment and come out as the leaders of their respective offices. Your reputation as a knowledgeable, reliable, hardworking and sincere sipahi of the I.A & A Department shall further strengthen the roots of your association and eventually will keep it shining as ever.

The efforts of your present leadership during the past two years have been separately discussed in President's and General Secretary's report.

With hand folded thanks to all of you to have extended your support, we wish a warm future for the cadre members and the new leadership.

(RAKESH PUROHIT)
President

(VIJAY TIKKU)
General Secretary

SOUVENIR PUBLICATION COMMITTEE

Chairman : Sanjiv Malhotra, Sr. D.A.O.,
Members : P. K. Jain, Sr. D.A.O.
Y. C. Malhotra, Sr. D.A.O.
Gurjant Singh, D.A.O. - I
Rakesh Purohit, D.A.O.-I
Vijay Tikku, D.A.O.-I

SUGGESTIONS :

Suggestions for improvement if any are welcome.

Souvenir Contains

Sr. No.	Brief Particulars	Page No.
SECTION I	History of DA/DAOs Struggle	I-IV
SECTION II	Messages	V-XI
SECTION III	Photo Gallery	
SECTION IV	Central Govt. Instructions & Important Letters from A.G. (A & E) Punjab	1-48
SECTION V	Punjab Govt. Instructions	1-24
SECTION VI	Case Law & Arbitration	1-12
SECTION VII	Reader's Forum	1-10

Note: Even though all possible efforts were made to verify the accuracy of proofs, yet some mistake might still have escaped the notice of Publication Incharge which is regretted please.

-Publication Incharge-

Listen to the Exhortation of the Dawn!

Look to this Day!

For it is Life, the very Life of Life.

In its brief course lie all the

Verities and Realities of your Existence.

The Bliss of Growth,

The Glory of Action,

The Splendor of Beauty;

For Yesterday is but a Dream,

And To-morrow is only a Vision;

But To-day well lived makes

Every Yesterday a Dream of Happiness,

And every Tomorrow a Vision of Hope.

Look well therefore to this Day!

Such is the Salutation of the Dawn!

- Kalidasa

HISTORY OF DIVISIONAL ACCOUNTANTS' STRUGGLE

Public works Department was formed in February 1855. The respective Chief Engineers of the then provinces were made responsible for compilation of Accounts and control over expenditure incurred by the disbursing officers. During the year 1860, it was felt that Chief Engineers were not able to manage the accounts and this responsibility was taken back from them. During the year 1889, a Committee was set up by the Government on P.W. Accounts, which stressed the need for having a properly trained accountant in the office of every Executive Engineer to compile accounts and status was given to him as head to Executive Engineer's office establishment. The relative position of Divisional Accountant viz-a-vis the Executive Engineer was also made analogous to Sub Division-officer.

Rules relating to financial transaction in respect of P.W. Department as originally contained in the existing P.W.D. code were replaced by those contained in P.W. Accounts code 1921 and three folds duties of Divisional Accountants were codified for the first time and the cadre of Divisional Accountants was constituted into a separate cadre. Prior to 1947, the cadre was placed in the scale of 100-10-270-15-300, where as Sub Divisional Officer was placed in the scale of Rs. 70-5-150-10-200 and to make him analogous to Divisional Accountants, special pay of Rs. 50/- was given to the Sub Divisional Officer. But the first pay commission set-up by the Government of India granted a scale of Rs. 100-10-250-E.B. 15-355 in place of 100-10-270-15-300 giving no benefit of revision in the scale. Even the rise in the price index was not kept in view where as increase in the scales of staff working under the Divisional Accountant was more than 270%. The cadre of Divisional Accountant was created with a definite purpose of keeping central control over the spending by the respective State Government in the P.W. Department and it was a part of Indian Audit and Accounts Department and no distinction between the service condition of a Divisional Accountants and other members of the staff of Accountant Generals' office was made.

It would not be out of place to mention here that this cadre had always been the victim of inter cadre rivalry at the hands of S.A.S. who had been dealing with the administration of our cadre at every step and who would never think of any betterment of the cadre of Divisional Accountants. As a result of this hostile attitude, the idea of sending the cadre to state Government was cropped up in the Comptroller and Auditor General of India's Office in the year 1953. As a first step the duties of primary Auditor were taken back by C.A.G of India vide its U.O. No.250/Admn-2/41/1953m dated 26/2/1958. Although finance ministry was of the view that the acceptance of the proposal of C.A.G. of India would virtually mean the spot audit as if it would not be desirable to accept the proposal. Moreover, under para 21 of C.P.W.A code, the Divisional Accountant is expected to remain independent of the Divisional Officer and if the former is made entirely responsible to the latter the very purpose of his appointment with P.W.D. would be defeated. However, the Divisional Accountants although requiring to exercise the same check were down-graded from primary auditor to internal checker i.e. doing check on behalf of the Divisional Officer instead of Audit Department this resulted in demoralisation of the cadre.

During the year 1961, All India federation of Divisional Accountants Association (which was formed during 1957) was recognised. In the mean time Punjab Divisional Accountants Association was also recognised and joined the All India federation of Divisional Accountants Association. Fights were carried out unitedly and association was able to get recommendation of 1/3rd posts of Accounts officer in Accountant General's office works and inspection wing, to be, filled in from amongst the Divisional Accountants from 3rd pay commission. But this recommendation was not implemented by the C.A.G of India's office. Instead C.A.G office took the view that this was only an observation by the 3rd pay commission and not a definite recommendation. The matter was taken up with the departmental council of Indian Audit and Accounts Department but due to hostile attitude of S.A.S. cadre, no decision was arrived at.

The cadre continued to suffer till the 4th pay commission was set-up by the Government But before the Commission could give its report, Audit and Accounts was separated and Accountant General's Office was bifurcated into two wings i.e. Audit and Accounts w.e.f. 1/3/1984. The pay scale of Accountant General's Office staff were improved leaving the cadre of Divisional Accountants. The C.A.G. recommended ordinary scale equal to S.O. of Accountant General's Office and selection grade of A.O. for the cadre of Divisional Accountants. The Pay Commission did not discuss our ordinary scale and recommended a selection grade equal to the grade of S.O. The Commission did not agree with the Comptroller and Auditor General's contention that for promotion, the Divisional Accountants should look to the State Government and observed that the fact remains that they are recruited by the Government of India and are its employees. The commission also recommended promotion to the post of Accounts officer in Accountant General's Office. This recommendation was again not accepted and hence not implemented. Again we placed this item before the departmental council during February 1987. Also selection grade to 50% of the cadre strength as per the recommendation of the pay commission was not timely granted. There was very long administrative delay. Punjab Divisional Accountants Association has knocked the doors of Central Administrative Tribunal, Chandigarh to get the 50% selection grade with effect from 1/1/1986. The Association again represented to the Ministry of Finance about the non implementation of the 4th pay commission recommendations regarding promotions to Accounts officer. The arguments were given that such promotion can be given in the Divisions itself by up grading some of the Divisions as Accounts officer Divisions and also this would not involve any financial implication. But we were given only 20% promotions in the scale of Rs. 2000-3200 in lieu of post of Accounts Officer in Accountant General's Office w.e.f. July 88.

This story and the drama of our endless suffering continued till the formation of 5th pay commission. The 5th Pay Commission did not agree with the C.A.G's recommendation regarding two tier system to our cadre and instead made this cadre four tier. The recommendation of 5th pay commission was partially accepted and implemented for three scales i.e. ordinary scale 50%, DAO-II grade 30% and Divisional Accounts officer-1 scale 20%. The scale of Senior Divisional Accounts Officer for 15% of the cadre strength was again not implemented w.e.f. 1/1/96. With the constant and concerted efforts

of the association this scale was implemented w.e.f. 1/10/97 instead.

The sad part of the above story is that again during the year 2003, our cadre was ignored while upgrading the various grades and their equivalent posts in the organised accounts cadre in various Ministers/Departments. The grades of Auditors/Accountants, Senior Auditors, Senior Accountants Section Officers, Assistant Audit Officers / Asstt. Accounts Officers in Indian Audit and Accounts Department were upgraded with effect from 1.1.96 with financial benefit from 2/2003 and our cadre i.e. Divisional Accountants cadre was ignored (Govt. of India, Ministry of Finance and C.A.O.M. no.6/82/E.III (B) /91 dated 28.2.2003). The Association was left with no alternative but to enter into protracted struggle with the highest authority in the department. The Association was successful due to the vision and intelligence of its leaders to get the scales of the cadre upgraded w.e.f. 1.1.96 vide C&A.G. (Circular no. 26/NGE/2004) 341-NGE (APP) 36/2003 dated 28.4.2004. But the financial benefit was given w.e.f. 28.4.2004 The Association is seeking the legal remedy to get the financial benefit from 2003 (February, 2003) as was given to the other cadres of Indian Audit and Accounts Department. A statement of pay scales since 1947 is a under :-

The 6th pay commission has allowed PB-3 scale to the Senior Divisional Accounts Officers (no other cadre has got this scale in IA & AD dept. the pay commission had also recommended / upgraded the new scale prior to 1.1.2006 to Divisional Accountant from 5500-9500 to 6500-10500 but later on the merged of the scale 5000-8000, 5500-9000, 6500-10500 in the grade pay of Rs. 4200. It is disappointing to our new cadre members but the fight still is on to get the grade pay of Rs. 4600, to the new members post 1-1-2006.

- | | |
|------------------------------------|--|
| 1. Pay scale from 1.1.1947 onwards | 130-10-250/15-355
100(During probation) |
| 2. Pay scale from 1.7.1959 onwards | 180-10-290/15/380/15-440with
Selection Grade of 425-15-475 |
| 3. Pay scale from 1.1.73 onwards | 425-15-500/15-560-20-640-EB 20
700-25-750
Selection Grade 550-20-650-25-800 |
| 4. Pay scale from 1.1.86 onwards | 50% 1400-40-1600-50-2300/60-2600
50% Selection Grade 1640-20-2600
EB-75-2900 |
| 5. Pay scale from 1.7.88 onwards | 20% 2000-60-2300-75-3200
30% 1640-60-2600/75-2900
50% 1400-40-1600-50-2300-60-2600 |

- | | |
|---|---|
| 6. Pay scale from 1.1.96 onwards | 20% 6500-200-10500
30% 5500-9000
50% 5000-8000 |
| 7. Pay scale from 1.10.97 | 15% 7500-12000
25% 6500-10500
25% 5500-9000
35% 5000-8000 |
| 8. Pay scales from 1.1.96 with
Financial benefits from 28.4.2004 | 15% 7500-12000 (no change)
25% 7450-225-11500
25% 6500-200-10500
35% 5500-175-9000 |
| 9. Pay scale from 1.1.2006 | 15% 15600-39100 with GP 5400 (PB-3)
25% 9300-34800 with GP 4800 (PB-2)
25% 9300-34800 with GP 4600 (PB-2)
35% 9300-34800 with GP 4200 (PB-2) |

Freedom is not worth having if it does not connote freedom to err. It passes my comprehension how human beings, be they ever so experienced and able, can delight in depriving other human beings of that precious right.

- Mohandas K. Gandhi

If I were to say, "God, why me?" about the bad things, then I should have said, "God, why me?" about the good things that happened in my life.

- Arthur Ashe

The trouble with the world is that the stupid are so confident while the intelligent are full of doubt.

- Bertrand Russell

Confidence comes not from always being right but from not fearing to be wrong.

Peter T. McIntyre

Nobody can make you feel inferior without your consent.

Eleanor Roosevelt

Secretary General
A.I.F of Divisional Accountants
/ Divisional Accounts
officers Associations
37, Akash Nagar,
Kotra Sultanabad, Bhopal

MESSAGE

I am extremely happy to note that our Punjab unit i.e. Punjab DAOs/ DAs' Association is holding its 21st Biennial General Conference on 31st October 2010 and releasing a souvenir on this occasion which will be very useful to all the members in discharging their day to day official duties. Indeed General Conference is a platform to show unity and strength amongst the cadre members.

A.I.F of DAs/DAOs' has already submitted a paper to a committee constituted by the C.A.G of India under the Chairmanship of Sh. Vinod Sood, Principal Director, Accounts and five Accountant Generals as members to look into the merits/Demerits of the Cadre and to review the present status of D.A Cadre with state Government and Central Government. A.I.F has clarified its intention to remain with Central Government and re-asserted to clear its demand for drawing pay and allowances of its members in the respective A.G offices, Apart from this A.I.F has also demanded to consider the 3 tier structure of the cadre starting from G.P. Rs. 4600/- as was given by 6th Central pay commission notification. We are hopeful of the best to our cadre.

Jai Hind

V.N. Chaudhary.

Principal Accountant General (Audit)

Punjab and U.T.

Chandigarh -160017

Phone : 0172-2703873, 2704168

Fax : 0172-2703149

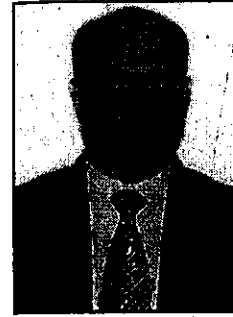
MESSAGE

I feel happy to know that Punjab Divisional Accounts Officers' / Divisional Accountants' Association is releasing a Souvenir on the occasion of 21st Biennial General House Meeting. On this occasion, I extend my congratulations to all the members and Office Bearers of the Association.

Since the Divisional Accounts Officers / Divisional Accountants are integral part of Public Works Department of the State Government, they have to play an important role in improving quality of accounts and better expenditure control. I hope that the association members will go a long way in discharging their duties with commitment and professional competence.

With my best wishes,

S. MURUGIAH



Accountant General (A & E), Punjab & U.T.

Chandigarh -160017

Phone : 0172-2702174, 2702906

Fax : 0172-2702286

E-mail : agaepunjab@cag.gov.in

MESSAGE

I am glad to know that Punjab Divisional Accounts Officers / Divisional Accountants Association is organizing its Biennial Conference at Chandigarh on 31st October, 2010 and bringing out a Souvenir on this occasion.

As the compiler of accounts, internal checker, financial assistant and advisor to the divisional officers in the Public Works Divisions, Divisional Accounts Officers / Divisional Accountants play an important role in ensuring the financial regularity of transactions of the divisions as well as the proper maintenance of the accounts of the transactions in accordance with the rules in force.

I hope the members of the Association will work hard to achieve highest standards of efficient and effectiveness in the discharge of their duties. The biennial conference is the most suitable forum for sharing their individual experiences for achieving the collective goal of promoting the prestige and goodwill of the Department.

I convey my best wishes for the grand success of the conference.

Ajaib Singh

Accountant General

Secretary to Govt. of Punjab,
Deptt. of Water Supply & Sanitation and PWD (B & R)
Chandigarh
Phone : 0172--2742307



D.O. No. PS/SWSS - 2010/6718

Dated 15-10-2010

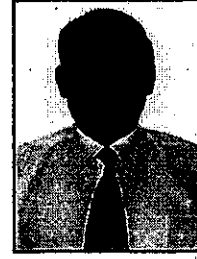
MESSAGE

It gives me immense pleasure to learn that the 21st Biennial General House Conference of Punjab Divisional Accounts Officers' / Accountants' Association is being held on 31st October, 2010.

It is learnt that the Association is also releasing a Souvenir containing important Government instructions helpful in day to day smooth functioning of accounting work in State PWD Divisions.

I congratulate all the office bearers on this occasion & wish the association success.

P. S. Aujla
(P. S. Aujla)



Indian Audit and Accounts Department
O/o The Accountant General (A & E)
Punjab & U.T. Chandigarh - 160017

MESSAGE

I am extremely happy to note that the Association of Punjab Divisional Accounts Officers / Divisional Accountants is holding its Biennial General Conference at Chandigarh on 31st October, 2010. The Association is also bringing out a souvenir on this occasion.

Similar Conference was held two years back and I remember that it gave a good platform and proved to be a rich sharing experience of one another in their field of duty. The DAOs/DAs cadre play a pivotal role in discharging their duties particularly when there are scarce resources of the State. While playing the role of Accountant and Auditor, they need to be very good Accountant and conduct ethics audits in maintaining the department's prestige.

I wish to convey my best wishes for the Conference and SOUVENIR.

R. K. Bhatti

R. K. Bhatti

Sr. Deputy Accountant General (Works - Admn.)



Sr. Deputy Accountant General (Works)
O/o The Principal Accountant General (Audit)
Punjab and U.T., Chandigarh - 160017
Phone : 0172-2703873, 2704168
Fax : 0172-2703149

MESSAGE

I am extremely glad to know that Punjab Divisional Accounts Officers' / Divisional Accountants' Association is holding its 21st Biennial General House Meeting and releasing a Souvenir on this occasion. Indeed this souvenir will contain the important material which will be helpful to its members in discharging their duties effectively.

The members of the association are a vital link between the Central Government and State Government. I hope that they will fulfill their duties honestly and with diligence and keep up the reputation of the Accountant General (Accounts) as well as Audit Departments.

(Nazli J. Shayin)



Mahendra Singh
Deputy Accountant General (Pension)
O/o the A.G. (A&E), Punjab
Chandigarh

MESSAGE

It gives me immense pleasure to learn that Punjab DAOs' / DAs' Association is holding its 21st Biennial General House Conference on 31-10-2010. It is also a matter of pride for them that they are releasing the souvenir on this occasion, I am sure the souvenir will be full of important News and guidelines which will be helpful for DAOs' / DAs' to work more effectively,

Mahendra Singh
25-10-10

(Mahendra Singh)



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SECTION IV

Central Govt. Instructions & Important Letters from A.G. (A & E) Punjab

1. Grant of recognition to the Associations under CSS (RSA) Rules, 1993.
2. Transfers and postings of Divisional Accounts officer / Divisional Accountants – Instructions regarding.
3. Instructions regarding medical Reimbursement claims of the DAOs/DAs.
4. Regarding regulation of Medical Attendance Rules in respect of DAOs / DAs.
5. Grant of Medical advance to Central Government employee - Delegation of powers to the Administrative Ministries/Departments - Regarding.
6. Supply of Brief cases to the Divisional Accountants.
7. Calling of Divisional Accountants by bell ringing by the Executive Engineers,
8. Office memorandum Dt. 16-09-2010 Regarding LTC
9. Regulation of journeys by private airlines while availing leave Travel Concession.
10. CCS (LTC) Rules, 1988 - Relaxation for travel by air to visit NER.
11. Writing of ACRs by Sr. Divisional Accounts Officers/Divisional Accounts Officer/ Divisional Accountants of the Staff working in the Accounts Branch.
12. Allotment of Quarters.
13. Effect on modification/expunction of adverse remarks in the ACRs and Up gradation/ down-gradation of the overall grading in the ACRs prior to the period 2008-2009.

14. Central Civil Services (Conduct) Rules, 1974 - Submission of representations by Government servants - instructions regarding.
15. Accountability for delay in decision making
17. Encashment of earned leave alongwith LTC - Clarification.
18. Modified Assured Career Progression Scheme (MACPS) for the central Government Civilian Employee -Clarifications.
18. Use of own car / hired taxi on LTC journey on account of physical handicap.
19. Amendment of General Provident Fund (Central Services) Rules, 1960.
20. New Pension Scheme - Clarification.
21. Interest - bearing advances / Sixth Central Pay Commission recommendation on House Building Advance - regarding
22. Additional relief on death / disability of Government servants covered by the New Defined Contribution Pension System (NPS)
23. Below Benchmark grading in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or for up grading of the final grading.
24. ACRs with below benchmark grading considered in past DPCs
25. Amendement of C.C.S. (Leave) Rules 1972
26. List of Central Government Holiday Homes / Touring Officers' Hostels

COPY OF LETTER REGARDING GRANT OF RECOGNITION TO THE ASSOCIATIONS UNDER CSS (RSA) RULES, 1993. ISSUED BY THE OFFICE OF THE ACCOUNTANT GENERAL (A&E), PUNJAB, SEC-17E, CHANDIGARH VIDE NO. ADMN. 1/PB.DA'S/DAO'S/SR. DAO'S ASSN./2007-08/33(5)/2526 DATED 24 OCTOBER 2007 TO THE PRESIDENT, PUNJAB DIVISIONAL ACCOUNTS OFFICER/DIVISIONAL ACCOUNTANTS ASSOCIATION, HOUSE NO. 2928/2, SEC-37-C, CHANDIGARH.

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

With reference to your letter dated 25-01-2007, I am to accord sanction for renewal of recognition to the Pb. DAOs' / DAs' 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 from the date of grant to such recognition in terms of instructions contained in Para 3 (IV) of Headquarters' office circular No. 295-NGE-(JCM)/40-94/I dated 17.04.1995 or till withdrawn, whichever is earlier.
- (ii) The recognition granted under CCS (RSA) Rules, 1993 is issued subject to the judgment by the High Court of Delhi in the case of Writ Petition filed by the All India Audits and Accounts Association challenging the provisions of CCS (RSA) Rules, 1993.
- (iii) The Association shall act in accordance with various instructions issued by Headquarters' office as well as by the Government of India, Department of Personnel & Training, New Delhi, relating to recognition of the Associations 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 Comptroller & Auditor General 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 send any representation or deputation except in connection with a matter which is of common interest to members of the Service Association.
- (vi) The Service Association shall not espouse or support the cause of individual Government servants relating to Service matters.
- (vii) The Service Association shall not maintain any political fund or lend itself to the propagation of the views of any political party or 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 organization or Head of the Department or Office.

The receipt of this letter may please be acknowledged.

-Sd/-

(Onkar Nath)

Accountant General

**Copy of Letter No. No. 1008-NGE (APP)/10-2010/Vol.II Dated : 23.08.2010
from the Office of the Comptroller and Auditor General of India, New Delhi to
All The Principal Accountant Generals / Accountant Generals / Senior Deputy
Accountant Generals (A&E) (Dealing with the cadre of Divisional Accountants)**

**Subject :- Transfers and postings of Divisional Accounts officer / Divisional Accountants
- Instructions regarding.**

Sir/Madam,

Transfers and postings in the Divisional Accounts Officers / Divisional Accountants cadre are being governed by a set of guidelines and instructions contained in this office circular letter no. 624-NGE (App)/11-98 dated 26.5.1999 and no. 394-NGE (App) 11-98 dated 19.04.2000. The existing guidelines/instructions have been reviewed to bring in more accountability and transparency. Accordingly, the following set of comprehensive guidelines supercedes the existing circulars mentioned above.

1. Classification of Divisions :-

The Divisions shall be classified as follows to match the four tiers of the cadre of Divisional Accountants:

Sr. No.	Category of Division	Category of Incumbent	Percentage of Divisions
1	Very Heavy Divisions	Sr. Divisional Accounts Officers	15%
2	Heavy Divisions	Divisional Accounts Officers Gr. I	25%
3	Medium Divisions	Divisional Accounts Officers Grade-II	25%
4	Light Divisions	Ordinary Grade Divisional Accountants	35%

- (a) The above classification shall be based on the average annual budgeted outlay for the last three years. Exact monetary limit for each category may, however, be fixed by the respective Accountant Generals (A&E) depending upon the outlay in the respective States.
- (b) Other aspects like Nodal Divisions irrespective of the expenditure ceiling, nature of the work assigned to the Divisions and the territorial jurisdiction of the Divisions should also be kept in view for the purpose of classifications of the Divisions.
- (c) The classification of the Divisions on the basis of (a) and (b) above would be valid for a period of three years.

2. Constitution of a Standing Committee on transfers and posting :-

- i) A three member Standing Committee on transfer and posting comprising the Group Officer in-charge of Works Accounts and two other IA&AS officers of the rank of Sr. Deputy Accountant

General / Deputy Accountant General from the sister office (s) to be nominated by the concerned Pr. Accountant General / Accountant General shall be constituted in the month of April of each year. The said Committee shall function for the entire financial year ending March of the subsequent year.

- ii) The Committee shall meet at regular intervals, or as and when required with the approval of concerned Pr. Accountant General / Accountant General.
- iii) The Committee shall consider :
- All cases of the annual transfer
 - All other transfers affected during the year for whatever reason.
 - Entrustment of additional charge of a vacant division to the officials in the cadre.

Parameters for consideration by the standing committee

3. i) The Committee shall follow the under mentioned broad parameters :-
- Transfer and posting should normally be made only once in a year and annual transfers should be so timed so that these do not disturb the academic session.
 - List of Divisions likely to fall vacant during the year should be published well in advance.
 - Divisions should be properly graded by following the criteria as mentioned in paragraph 1 above and any other instructions issued in this regard from time to time, and the posting of the officers should be made in the appropriately graded Divisions.
 - Option for posting in particular station (s) should be called for from the individual and efforts should be made to accommodate the officers at the place of their choice, subject to availability of vacancy having regard to seniority.
 - The adverse comments given by the Inspecting Officers auditing the accounts of the Division (s), adverse remarks made by the Executive Engineers on the performance of the Divisional Accounts Officers/ Divisional Accountants on their performance as reflected in their Annual Performance Appraisal Reports, and their performance in proper and timely submission of accounts.
- ii) In case of any deviation in respect of (a) and (e) above, full reasons should be recorded by the concerned Group officer and approved by the Pr. Accountant General/Accountant General on file. These shall also be put up to the Standing Committee when they meet. The Committee shall take into consideration such reasons which shall form part of their proceedings.
- iii) The Committee shall record in the proceedings, the considerations that weighed with them in making each posting, entrustment of additional charge, etc. The proceedings should also include an assurance that the prescribed procedure has been adhered to scrupulously.
- iv) Normally the Pr. Accountant General / Accountant General is expected to agree with the

recommendations of the Transfer Committee. However, in the rare case of any disagreement, the concerned Pr. Accountant General / Accountant General shall record detailed reasons in writing for the disagreement and justification for any modification to the recommendations made by the Transfer Committee. Such cases alongwith the reasons should be reported quarterly to the Principal Director "(Staff) in the Headquarters. A 'nil' report may be sent in case there are no such cases.

4. **Tenure of Postings :-**The tenure of posting shall normally be three years in a particular Division and six years at a particular District.
5. In addition to the individual posting orders to be issued, a consolidated general order indicating transfers and posting of all officers shall be brought out and displayed prominently on the office notice boards and the website of the office concerned continuously for at least a month.
6. The above guidelines may be widely publicised by putting them on the notice board/web site and may be strictly adhered to.

Sd/-
(SAURABH NARAIN)
Asstt. C & Ar. G (N)

**Copy of Letter No. W. Admn./120-DA Association / 09-10/2243-2260,
Dated 24-2-2010 from Accountant General (A & E) Pb. Chd. to the All Executive
Engineers**

Sub:- Instructions regarding medical Reimbursement claims of the DAOs/DAs.

Sir,

Please refer to this office letter Nos. W. Admn./ 94-95/4035-4067 dated 9-2-95 & 3808-4024 dated 13-2-95 regarding the subject and find enclosed herewith copy of Govt. of India, Ministry of Health and Family Welfare, New Delhi OM Nos/11061/92-CGHS(F) dated 29-10-92 received through CAG of India vide letter No. 495-Audit/72490/III-92(91) dated 22-12-92 for taking further necessary action at their end.

Sd/-
Sr. Accounts Officer
(W.Admn)

**Copy of Letter No. W. Admn./09-10/2 (1) / Med./ from Accountant General (A & E)
Pb. Chd. to the All Executive Engineers and Others**

Sub:- Regarding regulation of Medical Attendance Rules in respect of D.As /DAOs.

Certain problems have been brought to the notice of this office in processing of medical claims of Divisional Accountants/Divisional Accounts Officers.

In supersession of all earlier instructions on the subject, It is now clarified that the Divisional Accountants / Divisional Accounts Officers are regular Central Government Employees. Though their charges for payment are debitable to the State Government, their medical claims are governed by Central Services (Medical Attendance Rules).

Under the provisions of Central Services (Medical Attendance Rules) all bills for charges, on account of medical attendance and treatment should be sanctioned/counter signed by the controlling authorities who are empowered to countersign the TA bills of the Government servant concerned. Therefore, Executive Engineer who are competent to sign the TA bills of the Divisional Accountants/Divisional Accounts Officers automatically become empowered to sanction/countersign the Medical Claim of Divisional Accountants/ Divisional Accounts Officers for any amount.

Advance for medical treatment may also be regulated according to the Central Services Medical Attendance Rules as amended from time to time. In this regard latest GO.I letter No. 11016/11/92-CGMs(p) dated 29-10-1992 is enclosed.

Sd/-
Sr. Accounts Officer
(W.Admn)

Copy of Govt. of India, Ministry of Health and Family Welfare, New Delhi Memo No. s/ 11016/1/92-CGHS (P) dated 29-10-92 received through CAG of India letter No. 495- Audit/ 72-90/III-92 (91) dated 22-12-92.

OFFICE MEMORANDUM

Subject:- Grant of Medical advance to Central Government employee - Delegation of powers to the Administrative Ministries/Departments - Regarding.

The question of decentralizing the grant of medical advances to Central Government employees has been under consideration of the Government for quite some time past. It has now been decided to delegate the powers to the Administrative Ministries/Departments for grant of Medical advances to serving Central Government employees in respect of treatment for himself and dependent member of his family on receipt of a certificate/estimate from the treating physician of a Government/recognized Hospital as follows subject to other terms and conditions of grant of advances:-

- (1) Rs. 10,000/- or the amount recommended by the physician whichever is less for indoor treatment in hospital and out patient treatment for diseases like T.B. Cancer etc.
- (2) In case of major illnesses like By-Pass Surgery, Kidney Transplant etc, the advance may be limited to 80% of the package deal wherever it exists or the amount demanded by the Hospital concerned in other cases and the balance payable on final adjustment.

The payment of advance to the Government Servant will be subject to the concurrence of the respective integrated Finance Division of the Ministeries/Departments concerned. The above advance will be available to the Govt. Servants covered under C.S (MA) rules and extended to CGHS beneficiaries. Each department will open records for monitoring the adjustment of the advance granted to Govt. servants like other advances.

This order will come in force from the date of issue.

This issues with the approval of Finance Division Diary NO. 3912/Fin II dated 23-10-92.

Sd/-

UNDER SECRETARY TO THE GOVT. OF INDIA

Copy of Letter No. WAD-V/DA/ASSON./82-83/2504 Dated 19-01-1983.
from Accountant General (A & E) Pb. Chd.
to All Chief Engineers of PWD Wings

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 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.

Sd/-

Raghubir Singh

Senior Deputy Accountant General (Works)

Copy of Letter No. W-Admn./DA/Association/91-92/3206-08
Dt. 21-02-1992 from the Accountant General (A & E),
Punjab Chandigarh to All Chief Engineers of PWD Wings

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 through bell- ringing by the Executive Engineer, 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.

Sd/-

No.19024/1/2009-E.IV
Government of India, Ministry of Finance
Department of Expenditure, New Delhi dated 16th Sept. 2010

OFFICE MEMORANDUM

This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travels by Airlines other than Indian Airlines. The following guidelines may be noted for compliance.

1. On Official Tours:

- (i) For travel by Airlines other than Air India because of operations or other reasons or on account of non-availability of Air India flight, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry's OM No. 19024/1/2009-E.IV dated 13.07.10.
- (ii) Air Tickets may be purchased directly from airlines (at Booking Counters/Website of Airlines) or by utilizing the Services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours.

2. LTC

- (i) Travel by Air India only.
- (ii) In Economy class only, irrespective of entitlement.
- (iii) LTC-80 ticket of Air India only to be purchased.
- (iv) Air Tickets may be purchased directly from Airlines (at Booking Counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & company, M/s Ashok Travels & Tours IRCTC (to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002/Estt. (A) dt. 02-12-09).

3 LTC for J & K:

- (I) Relaxation to travel by Private Airlines to visit J & K while availing LTC is available to all the categories of Govt. employees, including those not entitled to travel by Air. (DoP&T OMs No. 31211/2/2003-Estt. (A) dt/ 02-12-09).
- (II) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

4 All Ministries/Departments of Govt. of India are requested to strictly adhere to these instructions.

Copy Office Memo No.31011/2/2006-Estt. (A) from Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training to All concerned

Subject:- Regulation of journeys by private airlines while availing leave Travel Consession.

The undersigned is directed to refer to Department of Expenditure OM No. 19024/2004-E-IV dated 13-07-2009 and this department's OM No. 31011/2/2006-Estt. (A) dated 27-07-2009 regarding journey by air while availing Leave Travel Consession (LTC) stipulating that in all cases of air travel (including LTC), both domestic and international where the Government of India bears the cost of all passage, the official concerned may travel by Air India only.

1. It is clarified that restriction of travel by Air India only need not apply to non-entitled officers who travel by air and claim LTC reimbursement by entitled class of rail.
2. The above order will be applicable with effect from the date of issue of this office Memorandum, Past cases already settled will not be re-opened.
3. This issues in consultation with Ministry of Finance (Department of Expenditure) vide their I.D No. 19021/1/2009-E-IV dated 9-03-2010.

(P. Prabhakaran)

Deputy Secretary to the Government of India

Copy of Office Memo No. F. No. 3 101 11412007-Estt.(A) dated 20th April, 2010
from Government of India Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training New Delhi to all concerned

Subject:- CCS (LTC) Rules, 1988 - Relaxation for travel by air to visit NER.

The undersigned is directed to refer to this Department O.M. of even No. dated 2.5.2008 on the subject mentioned above and to say that the relaxation for travel by air to visit North Eastern Region under CCS (LTC) Rules, 1988 is extended for further two years beyond 1st May. 2010.

Sd/-

Writing of ACR's By Sr. Divisional Accounts Officers/Divisional Accounts Officers / Divisional Accountants of the staff working in the Accounts Branch. issued vide Accountant General (A&E) Punjab, Chandigarh No. W.Admn./220/DRS-A, Dated 2000-01/2051-53 Dt. 23-01-2001 and subsequently endorsed by Chief Engineer, PWD (B&R) Br. Patiala vide Letter No. 8334-53 Dt. 20-09-04 to All Superintending Engineers for similar compliance.

Sub:- Writing of ACRs by Sr. Divisional Accounts Officers/Divisional Accounts Officer/ Divisional Accountants of the Staff working in the Accounts Branch.

Sir,

In this connection it is brought to your notice that Divisional Accountants are posted in PWD Divisions of B&R, Irrigations and Public Health including projects to observe the financial interest of the states. Each Sr. DAO/DAO/DA is made supervisor of accounts branch. They have to take the work from the staff posted in the Accounts Branch in the supervisory capacity. In order to keep effective control on the staff of the Accounts Branch and maintenance of accuracy of Accounts, it is desirable that Sr. DAO/DAO/DA may be allowed to write the ACRs of the staff working under them subject to review by the Divisional officer.

Punjab Divisional Accounts Officer/Divisional Accountant Association have also approached this office to accede their demand on aforesaid.

It is, therefore, requested that necessary instructions may be issued to all the concerned under intimation to this office.

Copy of Letter No. 2362-NGE.II.23.-73 dated 20.10.1973 from Comptroller and Auditor General of India, New Delhi to all the Accountant Generals.

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 along with other awaiting allotment.

Copy of Office Memo No. 2101 1/1/2005-Estt.(A) Dated 6th January, 2010 from Government of India Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi to all concerned

Subject:- Effect on modification/expunction of adverse remarks in the ACRs and Up gradation/ down-gradation of the overall grading in the ACRs prior to the period 2008-2009.

The undersigned is directed to say that instructions were issued vide O.M. of even number dated 14 May, 2009 by which the complete APAR (previously known as ACR) including the overall grading and assessment of integrity shall be communicated to the concerned officer for representation if any, with effect from the reporting period 2008-09 which was to be initiated from 1.4.2008. Prior to that only adverse remarks in the ACR were required to be communicated for representation, if any. The then existing instructions further provided that the overall grading in the ACR should remain unchanged even after modification or expunction of the entire adverse remarks. It was left to the DPC to re-determine the overall grading if it considered that the expunction of such adverse remarks had so altered the quality of the ACR. The matter has been further considered and it has been decided that in those cases where the reckonable ACRs prior to the reporting period 2008-09 are to be considered in a future DPC on which the adverse remarks of Reporting / Reviewing / Accepting Authorities have been expunged or modified by the Competent Authority, the "overall grading" in the ACR be kept blank for appropriate re-grading by the DPCs. The existing grading shall be blocked in such cases. It has also been decided that where the authority has upgraded / downgraded the overall grading without giving sufficient reasons, the DPC shall treat such an exercise as non-est/invalid. General terms, such as "I agree or disagree with the Reporting Officer / Reviewing Officer" used by the Reviewing / Accepting Authority shall not be construed as sufficient reason for upgrading / downgrading the overall grading given by the Reporting Authority / Reviewing Authority. The proposals for the DPC where ACRs up to the reporting period 2007-08 will be taken into account should specifically bring out these guidelines.

2. It is also made clear that past cases already decided will not be re-opened.

***Responsibility gravitate to the person
who can shoulder them***

- Elbert Hubbard

Copy of Office Memo No. F.N0.1101314/2010-Estt. (A) Dated the 19th April, 2010 from Government of India Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), North Block, New Delhi, to all concerned

Subject: Central Civil Services (Conduct) Rules, 1974 - Submission of representations by Government servants - instructions regarding.

The undersigned is directed to refer to this Department's O.M. No. 1101317199-Estt. (A) dated 01.11.1999 on the abovementioned subject which indicates that the categories of representations from Government servants on service matters have been broadly identified as follows :-

- (i) Representations complaints regarding non-payment of salary / allowances or other issues.
 - (ii) Representations on other service matters.
 - (iii) Representations against the orders of the immediate official superior authority; and
 - (iv) Appeals and petitions under statutory rules and orders (such as Central Civil Services (Classification, Control and Appeal) Rules, 1965 and the petition instructions. (Apart from the above, sometimes, Government servants also submit advance copy of their representations to the authorities higher than the appropriate (Competent Authority.)
2. Necessary guidelines to deal with such representations are contained in the aforesaid O.M. which are to be followed by the administrative authorities. However, it is observed that some officials resort to the practice of sending repeated representations on the same issue which involves repeated examination of the same issue and bogs down the official machinery to the detriment of consideration of more important and time-bound issues. The matter has been considered by this Department. It needs to be emphasized that Government servants should desist from making frequent and numerous representations on the same issue. The second representation on the same issue will be examined only if it contains any fresh points regarding new developments or facts having a bearing on the issue. It has been decided that when representations have already been considered and replied, further representations exceeding two on the same issue will henceforth be ignored. A Government servant may make a representation to an authority higher than the lowest competent authority only when he is able to establish that all the points or submissions made therein have not been fully and properly considered by his immediate official superior, or the Head of Office concerned or such other authority at the lowest level competent to deal with the matter. Government servants should desist from prematurely addressing the higher authorities.
3. All the Ministries/Departments are requested to bring the above guidelines for the notice of all concerned for information and compliance.

Copy of Office Memo No. 1101312J2004-Estt. (A) dated 16th February 2004 from Government of India Ministry of Personnel, P.G.& Pensions, (Department of Personnel & Training), New Delhi to all concerned

Sub : Accountability for delay in decision making

A Core Group on Administrative Reforms (CGAR) has been constituted under the chairmanship of Cabinet Secretary in February, 2003 to formulate specific changes in the systems and procedures in consultation with the ministries/departments concerned and to advise strategies for changing attitudes. The Core Group has decided that the existing provisions about accountability mechanism should be reiterated with a view to bring to everyone's notice that these provisions are adequate for initiating disciplinary proceedings when an officer adopts a dilatory attitude leading to delay in decision-making and/or harassment of the public.

2. In view of the above, the following provisions of CCS (Conduct) Rules, 1964 are brought to the notice of all Ministries Departments for information and necessary action :-
- (i) maintain absolute integrity;
 - (ii) maintain devotion to duty; and
 - (iii) do nothing which is unbecoming of a Government servant.
- (2) (i) Every Government servant holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government servants for the time being under his control and authority;
- (ii) No Government servant shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior;

Explanation I :- A Government servant who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of clause (ii) of sub-rule (1).

Explanation II :- Nothing in clause (iii) of sub-rule (2) shall be construed as empowering a Government servant to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

(b) in his official dealings with the public or otherwise adopt dilatory tactics or wilfully cause delays in disposal of the work assigned to him.

3. Rule 110 of the CCS (CCA) Rules, 1965 provides that the penalties (ranging from censure to 'dismissal') mentioned therein may be imposed on a Government servant 'for good and sufficient reasons'. Thus any Government servants violating the provisions of Conduct Rules can be proceeded against as it will form 'good and sufficient reasons' for imposing the penalties prescribed in Rule 11. In other words, disciplinary proceedings could be initiated if an officer adopts a dilatory attitude, leading to delay in decisions making and/or harassment of the public.

4. Ministries / Departments are also requested to bring the above cited provisions of the Conduct Rules and CCA Rules to the notice of all the officers and officials in the Ministry/Department (proper) and in the organizations/offices under their administrative control to clarify that if they are found responsible for wilful delay in disposal of the various types of cases dealt with by them, finally leading to delay in decisions making, they shall be liable for disciplinary action in terms of the relevant provisions referred to in para 2 and 3 of this OM.

Copy of G.I., Dept of Per & Trg. O.M. No. 14028/2/2009-Estt. (L) dated 24.11.2009

Encashment of earned leave alongwith LTC - Clarification.

The undersigned is directed to refer to DoP&T O.M. No. 31011/4/2008-Estt. (A), dated 23.09.2008 allowing encashment of earned leave alongwith LTC and to say that various references are being received from Ministries / Departments with regard to the applicability of Rule 38-A of the CCS (Leave) Rules, 1972 to the Central Government employees. In these regard it is clarified that :-

(1) Central Government employee governed by CCS (Leave) Rules, 1972 who are entitled to LTC but opt for the facility of LTC provided to their spouses employed in PSUs / Corporation / Autonomous Bodies etc., and

(2) Central Government employees governed by CCS (Leave) Rules, 1972 who are otherwise not entitled to LTC, on account of their spouse being employed in Indian Railway / National Airlines who are entitled to privilege passes / concessional tickets are entitled to leave encashment while availing the LTC facility of their spouse / privilege passes / concessional tickets of their spouse on fulfilment of all the conditions as stipulated in Rule 38-A of the CCS (Leave) Rules, 1972 twice in a four years block of LTC.

Copy of G.I., Dept of Per & Trg. O.M. No. 35034/3/2008-Estt. (D) dated 16.11.2009

Modified Assured Career Progression Scheme (MACPS) for the central Governemen Civilian Employee - Clarifications.

Reference is invited to the Department of Personnel and Training (DoPT)'s Office Memorandum of even number, dated the 19th May, 2009 regarding the Modified Assured Career Progression Scheme (MACPS). Consequent upon the implementation of Sixth Pay Commission's recommendations, the four pre-revised Group 'D' pay scales viz., Rs. 2,550-3,200, Rs. 2,610-3,540, Rs. 2,610,4,000 and Rs. 2,650-4,000 have been upgraded and replaced by the revised pay structure of grade pay of Rs. 1,800 in the pay band PB-1. As per the recommendations of Sixth CPC, Government servants in these four pre-revised Group 'D' scales have been granted the Group 'C' revised pay structure of grade pay of Rs. 1,800 in the pay band PB-1. It has been decided on the analogy of point-5 of Annexure-1 of MACPS, dated 19-5-2009 that promotions earned or up gradations granted under ACP Schemes of August, 1999 in the past to the four pay scales mentioned above, which now carry the grade pay of Rs. 1,800 shall be ignored for the purpose of MACPS. However, promotions / financial up gradations earned by existing Group 'D' employee to grade pay of Rs. 1,900 (pre-revised scale of Rs. 3,050-75-3,590-80-4,590) shall be counted for the purpose of MACPS.

*Do you wish men to speak well of you?
Then never speak well of yourself.*

Shakespeare

**Copy of G.I., Dept of Per & Trg. O.M. No. F. No. 31011/3/2009-Estt. (A),
dt. 28-10-09**

Use of own car / hired taxi on LTC journey on account of physical handicap.

The undersigned is directed to refer to this Department's O.M. No. 31011/4/2008-Estt. (A), dated 23.09.2008 in which it was stipulated that LTC facility shall be admissible only in respect of journeys performed in vehicles operated by the Government or any corporation in the public sector run by the Central or State Government or a local body.

2. Instances have come to notice where Government servants on account of physical handicap / disability of self or dependent family members are unable to perform the LTC journey by the authorized modes of transport and are compelled to undertake the journey by own car or private taxi. Representations are being received to allow reimbursement in such cases. Matter has been examined in consultation with the Ministry of Finance, Department of Expenditure and it has been decided in relaxation of LTC Rules to authorize the Head of Department to allow use of own / hired taxi for LTC journey on account of disability of the Government servant or dependent family member after obtaining following paper / conditions to avoid misuse of such relaxation :-

- (i) Medical Certificate from competent Authority.
- (ii) Undertaking from Government servant that journey in authorized mode is not feasible and he actually travelled by own car / hired taxi.
- (iii) such claim should not be more than journey performed by the entitled class by rail / air by the shortest route.

**Copy of G.I., Dept of Per & Trg. O.M. No. F. No. 45/4/2008-P&PW (F)
dated 27-05-2009**

Amendment of General Provident Fund (Central Services) Rules, 1960.

S.O. 1529 - In exercise of the powers conferred by the provision of 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 General Provident Fund (Central Services) Rules, 1960, namely :-

1 (1) These rules may be called the General Provident Fund (Central Services) Amendment Rules, 2009.

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

2 In the General Provident Fund (Central Services) Rules 1960, in Rule 33-B, for Clause (a) and (b), the following clauses shall be substituted, namely :-

"(a) the balance at the credit of such subscriber shall not at any time during the three years preceding the month of death have fallen below the limits of :-

- (i) Rs. 25,000 in the case of a subscriber holding a post in the Pay Band-2 (Rs. 9,300-34,800) or above and drawing a Grade pay of Rs. 4,800 p.m. or more as per Central Civil Service (Revised Pay) Rules, 2008;
 - (ii) Rs. 15,000 in the case of a subscriber holding a post in the Pay Band-2 (Rs. 9,300-34,800) and drawing a Grade Pay of Rs. 4,200 p.m. or more but less than Rs. 4,800 p.m. as per Central Services (Revised Pay) Rule, 2008;
 - (iii) Rs. 10,000 in the case of a subscriber holding a post in the Pay Band-2 Pay Band-1 or Pay Band-1S (Rs. 4,440-7,440) and drawing a Grade Pay of Rs. 1,400 p.m. as per Central Civil Services (Revised Pay) Rules, 2008;
 - (iv) Rs. 6,000 in the case of a subscriber holding a post in the Pay Band-1S (Rs. 4,440-7,440) and drawing a Grade Pay of Rs. 1,300 p.m. or more but less than Rs. 1,400 p.m. as per Central Civil Services (Revised Pay) Rule, 2008; and
- (b) the additional amount payable under this rule shall not exceed Rs. 60,000."

Note :- Pre-revised scheme which existed before this Notification published in the Gazette of India vide S.O. 826, dated the 25th April, 1998, shall apply in cases of death of subscriber on or before the publication of this date and to whom aforesaid amended Rule 33-B does not apply.

Copy of G.I., M.F., O.M. No. 1 (2)/E.V/2008, dated 19.01.2009

New Pension Scheme - Clarification.

The undersigned is directed to refer to the meeting held on 17.12.2008 to discuss the various issues requiring clarifications on NPS as sought by various Accounting Organizations. These issues have been examined in the Department of Expenditure in consultation with PFRDA, Department of Pension and Pensioners Welfare and Department of Finance Services.

2. The clarifications to these issues are now enclosed for necessary action.

Query	Clarifications
1. Payment on resignation / removal	Notification dated 22.12.2003 has stipulated that individuals can normally exit at or after 60 years. At exit, the individual would be mandatorily required to invest 40% of pension wealth to purchase an annuity. The individual would receive a lumpsum of the remaining pension wealth. Individuals would have the flexibility to leave the Pension System prior to age 60. However, in this case, the mandatory annuitization would be 80% of the pension wealth. Hence, the present provisions will continue. No change has been made
2. Suspension Cases	*Every subscriber shall subscribe monthly to the NPS when on duty or Foreign Service but not during a period of suspension. *On exoneration or otherwise, the amount of subscription shall be the emoluments to which he was entitled on the first day after his return to duty. *If a subscriber elect to pay arrears of subscriptions in respect of a period of suspension, the emoluments or portion of emoluments which may be allowed for that period on reinstatement, shall deemed to be emoluments drawn on duty.
3. HPL Cases	The subscription of the employer and Government would be restricted to that proportionate to leave salary.
4. EOL Cases (Including on medical grounds)	Since no salary is drawn during this period, no contribution either from Government employee or Government would be payable.

Copy of G.I., M.U.D., O.M. No. 1-17011/11(4)/2008-H.III, Dated 27.11.2008

Interest - bearing advances / Sixth Central Pay Commission recomentatin on House Building Advance - regarding

The undersigned is directed to say that the implementation of the recommendations of the Sixth Central Pay Commission relating to interest bearing advances, including House Building Advance, granted to

Central Government employees is under consideration of the Government.

2. Pending finalization of the new arrangements, the matter has been examined in consultation with the Department of Expenditure and the following provision for House Building Advance shall be in operation:-

(i) The maximum limit for grant of HBA shall be 34 months of pay in the pay band subject to a maximum of Rs. 7.50 lakh or cost of the house or the repaying capacity, whichever is the least, for new construction / purchase of new house / flat.

(ii) The maximum limit for grant of HBA for enlargement of existing house shall be 34 months of pay in the pay band subject to a maximum of Rs. 1.80 lakh or cost of the enlargement or repaying capacity, whichever is the least.

(iii) The cost ceiling / limit shall be 134 times the pay in the pay band subject to a minimum of Rs. 7.50 lacs and a maximum of Rs. 30.00 lakh relaxable upto a maximum of 25% of the revised maximum cost ceiling of Rs. 30.00 lakhs.

4. All Ministries / Departments of Government of India are requested to bring the contents of this O.M. to the notice of all concerned.

5. These orders shall be effective from the date of their issue.

Copy of G.I., Deptt. of P & P.W., O.M. No. 38/41/06/P&PW (A), dated 05.05.2009

Additional Relief on death / disability of Government servants covered by the New Defined Contribution Pension System (NPS)

The undersigned is directed to say that the pension of the Government servants appointed on or after 01.01.2004 is regulated by the new defined Contribution Pension System (known as New Pension Scheme), notified by the Ministry of Finance (Department of Economic Affairs) vide their O.M. No. 5/7/2003-ECB 2 PR, dated 22.12.2003.

2. On introduction of the New Pension Scheme, among others, the Central Civil Services (Pension) Rules, 1972 and the Central Civil Services (Extraordinary Pension) Rules were amended on 30.12.2003. Under the amended Rules, the benefits of Invalid Pension / Disability Pension and Family Pension / Extraordinary Family Pension / Liberalized Pensionary Award relief are not available to the Government servants appointed on or after 01.01.2004.

3. Ministry of Finance (Department of Economic Affairs) has subsequently clarified that the New Pension Scheme is a replacement for only pension under normal circumstances and family pension in case of death of employees after retirement.

4. A High Level Task Force (HLTF) constituted by the Government has recommended certain additional benefits that can be provided on death or discharge on invalidation / disability of a Government servant covered by the New Pension Scheme. It is likely to take some time before the Rules regulating

these benefits under the New Pension System are put in place.

5. Meanwhile, considering the hardships being faced by the employees appointed on or after 01.01.2004 who are discharged on invalidation / disablement and by the families of such employees who have died during service since 01.01.2004, the President is pleased to extend the following benefits to Central Civil Government servants covered by the New Pension Scheme, on provisional basis till further orders;

(I) Retirement from Government service on invalidation not attributable to Government duty :-

(i) Invalid Pension calculated in term of Rule 38 and Rule 49 of the Central Civil Services (Pension) Rules, 1972.

(ii) Retirement gratuity calculated in terms of Rule 50 of the Central Civil Services (Pension) Rules, 1972.

(II) Death in Service not attributable to Government duty :-

(i) Family Pension (including enhanced family pension) computed in terms of Rule 54 of the Central Civil Services (Pension) Rules, 1972.

(ii) Death gratuity computed in terms of Rule 50 of the Central Civil Services (Pension) Rules, 1972.

(III) Discharge from Government service due to disease / injury attributable to Government duty :-

(i) Disability Pension computed in terms of the Central Civil Services (Extraordinary Pension) Rules.

(ii) Retirement gratuity computed in terms of the Central Civil Services (Extraordinary Pension) Rules read with Rule 50 of the Central Civil Services (Pension) Rules, 1972.

(IV) Death in service attributable to Government duty :-

(i) Extraordinary Family Pension computed in terms of Central Civil Services (Extraordinary Pension) Rules and Scheme for Liberalized Pensionary Awards.

(ii) Death gratuity computed in terms of Rule 50 of the Central Civil Services (Pension) Rules, 1972.

The employee / his family will also be paid Dearness Pension / Dearness Relief admissible from time to time in addition to the above benefits, on provisional basis.

6. The above provisional payments will be adjusted against the payments to be made in accordance with the Rules framed on the recommendations of the HLTF and recoveries, if any will be made from the future payments to be made on the basis of those rules.

7. The recommendations of the HLTF envisage payment of various benefits on death / discharge of a Government employee after adjustment of the monthly - annualized pension from the accumulated funds in the NPS Account of the employee. Therefore, no payments of monthly - annualized pension will be made to the employee/family of the employee during the period he/she is in receipt of the provisional benefits mentioned in Para 5 above.
8. In cases where, on discharge / death of the employee, the amount of accumulated funds in the NPS Account have been paid to the employee / family of the employee, the amount of monthly-annualized pension from the date of discharge / death will be worked out in accordance with the rules / regulations to be notified by the Department of Financial Services / PFRDA and the same will be adjusted against the payments of benefits / relief after the notified rules in this respect are in place.
9. These instructions will be applicable to those Government servants who joined Government service on or after 01.01.2004 and will take effect from the same date i.e. 01.01.2004.
10. This order issues with the concurrence of Ministry of Finance (Department of Expenditure) vide their U.O. No. 127/E-V/2009, dated 13.04.2009.

Copy of Office Memorandum No. 21011/1/2010-Estt.A Dated 13th April 2010 from Government of India Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, North Block, New Delhi to all concerned

Subject: Below Benchmark grading in ACRs prior to the reporting period 200-09 and objective consideration of representation by the competent authority against remarks in the APAR or for up gradation of the final grading.

The undersigned is directed to say that prior to the reporting period 2008-09, only the adverse remarks in the ACRs had to be communicated to the concerned officer for representation, if any to be considered by the competent authority. The question of treating the grading in the ACR which is below the benchmark for next Promotion has been considered in this Department and it has been decided that if an employee is to be considered for promotion in a future DPC and his ACRs prior to the period 2008-09 which would be reckonable for assessment of his fitness in such future DPCs contain final grading which are below the benchmark for his next promotion, before such ACRs are placed before the DPC, the concerned employee will be given a copy of the relevant ACR for his representation, if any, within 15 days of such communication. It may be noted that only below benchmark ACR for the period relevant to promotion need be sent. There is no need to send below benchmark ACRs of other years.

2. As per existing instructions, representations against the remarks or for up gradation of the final grading given in the APAR (previously known as ACR) should be examined by the competent authority

in consultation, if necessary, with the Reporting and the Reviewing Officer, if any. While considering the representation, the competent authority decides the matter objectively in a quasi-judicial manner on the basis of material placed before it. This would imply that the competent authority shall take into account the contentions of the officer who has represented against the particular remarks grading in the APAR and the views of the Reporting and Reviewing officer if they are still in service on the points raised in the representation vis-a-vis the remarks grading as given by them in the APAR. The UPSC has informed this department that the Commission has observed that while deciding such representations, the competent authorities sometimes do not take into account the views of Reporting / Reviewing Officers if they are still in service. The Commission has further observed that in majority of such cases, the competent authority does not give specific reasons for upgrading the below benchmark ACR/ APAR gradings at par with the benchmark for next promotion.

3. All Ministries / Departments are therefore requested to inform the competent authorities while forwarding such cases to them to decide on the representations against the remarks or for up gradation of the grading in the APAR that the decision on the representation may be taken objectively after taking into account the views of the concerned Reporting / Reviewing Officers if they are still in service and in case of up gradation of the final grading given in the APAR, specific reasons therefore may also be given in the order of the competent authority.

Copy of G.I., Dept of Per & Trg., O.M. No. 21011/1/2010-Estt. A, dated 27-4-2010

ACRs with below benchmark grading considered in past DPCs

1. The undersigned is directed to state that this Department has issued O.M. of even number, dated 13-4-2010 that if an employee is to be considered for promotion in a future DPC and his ACRs prior to the period 2008-09 which would be reckonable for assessment of his fitness in such future DPC contain final grading which are below the benchmark for his next promotion, before such ACRs are placed before the DPC, the concerned employee will be given a copy of the relevant ACR for his representation, if any, within 15 days of such communication. The representation is to be decided by the Competent Authority as per provisions in Para. 2 of aforesaid O.M.
2. The Hon'ble Supreme Court in their judgment, dated 12-5-2008 in Civil Appeal No. 7631 of 2002 (Dev Dutt v. Union of India) had held that the 'good' entry in the ACR of the Appellant which had not been communicated to him and considered in a past DPC which found him unfit for promotion, should be communicated for representation and if upgradation is allowed by the Competent Authority, he should be considered for promotion retrospectively by the DPC. When the petitions in SLP (Civil) No. 15770/2009, now converted to Appeal Civil No. 2872 of 2010 (Union Of India v. A. K. Goel & Ors.) were called for hearing, the Supreme Court has taken note of the apparent conflict between the decisions of the Hon'ble Court in Dev Dutt case on one hand and the judgments of Supreme Court in Satya Narain Shukla v. Uol [2006(9)

SCC 69] and K.M. Mishra v. Central Bank Of India & Ors. [2008(9) SCC 120] on the other hand and by their Order, dated 29-3-2010, the Hon'ble Court has referred these appeals to a Larger Bench.

3. In the light of the Orders issued by Hon'ble Supreme Court in the aforesaid S.L.R.(Civil) No. 15770/2009; Union of India v. A.K. Goel & Ors., all Ministers/Departments are advised that wherever petitions have been filed in the Courts to grant relief on the basis of the aforesaid decision of the Supreme Court in Dev Dutt case, the latest orders of the Supreme Court in A.K. Goel case may be brought to the notice of the Court.

(Department of Personnel and Training)

NOTIFICATION

New Delhi,

1st December, 2009

Amendment of C.C.S. (Leave) Rules 1972

G.S.R. 170.-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 the 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 :-

I. (1) These rules may be called the Central Civil Services (Leave) (Amendment) Rules, 2009.

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

2. In the Central Civil Services (Leave) Rules, 1972, (hereinafter referred to as the said rules), for rule 6 the following rule shall be substituted, namely,--

"6. Transfer to industrial establishment.-If a Government servant governed by these rules is appointed in an industrial establishment wherein his leave terms are governed by the Factories Act, 1948 (63 of 1948), the authority competent to grant leave shall, suo motu, issue an order granting cash equivalent of leave salary in respect of earned leave and half pay leave at his credit subject to a maximum of 300 days and the cash so granted shall be a sum equal to the leave salary as admissible for earned leave and leave salary as admissible for half pay leave plus dearness allowance admissible on that leave salary at the rate in force on the date the Government servant ceases to be governed by the provisions of the said rules:

Provided that in the event of his return to a post or service to which the Central Civil Services (Leave) Rules, 1972 apply, the benefit of cash equivalent of leave salary payable under rule 39 shall be modified as under :

(a) On superannuation.-encashment of leave shall be subject to the condition that the number of days of both earned leave and half pay leave for which encashment has already been allowed under this rule

and the number of days of earned leave and half pay leave to be encashed on superannuation does not exceed 300 days;

(b) On premature retirement : cash equivalent of unutilised earned leave and half pay leave should be subject to the condition that the number of days of earned leave and half pay leave for which encashment had already been allowed under this rule and the number of days of earned leave and half pay leave to be encashed on premature retirement shall not exceed 300 days."

3. In the said rules, for rule 28, the following rules shall be substituted, namely, -

'28. Earned leave for persons serving in Vacation Departments.-

(1) (a) A Government servant (other than a military officer) serving in a Vacation Department shall not be entitled to any earned leave in respect of duty performed in any year in which he avails the full vacation;

(b) In respect of any year in which a Government servant avails a portion of the vacation, he shall be entitled to earned leave in such proportion of 30 days, as the number of days of vacation not taken bears to the full vacation :

Provided that no such leave shall be admissible to a Government servant not in permanent employ or quasi-permanent employ in respect of the first year of his service;

(c) If, in any year, the Government servant does not avail any vacation, earned leave shall be admissible to him in respect of that year under rule 26.

Explanation: For the purpose of this rule, the term "year" shall be construed not as meaning a calendar year in which duty is performed but as meaning twelve months of actual duty in a Vacation Department.

Note I.-A Government servant entitled to vacation shall be considered to have availed a vacation or a portion of a vacation unless he has been required by general or special order of a higher authority to forgo such vacation or portion of a vacation :

Provided that if he has been prevented by such order from enjoying more than fifteen days of the vacation, he shall be considered to have availed himself of no portion of the vacation :

Note 2. - When a Government servant serving in a Vacation Department proceeds on leave before completing a full year of duty the earned leave admissible to him shall be calculated not with reference to the vacations which fall during the period of actual duty rendered before proceeding on leave but with reference to the vacation that falls during the year commencing from the date on which he completed the previous year of duty.

(2) Vacation may be taken in combination with or in continuation of any kind of leave under these rules:

Provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of the other leave or not, shall not exceed the amount of earned leave due and admissible to the Government at a time under rule 26.

(3) The earned leave under this rule at the credit of a Government servant at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year shall not exceed the maximum limit of 300 days.

Note.-The facility of crediting of unavailed portion of joining time shall be admissible to persons sewing in Vacation Departments, in accordance with the provisions of sub-clause (ii) of clause (a) of sub-rule (I) of rule 26."

4. In the said rules, in rule 29, for sub-rule (I), the following sub-rule shall be substituted, namely:-

"(1) The half pay leave account of every Government servant (other than a military officer) shall be credited with half pay leave in advance, in two instalments of ten days each on the first day of January and July of every calendar year."

5. In the said rules, in rule 38-A,-

(a) Sub-rule (1) shall be omitted;

(b) for sub-rule (5), the following sub-rule shall be substituted, namely:-

"(5) The period of leave encashed shall not 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."

6. In the said rules, in rules 39,-

(a) for sub-rule, (2), the following sub-rule shall be substituted, namely.-

"(2) (a) Where a Government servant retires on attending the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall, suo motu, issue any order granting cash equivalent of leave salary for both earned leave and half pay leave, if any, at the credit of the Government servant on the date of his retirement subject to a maximum of 300 days;

(b) The cash equivalent of leave salary under clause (a) shall be calculated as follows and shall be payable in one lumpsum as a one-time settlement. -

	Pay admissbile on the date of retirement plus Dearness Allowance admissbile on that date		Number days of unutilized earned leave at credit subject to the total of earned leave and half pay leave not exceeding 300 days
(1) Cash equivalent for earned leave =	-----	x	
	30		

	Half pay salary admissbile on the date of retirement plus Dearness Allowance admissbile on that date		Number days of half pay leave at credit subject to the total of earned leave and half pay leave not exceeding 300 days
(1) Cash equivalent in lieu of = half pay leave component	-----	x	
	30		

Note.-The overall limit for encashment of leave including both earned leave and half pay leave shall not exceed 300 days.

(c) To make up the shortfall in earned leave, no commutation of half pay leave shall be permissible."

(b) in sub-rule (4), in clause (a), for sub-clause (ii) the following sub-clause shall be substituted, namely:-

"(ii) after expiry of the period of extension, cash equivalent in the manner provided in clause (b) of sub-rule (2) in respect of both earned leave and half pay leave at credit on the date of retirement, plus the earned leave and half pay leave earned during the period of extension reduced by the earned leave and half pay leave availed of during such period, subject to a maximum of 300 days."

(c) for sub-rule (S), the following sub-rule shall be substituted, namely,-

"(5) A Government servant who retires or is retired from service in the manner mentioned in clause (c) of sub-rule (I), may be granted suo-motu, by the authority competent to grant leave, cash equivalent of the leave salary in respect of both earned leave and half pay leave at his credit subject to a maximum of 300 days. The cash equivalent payable shall be the same as in sub-rule (2) of rule 39."

(d) in sub rule (6), in clause (a).-

For sub-clause (i), the following sub-clause be substituted, namely,

i) where the services of a Government servant are terminated by notice or by payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment, he may be granted, suo motu, by the authority competent to grant leave, cash equivalent in respect of both earned leave and half pay leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days and the cash equivalent payable shall be the same as in sub-rule (2) of rule 39".

ii) (in) for sub-clause (iii), the following sub-clause shall be substituted, namely :-

iii) A Government servant, who is reemployed after retirement may, on termination of his reemployment, be granted, suo motu, by an authority competent to grant leave, cash equivalent in respect of both earned leave and half pay leave at his credit on the date of termination of re-employment subject to a maximum of 300 days including the period for which encashment was allowed at the time

of retirement and the cash equivalent payable shall be the same as in sub-rule (2) of rule 39."

7. In the said rules, for rule 39-A, the following rule shall be substituted, namely :-

"39-A. Cash equivalent of leave salary in case of death in service. - In case a Government servant dies while in service, the cash equivalent of leave salary for both earned leave and half pay leave, if any, at the credit of the deceased Government servant on the date of his death, not exceeding 300 days shall be paid to his family in the manner specified in rule 39-C and the cash equivalent payable shall be the same as in sub rule (2) of rule 39."

8. In the said rules, for rule 39-B, the following rule shall be substituted, namely :-

"39-B. Cash equivalent of leave salary in case of invalidation from service. 41) A Government servant who is declared by a Medical Authority to be completely and permanently incapacitated for further service may be granted, suo motu, by invalidation from service, subject to a maximum of 300 days and the cash equivalent payable shall be the same as in sub-rule (2) of rule 39.

(2) A Government servant not permanent employ or quasi-permanent employ shall not, however, be granted cash equivalent of leave salary in respect of half pay leave standing at his credit on the date of his invalidation from service."

9. In the said rules, in rule 39-C, for clauses (vii) to (xi), the following clauses shall be substituted, namely :-

"(vii) failing (i) to (vi) above, to the eldest surviving married daughter;

(viii) failing (i) to (vii) above, to the eldest surviving brother below the age of eighteen years;

(ix) failing (i) to (viii) above, to the eldest surviving unmarried sister;

(x) failing (i) to (ix) above, to the eldest surviving widowed sister; and

(xi) failing (i) to (x) above, to the eldest child of the eldest predeceased son."

10. In the said rules, the brackets and words "(including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)" wherever they occur, shall be omitted.

11. In the said rules, in rule 43,

(I) in sub rule(I), for the figures and word '135 days', the figures and word "180 days" shall be substituted;

(i) in sub-rule (4), in clause (b), for the words "one year, the words "two years" shall be substituted.

12. In the said rules, after rule 43-A the following rule shall be inserted, namely,-

"43-AA Paternity Leave for Child Adoption-(1)

A male Government servant (including an apprentice) with less than two surviving children, on valid adoption of a child below the age of one year, may be granted Paternity Leave for a period of 15 days within a period of six months from the date of valid adoption.

(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 fund.

(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 (I) such leave shall be treated as lapsed.

Note:-The Paternity Leave shall not normally be refused under any circumstances."

13. In the said rules, in rule 43-B, in sub-rule (I), for the figures and word "135 days", the figures and word "180 days" shall be substituted;

14. In the said rules, after rule 43-B, the following rule shall be inserted, namely :-

"43-C. Child Care Leave.-(I) A woman Government servant having minor children below the age of eighteen years and who has no earned leave at her credit, may be granted child care leave by an authority competent to grant Leave, for a maximum period of two years, i.e, 730 days during the entire service for taking care of upto two children whether for rearing or to look after any of their needs like examination, sickness, etc.

(2) During the period of child care leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(3) Child care leave may be combined with Leave of any other kind.

(4) Notwithstanding the requirement of production of medical certificate contained in sub-rule (I) of rule 30 or sub-rule (1) of rule 3 I, leave of the kind due and admissible (including commuted leave not exceeding 60 days and leave not due) upto a maximum of one year, if applied for, be granted in continuation with child care leave granted under sub-rule (I).

(5) Child care leave may be availed of in more than one spell.

(6) Child care leave shall not be debited against the leave account"

*Start by doing what is necessary, than what is possible,
and suddenly you are doing the impossible*

-St. Francis

**LIST OF CENTRAL GOVERNMENT
HOLIDAY HOMES / TOURING OFFICERS' HOSTELS**

Sl. No.	Name of Stations	No. of rooms	Location	Name of the Allotting Authority
1	Agra (U.P.) Only on-line applications (Taj Mahal remains closed on Fridays)	14	Holiday Home for the Central Government Employees, Sikandra Sector 15, (Near Kar -Kunj Income Tax Colony), Sikandra, Agra (Pl. see location map on website)	Asstt. Director(Regions), New Delhi ## AEM, Chennai@ (Room Nos. 10, D-4) AEM, Kolkata \$ (Room Nos.9, D-3) AEM, Nagpur (%) (Room Nos.7, 8) – Dbl, Bed
2	Amarkantak (M.P.) [for details about Amarkantak, pl. access Photo Gallery Section on the website]	10	Central Govt. Holiday Home, Amarkantak Madhya Pradesh Tele: 07629-269416 Contact Nos.: MP Tourism Tele : (011) 23366528, 32599000, 23341185-87 Fax : (011) 23347264 email: delhi@mptourism.com website: www.mptourism.com	Manager (Reservations) Madhya Pradesh Tourism Development Corporation, Room No.12, Hotel Janpath, G. Floor, 82-84, Janpath, Cannought Place, New Delhi. 110001 [Applications for booking to be routed thru AD(Regions), N.Delhi ##]
3	Goa Only on-line applications (Pl. see location map on website)	13	Central Government Holiday Home, Central Government Residential Complex, Bambolim [Near Nirman Bhawan and Holy Cross Church] [Oppo. Bambolim Cross on Panjim-Madgaon Highway] Goa. Tele : 0832-2458555 [No booking reqsts pl] [10 Km from Panjim, 25 km from Madgaon Rly Station on Panjim-Madgaon Highway, Landmark : Holy Cross Church]	Asstt. Director(Regions), New Delhi. ## [7 units] Estate Manager, Mumbai [*] [2 Units - both Dbl Bed] Estate Manager, Kolkata \$ [2 units - both Dbl Bed] AEM, Chennai [2 units - both Dbl Bed] @ Maximum – 3 nights
4	Kanyakumari (Tamil Nadu)	22	Holiday Home for Central Government Employees Kovalam Road (near New Light House), Kanyakumari Tele : 04652-246994 [No booking reqsts pl]	Executive Engineer, Madurai Central Divn-I, Income Tax Staff Qtrs Campus, Meenambalpuram, CPWD, Madurai-625002 Tel: 0452-2535940, and AEM, Chennai@, and (Room Nos.103, 106) Only on-line applications AD(Regions), N.Delhi ## (Room Nos. 201, 206, 208, 209, 213) (w.e.f. 15.3.2010) Only on-line applications AEM, Kolkata \$ (Room Nos.104) (4-bed)

5	Mysore (Karnataka) Tel: 0821-2473649 Fax : 0821-2473539 (Pl. see location map on website)	12	Holiday Home, CPWD Office Campus, T. Narasipur Road, Sidhartha Nagar, Mysore-570011 Tel: 0821-2473661 Mysore Palace beautifully lighted on Sundays and all public holidays. Brindavan Garden - 'Musical' Dancing Fountains' Timings: Monday - Friday: 6:30 PM - 7:25 PM and Saturday-Sunday: 6:30 PM - 8:25 PM	Executive Engineer, Mysore Central Division, CPWD, Nirman Bhavan, T. Narasipur Road, Sidhartha Nagar, Mysore 570011. (6 double suites) w.e.f. 1.5.2009 AD(Regions), N.Delhi ## (6 Single Rooms) w.e.f. 1.5.2009 Only on-line applications
6	Mussoorie (Uttaranchal) Only on-line applications (Pl. see location map on website)	05	Southwood Cottage ITBP campus (near Library Chowk, Mall Road, Oppo. Hotel Padmini Nivas) [300m before Library Chowk-Car Parking], Mussoorie. Tele: 0135-2632271 [No booking reqsts pl]	Asstt. Director (Regions), New Delhi ## Suites* - No. 1,2,3 Rooms* - No. 4, 5 (*All double bedded) Maximum – 3 nights
7	Nainital (Uttaranchal) Only on-line applications (Pl. see location map on website)	13	Central Govt. Employees Holiday Home, Khurpatal (Nainital). Tele : 05942-240330 [No booking reqsts pl] Pl. see important instructions on last pages	AD(Regions), New Delhi ## AEM, Chennai@ (Room No 1, 2 – Dbl bed) AEM, Kolkata \$ (Room No.4, 14 – Dbl bed)
8	New Delhi (W.Kidwai Ngr) (For officers of rank of Deputy Secretary and above ONLY)	16	Central Government Touring Officers' Hostel Kidwai Nagar (West) New Delhi Tel: 011-24100023 See applicable rates on last page	Asstt. Director (Hostel) Directorate of Estates, Nirman Bhawan, New Delhi 110108 Tele: 011-2306-3907 Telefax 011-2306-2278 Fax : 011-23061189, 23062816
9	Ooty (Tamil Nadu) Only on-line applications (Pl. see location map on website)	26	Holiday Home for Central Government Employees, Good Shed Road, Near Railway Station, Udagamandalam, Nilgiris, Tamilnadu	Asstt. Estate Manager, Chennai. @ AD(Regions), N.Delhi ## (4 Rooms.1,2,7,8) AEM, Kolkata \$ (Room Nos. 3,4)

10	Shimla (H.P.) Only on-line applications [Indian Railways Kalka-Shimla Mini-Train Time Table on last page]	89	Grand Hotel, The Mall, Shimla-171001 Tel: 0177-2658121 (Office) Tel: 0177-2652587(Reception) Adv. payment to be made by Demand Draft drawn ONLY in favour of 'Asstt. Estate Manager, Grand Hotel Simla'	AEM, Shimla (J) AEM, Chennai@, (5 Rooms) EM, Kolkata \$, (11 Rooms) AEM, Mumbai [?], (5 Rooms) AEM, Nagpur (%), (5 Rooms) (For VIP Rooms in Mayo Block – booking only for Officers of rank of Director with Grade Pay 8700 and above) - Apply to AD(Regions), New Delhi ## Only on-line applications
11	Udaipur (Rajasthan) (Pl. see location map on website) AD(Regions), N.Delhi ## (For Room Nos.1, 4 – both Double bedded AC) (w.e.f. 15.10.2008), Only on -line applications [Maximum – 3 nights]	05	Central Government Holiday Home, CPWD Residential/ Office Complex, Hiran Magri Sector 4, (Vaishali Apptt. Mod), Manva Kheda Road, Udaipur (Rajasthan) Telefax : 0294-2467118	Assistant Engineer, Udaipur Central Sub-Divn. CPWD, Residential & Office Complex, Hiran Magri Sector 4, (Vaishali Apptt. Mod) Manva Kheda Road, Udaipur (Rajasthan) Telefax : 0294-2467118 (For VIP Suite 'PRATAP' and Rooms.2, 3 all Double bed AC)

Section B : Touring Officers' Hostels

(Preference in booking given to officers visiting on official tours. Officers going on LTC/Leave can also avail subject to availability. Pl. refer 'TERMS & CONDITIONS' Section.)

1	Agra	04	CPWD Touring Officers' Hostel, Sikandra Sector 15, Near Kar-Kunj (Income Tax Colony), Sikandra Fax : 0562-2523697	Executive Engineer, Agra Central Division, Kendralaya, 63/4, Sanjay Place, Agra 282002. Tele : 0562-2850556
2	Agra		Touring Officers' Hostel, Kendralaya, Sanjay Place, Agra Fax : 0562-2523697	Executive Engineer, Agra Central Division, Kendralaya, 63/4, Sanjay Place, Agra 282002. Tele : 0562-2850556
3	Ajmer		Central Government Touring Officers' Hostel, New Kachehari Road, Ajmer-305001 Fax. 0145-2626900	Executive Engineer, Ajmer Central Divn, CPWD, New Kachehari Road, Ajmer-305001 Tele. 0145-2627532

4	Allahabad		Central Government Touring Officers' Hostel, 34A, Mahatma Gandhi Marg, Allahabad Fax : 0532-2408711	Superintending Engineer, Allahabad Cent. Circle, CPWD, 34A, Mahatma Gandhi Marg, Allahabad Tele : 0532-2407849 Tele : 0532-2617428 (EE)
5	Amritsar		Central Government Touring Officers' Hostel, 2/1, Ram Tirath Nagar, Amritsar 143001 Punjab	Executive Engineer, Amritsar Central Divn, CPWD, 2/1, Ram Tirath Nagar, Amritsar 143001 Tele. 0183-2560910 Fax : 0183-2225822
6	Bareilly		Touring Officers' Hostel, Nirman Jyoti, C-18, Deen Dayal Puram, (Near Ganga-Sheel Hospital), Bareilly	AD(Regions), N.Delhi ##,; (Room Nos. 2, 4) Executive Engineer, Bareilly Central Division, CPWD, Nirman Jyoti, C-18, Deen Dayal Puram, Bareilly (Room Nos.1,3) Tele 0581-2310445 Fax 0581-2301135
7	Bangalore (Domlur)	02	Central Govt. Touring Officers Hostel, Enquiry Office (Civil), CPWD Qrs. Domlur, Bangalore-560071	Executive Engineer, Bangalore Central Divn.-II, CPWD, 'C' Wing, 2nd Floor, Kendriya Sadan, Koramangala, Bangalore-560034. Tele: 080-25535018 080-25504781 Fax : 080-25535363
8	Bangalore (Koramangala) (Pl. see location map on website)	39	Visvesvaraya Guest House, 17th Main, II Block. Behind Kendriya Sadan, (Near Koramangal Water Tank) Koramangala, Bangalore-560034 Tel: 080-25522042 Fax: 080-25502461 bcd2cpwd1@gmail.com	Executive Engineer, Bangalore Central Divn.-II, CPWD, 'C' Wing, 2nd Floor, Kendriya Sadan, Koramangala, Bangalore-560034. Tel: 080-2553-5018 080-2550-4781 Fax : 080-25535363 AD(Regions), N.Delhi ## [8 rooms] Only on-line applications
9	Bhopal AD(Regions), N.Delhi ## (Room No 2), and	02	Central Government Touring Officers' Hostel, 1-Nirman Sadan, 52A, Arera Hills, Bhopal 462011 Fax : 0755-2679320 0755-2552352	Executive Engineer, Bhopal Central Divn-I, CPWD, Nirman Sadan, 52A, Arera Hills, Bhopal 462011 Tele: 0755-2679322

10	Chennai (Shastri Bhawan) (Pl. see location map on website)	10	Touring Officers' Hostel Shastri Bhawan, 26- Haddows Road, Chennai-600006	Asstt. Estate Manager, Chennai -600006 Tel: 044-28277759 044-28262120
11	Chennai (Rajaji Bhawan) (Pl. see location map on website)	21	Touring Officers' Hostel 'G' Wing, CGO Complex, Rajaji Bhawan, Basant Nagar, Chennai-600090 Tele : 044-24911771 email : cpwd_sre@yahoo.com [No bkg requests pl]	Section Officer, Office of Chief Engineer (Southern Zone I), CPWD, Rajaji Bhawan, Basant Nagar, Chennai-600090 Tele : 044-24910691 Fax : 044-24919871 [Room Nos.102, 104, 106, 202, 204, 206, 302, 304, 305, 306, 307] [DD/Pay Order in favour of EE, Chennai Central Divn.5, CPWD, Chennai] AD(Regions), N.Delhi #### [Room No.101, 103, 105, 107, 201, 203, 205, 207, 301, 303] (w.e.f. 16.7.2008) [DD/Pay Order in favour of Asstt. Director of Estates (Cash), New Delhi] Only on-line applications
12	Chennai	02	(Proto type) Touring Officers' Hostel, General Pool Residential Complex, Basant Nagar, Chennai-600090 Fax : 044-28235595	Chennai (Besant Nagar) (Pl. see location map on website) Executive Engineer, Chennai Central Divn. I, CPWD, Rajaji Bhawan, Basant Nagar, Chennai-600090 Tele : 044-28272621
13	Chandigarh (Pl. see location map on website)	12	Central Government Touring Officers' Hostel, Sector 7B, Chandigarh Tele : 0172-2795389 Fax : 0172-2743923	Executive Engineer, Chandigarh Central Divn.2, CPWD, Kendriya Sadan, Sector 9A, Chandigarh 17 Tele : 0172-2740849 AEM, Chandigarh** (2 rooms)
14	Cochin	16	Central Government Touring Officers' Hostel near Homeo Dispensary, Pulleppady, Kathrikkadavu, Cochin. Fax. 0484-2423386	Executive Engineer-cum-Estate Manager, Cochin Central Division, CPWD, Kendra Bhawan, Opp. CSEZ, Kakkanad, Kochi-682037 Tele No.: 0484-2423412, AEM, Chennai @ (Room Nos.102, 103, 202) AD(Regions), N.Delhi ## [Room Nos.108, 203, 207(4-bedded)] Only on-line applications

15	Dehradun (Pl. see location map on website)	12	Central Government Touring Officers' Hostel Central Govt. officers' Residential Complex, Subhash Chowk, (Near Clock Tower-Paltan Bzr) Dehradun-248001	Suptdg. Engineer Dehradun Central Circle CPWD, Subhash Chowk, Dehradun-248001 Tele : 0135-2657264, 2650884 Fax-0135-2650712, 2710243
16	Delhi (Curzon Rd.)	35	Central Government Touring Officers' Hostel 'F' Block, Curzon Road Hostel, Kasturba Gandhi Marg, New Delhi-110108 Tel: 011-23389775	Deputy Director (Hostel) Directorate of Estates, Nirman Bhawan, New Delhi-110108 Tel: 011-23062543 Telefax : 011-23062278 Fax : 011-23061189 Fax : 011-23062816
17	Delhi (Aliganj, Lodhi Cly)	10	Central Government Touring Officers' Hostel Aliganj, Lodhi Colony, New Delhi	Executive Engineer, D Division., CPWD, D-II/28, Kidwai Nagar(W), New Delhi 110023 Tel: 011-24107507, 011-26876371 Fax : 011-26176017
18	Gandhi Nagar	04	Central Govt. Touring Officers' Hostel, Kendriya Nirman Sadan, Near CH-3 Circle, Sector 10-A, Gandhinagar 382043 Fax 079-23223486 Fax : 079 23248108	Executive Engineer, Gandhinagar Centrl Divn.I, CPWD, Kendriya Nirman Sadan, Near CH-3 Circle, Sector 10-A, Gandhinagar 382043 Tele : 079-23238157
19	Gangtok	11	Touring Officers' Hostel Cherry Bldg. (Baluwakhani), (Near Zero Point and Vajra Cinema Hall) Gangtok (Sikkim) Fax : 03592-205598	Application to be sent to : Estate Manager/ Executive Engineer, Gangtok Central Divn. CPWD, Baluwakhani, PO Rajbhawan, Gangtok (Sikkim) Tele : 03592-203499 Booking Approving Authority: SE, Siliguri 0353-2571839 0353-2571840
20	Guwahati	06	Central Government Touring Officers' Hostel, CPWD Resi. Complex, Japarigog, Zoo Narangi Road, Guwahati Fax : 0361-2656199	Executive Engineer, Guwahati Central Division-1, CPWD, Bamuni Maidan, Guwahati 781021 Tele : 0361-2550086
21	Gwalior	02	CPWD Guest House 35 - City Centre CPWD Gwalior 474002 Fax : 0751-2235087	Executive Engineer, Gwalior Central Divn. CPWD, 35- City Centre, Gwalior Tele : 0751-2340446

22	Hyderabad	04	Central Government Touring Officers' Hostel, Nirman Bhawan, Sultan Bazar, Hyderabad Fax : 040-24738020	Executive Engineer, Hyderabad Central Division I, CPWD, Nirman Bhawan, Sultan Bazar, Kothi, Hyderabad. Tele : 040-2465-7727
23	Indore	04	Central Government Touring Officers' Hostel, CGO Complex, Near White Church House, Indore 425001 Fax : 0731-2710929	Executive Engineer Indore Central Divn.I, CPWD, CIA building, Near GPO, Indore 452 001 Tele : 0731-2700966
24	Jaipur (Pl. see location map on website)	11	Central Government Touring Officers' Hostel GPRA Complex, Sector 7, Vidhyadhar Nagar, Jaipur Fax : 0141-2231578	Executive Engineer, Jaipur Central Division I, CPWD, Central Govt. Office, Complex, Sector 10, Vidhyadhar Nagar, Jaipur. Tele : 0141-2231576, 0141-2231578 AD(Regions), N.Delhi ## (Room 2, 8, 9, 10) (From 21.7. 08) Only on-line applications
25	Jammu	08	Central Government Touring Officers' Hostel, Landoi Bridge, Satwari Cantt., Jammu	Executive Engineer Jammu Central Divn, CPWD, Landoi Bridge, Satwari Cantt., Jammu. Telefax : 0191-2450828
26	Jodhpur (Pl. see location map on website)	04	Central Government Touring Officers' Hostel, Nirman Bhawan, 3 - West Patel Nagar, Circuit House Road, Jodhpur-342011. Fax. 0291-2511689	Executive Engineer, Jodhpur Central Division, Nirman Bhawan, 3-West Patel Nagar, Circuit House Road, Jodhpur-342011. Tele. 0291-2511290 Fax : 0291-2511401 and AD(Regions),Delhi## (Room No.1)
27	Kolkata	52	Touring Officers' Hostel Nizam Palace, 234/4, Acharya J.C. Bose Road, Kolkotta-20 Tel: 033-22872473	Estate Manager, 5-Esplanade East, Kolkata-700069. Tel: 033-22482747/ 033-22486333 Fax 033-22482747 AD(Regions), N.Delhi ## (4 Rooms) [w.e.f. 1.4.2009] Only on-line applications
28	Kozhikode (Calicut)	05	Central Government Touring Officers' Hostel, Central Govt. Office Cmplx, Dutt. Saw Mill Road, Kallai (PO), Calicut-673003 Tele. 0495-2320100 Tele. 0495-2321700.	AD(Regions), N.Delhi ## (Room No.2) AEM, Chennai @ and (Room No.4) Superintending Engineer, Calicut Central Circle, CPWD, Dutt. Saw Mill Road, Kallai, Calicut-673003 Fax - 0495-2321106
29	Kullu		Central Government Touring Officers' Hostel, Executive Engineer, Madhopur ITBP Complex, Baweli, Kullu Tele : 0177-2657765 Fax : 0177-2658131	Central Division, Madhopur (Distt. Gurdaspur) Punjab

30	Lucknow	08	Central Government Touring Officers' Hostel Kendrachal Colony, Sector-K, Aliganj, Lucknow-226020	Executive Engineer, Lucknow Cent Divn I, CPWD, Kendriya Sadan Lucknow - 226 020 Tel: 0522-2329438 Fax :0522-2329032
31	Madhopur	04	Central Government Touring Officers' Hostel, CPWD Complex, Madhopur, Distt. Gurdaspur Punjab 145024	Executive Engineer, Madhopur Central Division , CPWD, Madhopur (Punjab) Tele : 0177-2657765 Fax : 0177-2658131
32	Madurai	03	Touring Officers' Hostel IT Staff Qtrs Campus, Meenambalpuram, Madurai-625002 Fax : 0452-2641863	Executive Engineer, Madurai Central Divn- 1, CPWD, IT Staff Qtrs Campus, Meenambalpuram, Madurai-625002 Tele : 0452-2535940 Fax : 0452-2520106
33	Mumbai (Church Gate) (Pl. see location map on website)	10	Touring Officers' Hostel Pratishta Bhavan (5th Floor) 101, M.K. Road (Near Church Gate) Mumbai-400020 Tele : 022-22059581	Estate Manager, Old CGO Building Annexe, 101- M.K. Road, Mumbai-400020 Telefax: 022-22031276 022-22031823
34	Mumbai (Napean Sea Road, Hyderabad Estate) (Pl. see location map on website)	17	Central Government Touring Officers' Hostel, Apartment House (1st Floor), Hyderabad Estate, Napean Sea Road (Opp. Priyadarshni Park), Mumbai. Tel: 022-23630316	Estate Manager, Old CGO Building Annexe, 101- M.K. Road, Mumbai-400020 Telefax: 022-22031276 022-22031823
35	Mumbai (Antop Hill)	04	CPWD Guest House Nirman Sadan, Sector I, CGS Colony, Kane Nagar, Antop Hill, Mumbai 400037 Fax 022-24011244 Tele : 022-25152775	Executive Engineer, Mumbai Central Division 2, 2nd Floor Nirman Sadan, Sector I, CGS Colony, Kane Nagar, Antop Hill, Mumbai 400037 Tele: 022-24012613
36	Nagpur	16	Central Government Touring Officers' Hostel, Seminary Hills, Bungalow No.3, Nagpur 440 006 Fax : 0712-2585586	Executive Engineer, Nagpur Central Divn. I, CPWD, Katol Road, Nagpur 440 013 Tele : 0712-2580104
37	Nagpur	16	Central Government Touring Officers' Hostel, Seminary Hills, Bungalow No.3, Nagpur 440 006 Fax : 0712-2585586	Executive Engineer, Nagpur Central Divn. I, CPWD, Katol Road, Nagpur 440 013 Tele : 0712-2580104
38	Nasik	04	Central Government Touring Officers' Hostel, Type E Qtrs. Near Post Office, Gandhi Nagar, Nasik- 422006 Telefax : 0253-2416937	Executive Engineer, Nasik Central Division, CPWD, H Type Qtrs. Near Post Office, Gandhi Nagar, Nasik -422006

39	Pune	05	Central Government Touring Officers' Hostel, Nirman Bhawan, Mukund Nagar, Pune 411037 Fax : 020-24266441	Executive Engineer, Pune Central Division II, CPWD, Nirman Bhawan, Mukund Nagar, Pune 411037 Tele : 020-24267137
40	Thiruvananthapuram (Kerala)	08	Central Government Touring Officers' Hostel CGO Complex, Poonkulam Vellyani P.O., Thiruvananthapuram Fax : 0471-2481737	AD(Regions), N.Delhi ## (Room 1, 2, 7, 8) Only on-line applications EE, Trivendrum Central Divn, CPWD, Poonkulam, Vellayani P.O., Thiruvananthapuram Pin : 695522. Tel: 0471-2481733
41	Shillong	04	Shillong Central Government Touring Officers' Hostel, Cleve's Colony, Dhankheti CPWD Office/Residential Complex, Shillong	Executive Engineer, Meghalaya Central Division CPWD, Cleve's Colony, Dhankheti, Shillong. Tele : 0364-2223533 Fax : 0364-2228769
42	Siliguri	04	Central Government Touring Officers' Hostel, CPWD Office Complex, Nirman Bhawan, Matigara, Siliguri-734428	Executive Engineer(Admn), Office of Chief Engineer, IBBR, CPWD, Matigara, Siliguri-734428 Tele : 0353-71805 Fax : 0353-2571747
43	Varanasi	04	Central Government Touring Officers' Hostel, Kendrachal GPRA Complex, Bara Lalpur, Lamhi, Varanasi-221007. Tele. 0542-2290648	Executive Engineer, Varanasi Central Division, CPWD, General Pool Residential Complex, Kendrachal, Bara Lalpur, Lamhi, Varanasi-221007. Tele : 0542 - 2290626 AD(Regions) N.Delhi ## (Room No. 1)
44	Vijayawada Only on-line applications	09	Central Government Touring Officers' Hostel GPOA Building, Autonagar, Vijayawada, Andhra Pradesh.	AEM, Chennai @ and Executive Engineer, Vijayawada Central Divn. CPWD, 23-4-52, Kakaraparthivari Street, Satyanarayanapuram, Vijayawada-11 (Room 8, 9). Telefax : 0866-2550219
45	Jaisalmer	03	Central Government Touring Officers' Hostel, CPWD Division office, Near Income Tax Office, Bera Road, Jaisalmer 345001	Executive Engineer, Jaisalmer Central Divn. CPWD, Bera Road, Jaisalmer-345001 Tele : 02992-250698 Fax : 02992-252416
46	Mount Abu	04	Shail Mani, Near Global Hospital, Delwara Road, Mount Abu, Distt. Sirohi (Rajasthan) Pin 307501	Assistant Engineer, Mount Abu Central Sub-Divn., CPWD Mount Abu, Distt. Sirohi. Rajasthan. Pin 307501 Telefax : 02974-235308

47.	Goa (Pl. see location map on website)	05	Touring Officers' Hostel, CPWD Office Complex Bambolim, Oppo: Goa Medical College Complex, Panaji-Madgaon Road, Goa	Executive Engineer, Goa Central Divn. CPWD, Bambolim, Opposite Goa Medical College Complex, Panaji-Madgaon Road, Goa Telefax : 0832-2458882
48	Mussurie	03	Touring Officers' Hostel Castle Hill Estate Campus, Survey of India, (Near Clock Tower), Landaur Bazar, Mussurie	Suptdg. Engineer Dehradun Central Circle CPWD, Subhash Chowk, Dehradun-248001 Tele : 0135-2657264, 2650884 Fax-0135-2650712
49	Udhampur	01	CPWD Guest House Dhar Road, Udhampur, Jammu. Tele : 01992-27606	Executive Engineer Jammu Central Divn, CPWD, Landoi Bridge, Satwari Cantt., Jammu Telefax : 0191-2450828

Postal Addresses

Assistant Director of Estates (Regions),

Room No. 404-C Wing, Nirman Bhawan, New Delhi-110108

Tel: 011-23062231 (Direct)

Fax : 011-23061189 (Director-I)

Internal Phone No: 2865

[For Entry to Nirman Bhawan for personal visits, use Reception at Gate No. 2, dial 2865]

Telefax 011-23062816 (Dy. Director)

Fax : 011-23062854 (Director-II)

Email : booking.queries@gmail.com

\$ Assistant Estate Manager, 5-Esplanade East, Kolkata-700069. Tel:033-22486333 Fax 033-22482747 Email estate.kolkata@gmail.com	[*] Office of Estate Manager, Govt. of India, Old CGO Bldg. Annexe, 3rd Floor, 101- M.K. Road, Mumbai-400020 Telefax: 022-22031276, 022-22031823 Email doe.mumbai@gmail.com
(%) Assistant Estate Manager, Directorate of Estates, New Secretariat Building, 1st Floor, East Wing, Civil Lines, Nagpur -440001 Tele : 0712-2561104, Fax : 0712-2565864 Email : golaemngp@gmail.com Email : estate-wb@nic.in	@ Assistant Estate Manager, Directorate of Estates, Shastri Bhavan, 26- Haddows Road, Chennai. Tel: 044-28277759; 044-28262120 Email batchaestate@gmail.com
** Assistant Estate Manager, Directorate of Estates, Kendriya Sadan, Sector 9A, Chandigarh-160009 Telefax : 0172-2741194	(J) Assistant Estate Manager, Grand Hotel, Shimla-171001. Telefax : 0177-2658121 (Office) Tele : 0177-2652587 (Reception)

INSTRUCTIONS

Prescribed application forms are available at www.estates.nic.in/Holiday_Homes/Forms. For booking in Touring Officers' Hostels (given in Section B above), there is one common application form. Enclose DD/Pay order for the full amount. Applicable rates are given in 'RATES' section. Application is to be verified by the Admin. Division of the applicant. Application may be sent to the proper Allotting Authority as mentioned above.

IMPORTANT NOTICE

for applicants sending applications by Speed Post to Nirman Bhawan, New Delhi

To ensure fast delivery of your applications, pl. observe following :

- a) Pl superscribe on the envelop "APPLICATION FOR BOOKING AT HOLIDAY HOME"
- b) Address your envelop to Assistant Director (Regions), Dte of Estates, Nirman Bhawan, New Delhi and envelops to be delivered at : Dak Collection Counter, DoE Enquiry office/Information Facilitation Centre, Near Gate No. 2, Nirman Bhawan, New Delhi -110108.
- c) Apply for bookings 90 days in advance.

Apply to AD Regions New Delhi

Make adv. payment only by Demand drafts/Pay Order drawn in favour of 'Assistant Director of Estates (Cash), New Delhi' payable at New Delhi

Applying to AEM Chennai?

Pl. make adv. payment only by Demand drafts/Pay Order drawn in favour of 'Assistant Estate Manager, Chennai, payable at Chennai

Applying for Grand Hotel Shimla ?

Pl. make adv. payment only by Demand drafts/Pay Order drawn in favour of 'Asstt. Estate Manager, Grand Hotel, Shimla, payable at Shimla

Applying to Estate Manager, Mumbai?

Pl. make adv. payment only by Demand drafts/Pay Order drawn in favour of Estate Manager, Mumbai, payable at Mumbai

Nainital Advisory

1. The Road from Kaladhungi to Nainital is motorable but is hilly and steep, also prone to landslides. Therefore, assistance of an experienced/professional driver is advised.
2. The cost of food provided at Holiday Home is not subsidized. The prices are very high due to remoteness of the Holiday Home from Nainital city. Therefore, visitors should prefer taking meals in Nainital city restaurants.
3. The standard meal plate (or Thali) available at the Holiday Home is reasonably priced. If necessary, the choice of meals should be restricted to standard Thali available at prescribed rate, to avoid inflated food bills. Small edible items like biscuits, bread, rusks, etc. should be carried to reduce dependence upon the Holiday Home caterers.
4. There is acute scarcity of electricity and water in the Holiday Home. Visitors are advised to use electricity and water scrupulously.
5. Laundry charges @ Rs.15 per day (in respect of linen - bed sheet, bed covers, pillow covers, towel, etc) are payable to the caretaker during the stay period. Only one set is supplied, at the

time of checking in, for entire period of stay. Please carry addl. items as per requirement.

6. Only BSNL and IDEA networks are functional at Khurpatal, at present.
7. Mini buses and private taxis plying between Nainital and Kaladungi, pass the Highway near Khurpatal post office. But their service is skeletal and not so convenient.
8. For transport assistance and enquiries, the personnel available at Holiday Home may be contacted at Tele 05942-240330.
9. The personnel present at Nainital is only responsible for housekeeping and catering services. They are not authorized to indicate the availability position of rooms in Holiday Home. Only the Allotting Authorities mentioned in the COMPLETE LIST section are in a position to give confirmed bookings of rooms.
10. The visiting officers should intimate telephonically the Holiday Home staff about the likely date/time of arrival for making necessary preparations, and to intimate the previous occupants of the rooms, to be ready for check-out.
11. Bon voyage.

Rates - Delhi Holiday Home (West Kidwai Nagar, New Delhi)

(Rate per night)

Central Govt. Employee on duty/Sitting MP	105	210	
2. Central Govt. Employees on Holiday/Retd. Central Govt. employee/ Ex.MP	210	315	
3. Employees of State Govt. / PSU on duty	315	420	
4. Employees of State Govt./PSU on holiday/Retd	420	525	
5. Private ersons accompanying Govt. employee /MP	525	630	

SHIMLA KALKAMINI RAIL TIME-TABLE AND FARE

(AS ON 1.11.2009)

[The following information is for general guidance. it is advised to refer to the Northern Railway Time Table for exact details and revisions]

TRAINS - FROM KALKA TO SHIMLA

Train No.	Train Type	Departure from Kalka	Arrival at Shimla
1KS	Passenger	400 hrs	0920 hrs
241 Shivalik	Mail	0530	1015
251	Express	0600	1110
253	Express	0700	1210
255	Express	1210	1720
257	Express	1245	1810

TRAINS - FROM SHIMLA TO KALKA

Train No.	Train Type	Departure from Shimla	Arrival at Kalka
2 KS	Passenger	1425	2010
242 Shivalik	Mail	1740	2225
252	Express	1815	2320
254	Express	1550	2110
256	Express	1030	1605
258	Express	0925	1520

FARE STRUCTURE

Train No.	Train Type	Rupees
Second Class	Ordinary	16
Second Class	Mail /Express	33
	Chair Car	167
First Class	Shivalik	280

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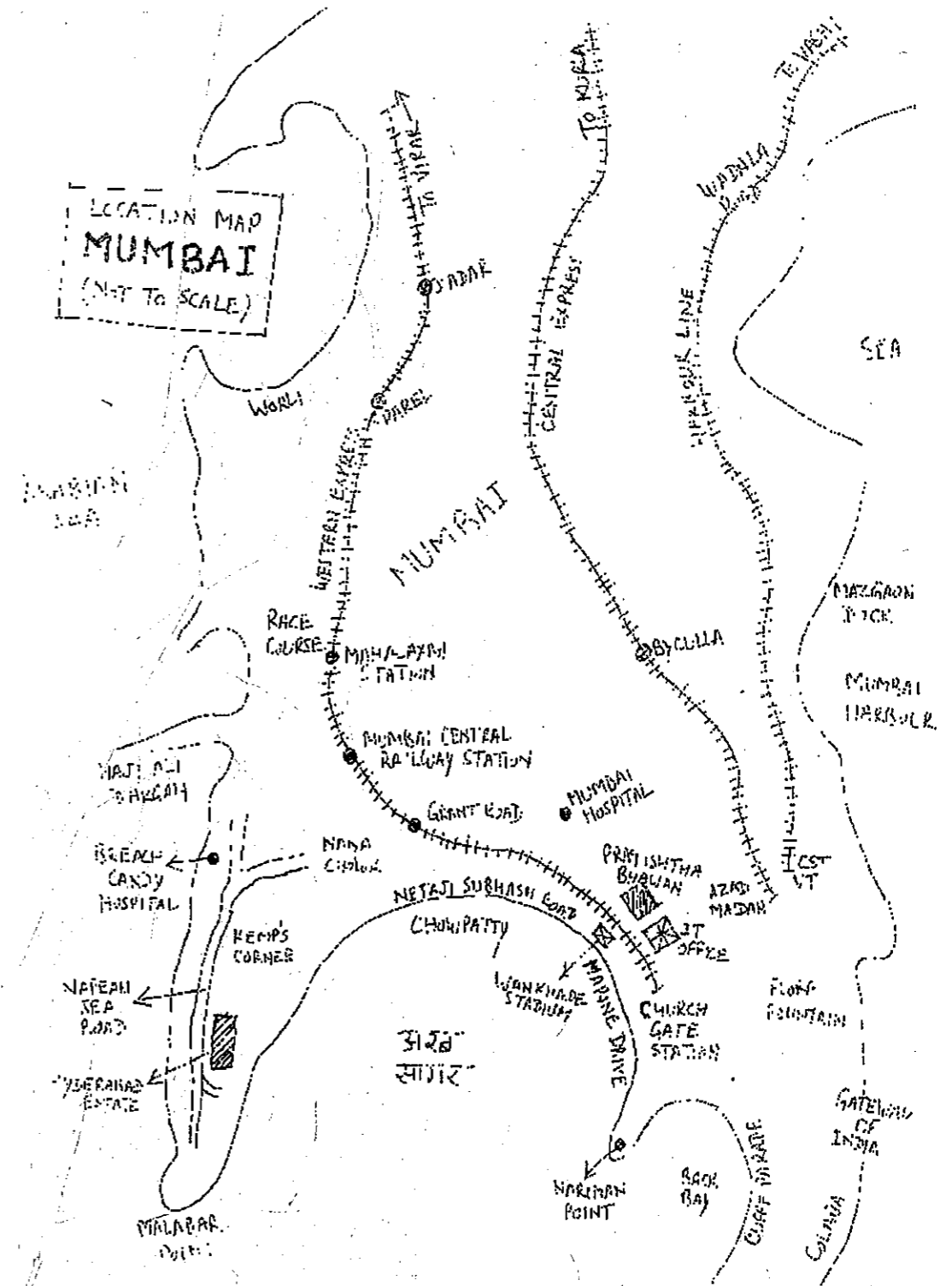
RCC Water Tower, Public Health Engg., Building & Road Works.
Road Rollers, Power Road Roller & Mini Hot Mix Plant (Mixer) available on Hire Basis.

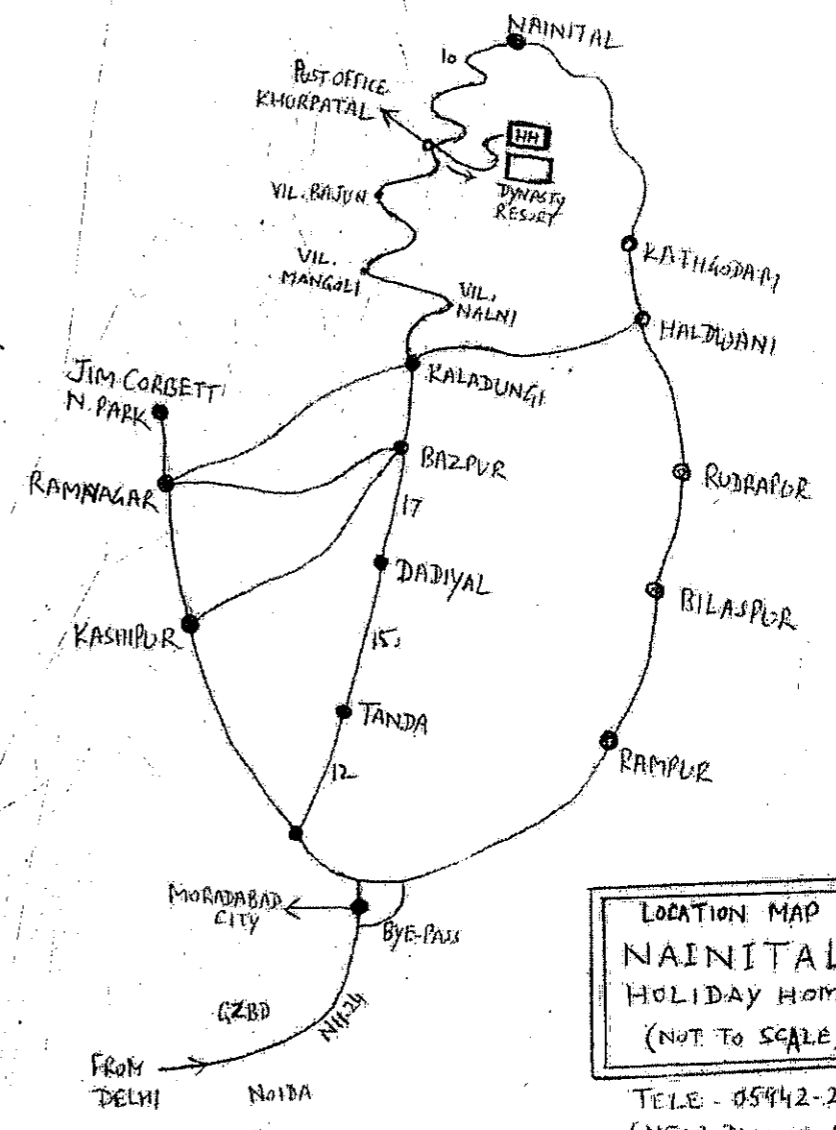
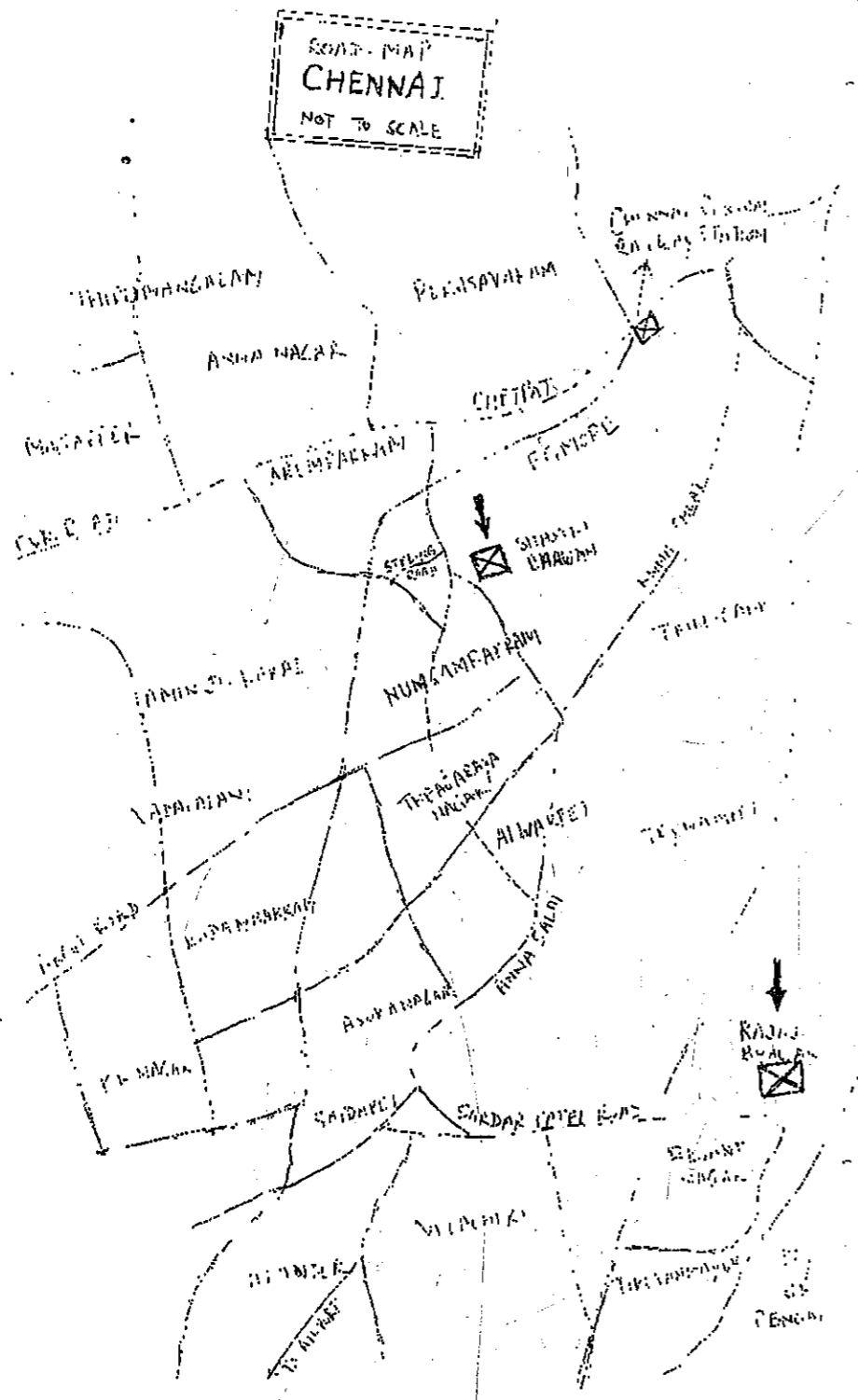
33, Railway Road, Nangal Township (Ropar)

Pin Code : 140124

Phone : 01887-220456

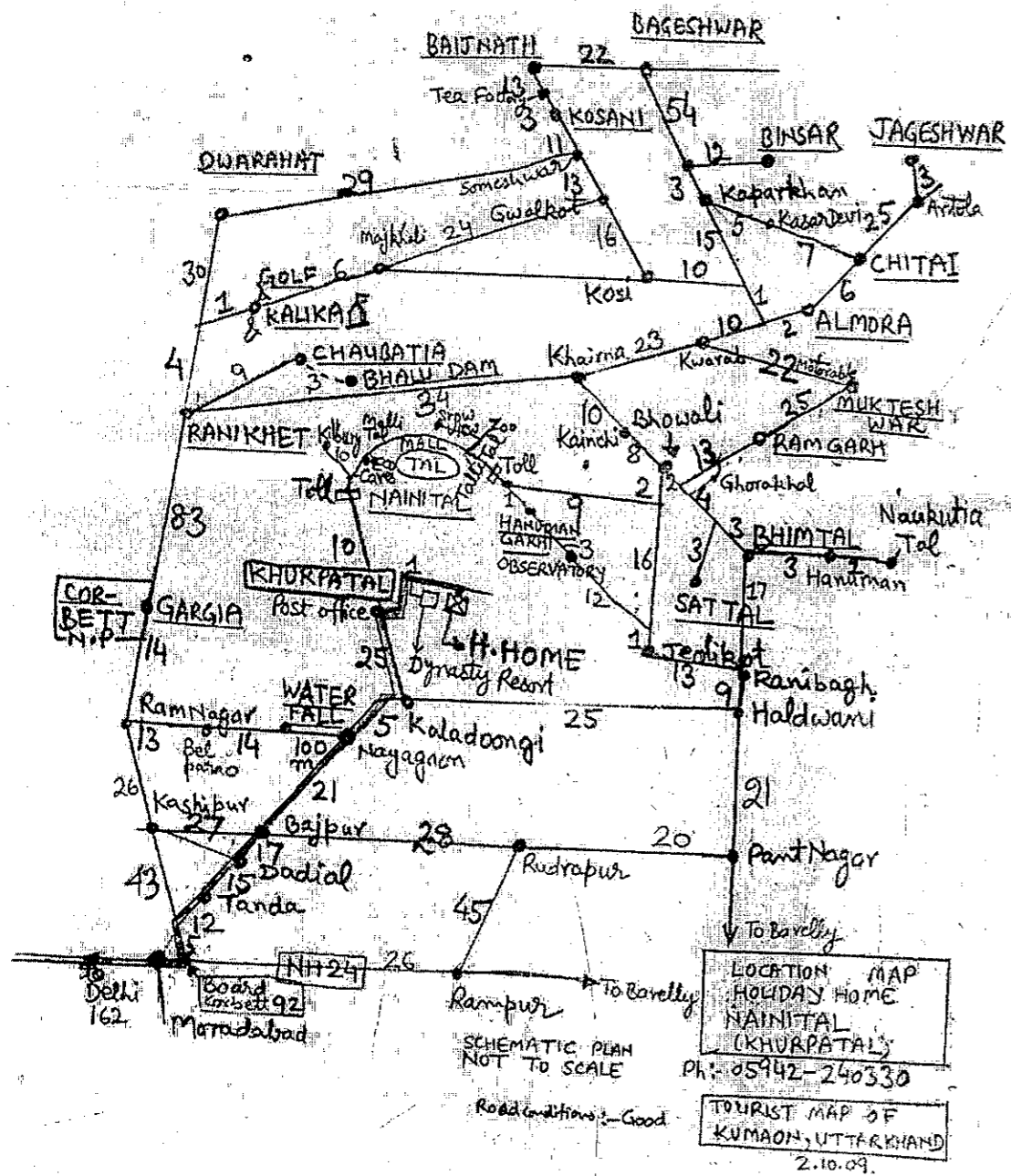
ALSO AVAILABLE COMPUTERIZED HOTMIX PLANT

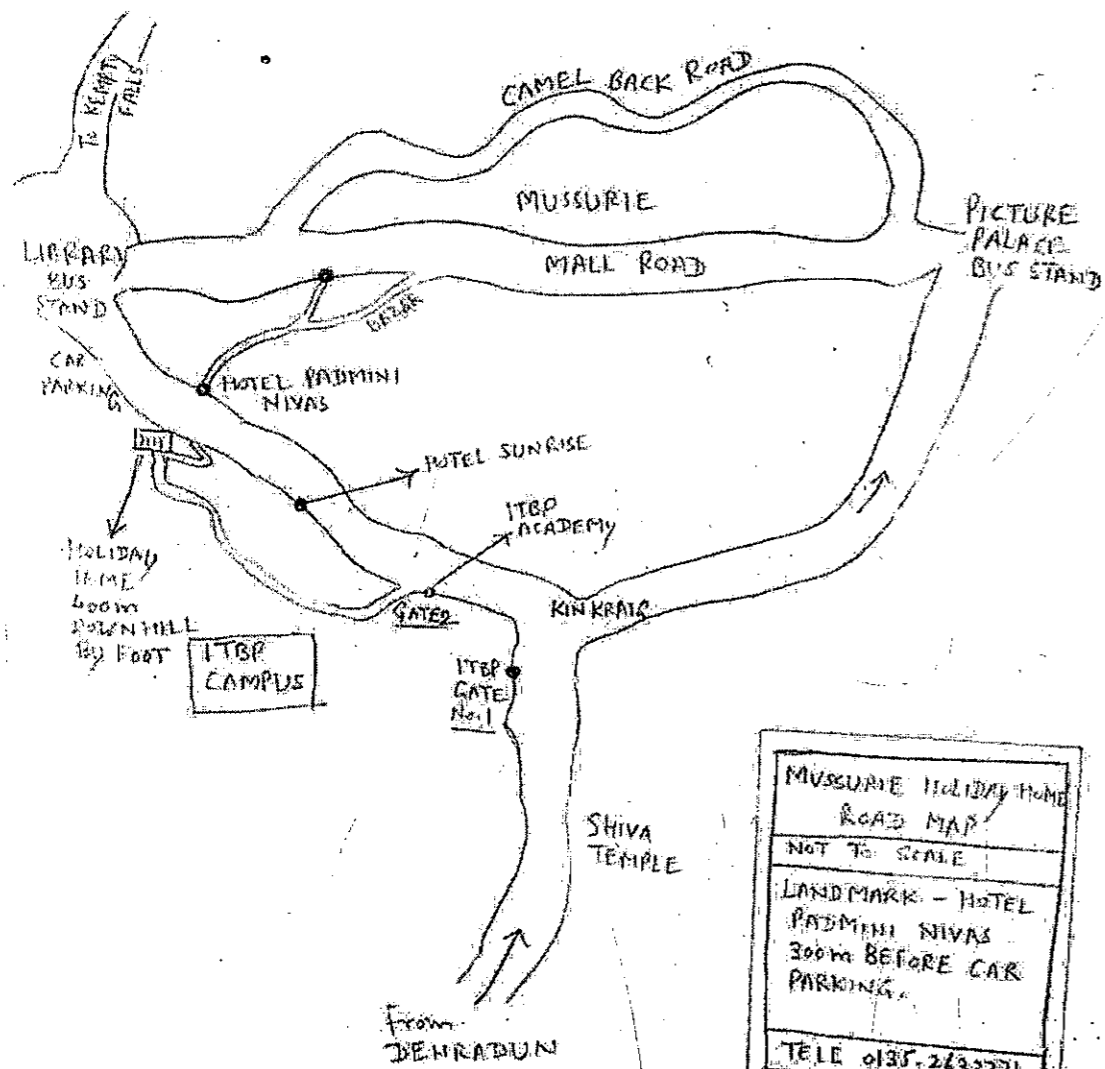




LOCATION MAP
NAINITAL
HOLIDAY HOME
(NOT TO SCALE)

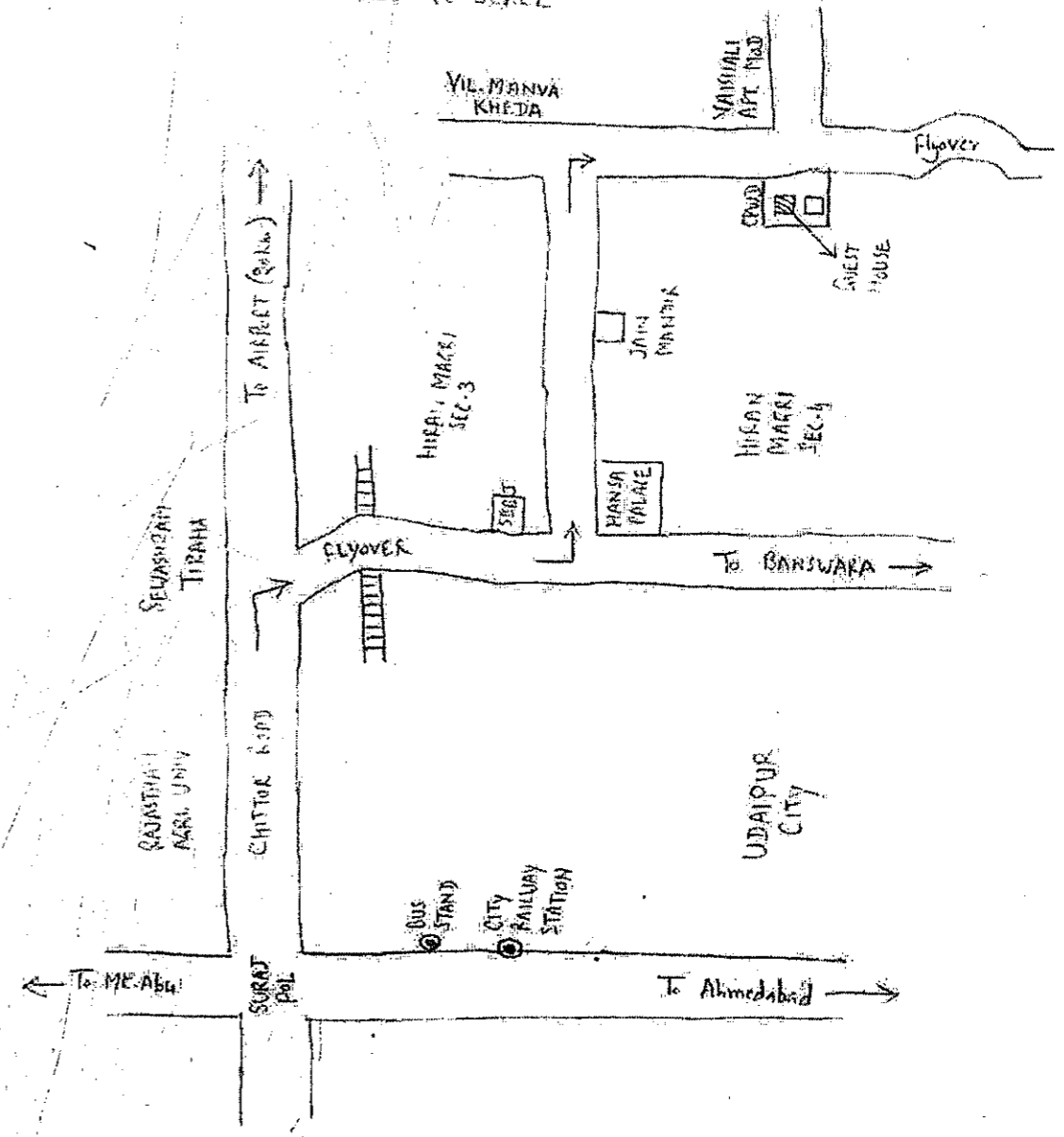
TELE - 05942-240330
(NEAR DYNASTY RESORT)

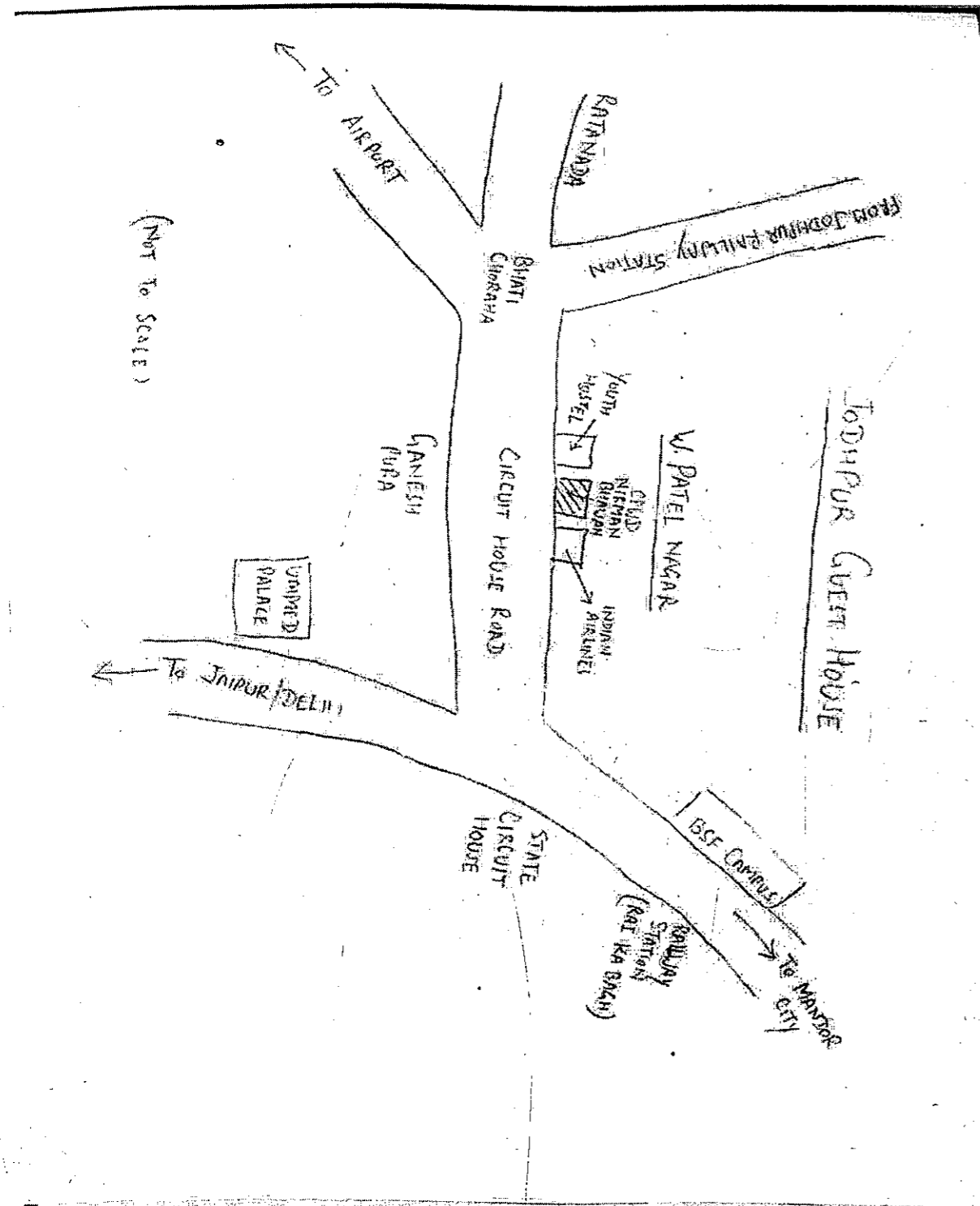




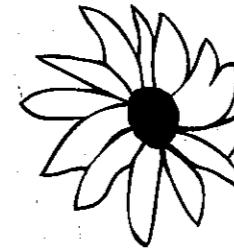
MUSSURIE HOLIDAY HOME
ROAD MAP
NOT TO SCALE
LANDMARK - HOTEL
PADMINI NIVAS
300m BEFORE CAR
PARKING
TELE 0135-2632271
LOOK FOR SIGN BOARD
300m BEFORE
OPPO. HOTEL PADMINI

UDAI PUR
GUEST HOUSE
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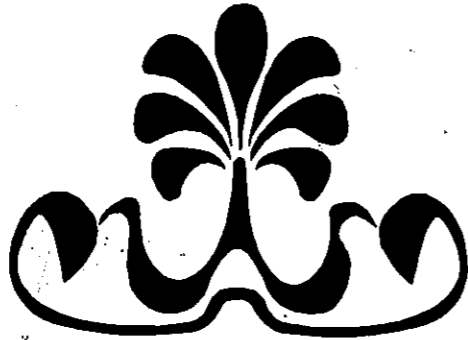
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SEEREX PUMPS

EFFICIENT SUBMERSIBLE PUMP SETS

SECTION V

Punjab Govt. Instructions

1. Removal of Anomaly by stepping up the pay of a Senior employee drawing pay less than a Junior employee.
2. ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਦੇ ਗੁੰਮ ਹੋਣ ਦੀ ਸੂਰਤ ਵਿੱਚ ਪੈਨਸ਼ਨਰੀ ਲਾਭ ਦੇਣ ਬਾਰੇ।
3. ਪੈਨਸ਼ਨਰੀ ਲਾਭਾਂ ਦੀ ਦੇਰੀ ਨਾਲ ਕੀਤੀ ਅਦਾਇਗੀ ਤੇ ਵਿਆਜ ਦੇਣ ਬਾਰੇ।
4. ਪੰਜਵੇਂ ਪੰਜਾਬ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਦੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਦੇ ਅਧਾਰ ਤੇ ਕੁੱਝ ਅਸਾਮੀਆਂ ਦਾ ਵਰਗੀਕਰਣ ਬਦਲਣ ਕਾਰਨ ਪੰਜਾਬ ਰਾਜ ਸਰਕਾਰੀ ਸਮੂਹਿਕ ਬੀਮਾ ਸਕੀਮ ਦੇ ਤਹਿਤ ਗਰੱਪ ਬਦਲਣ ਲਈ ਸਪੱਸ਼ਟੀਕਰਨ।
5. 1-1-2004 ਤੋਂ ਬਾਅਦ ਸਰਕਾਰੀ ਨਿਯੁਕਤੀ ਵਿਚ ਆਏ ਕਰਮਚਾਰੀਆਂ ਦੀ ਡੀ.ਏ. ਦੀ 5 % ਰਾਸ਼ੀ ਦੇ ਐਨ. ਐਸ. ਸੀ ਖਰੀਦਣ ਸਬੰਧੀ।
6. Eligibility of unmarried/divorced/widowed daughter for grant of family pension.
7. Determination of wages of Out Sourced Skilled and Un-Skilled Workers.
8. Determination of wages of Out Sources Skilled and Un-Skilled Workers, Revised instructions of letter No. 1/53/2007-IFP-1/68, dated 22-07-08.
9. Clarification regarding determination of Govt. Employees for calculating the length of qualifying service for retirement benefits.
10. ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੋਜਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸੇਸ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ।
11. ਪੰਜਾਬ ਸਿੱਖਿਆ ਵਿਭਾਗ ਪੰਜਾਬ ਦੇ ਅਧਿਆਪਕਾਂ /ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਵਿਦੇਸ਼ ਜਾਣ ਲਈ ਛੁੱਟੀ ਦੇਣ ਬਾਰੇ ਨੀਤੀ/ਪਾਲਿਸੀ ਨਿਰਧਾਰਤ ਕਰਨ ਬਾਰੇ।
12. ਸੀਨੀਅਰ ਕਰਮਚਾਰੀ ਦੀ ਤਨਖਾਹ ਜੂਨੀਅਰ ਕਰਮਚਾਰੀ ਦੇ ਬਰਾਬਰ ਕਰਨ ਬਾਰੇ।
13. ਸੀਨੀਅਰ ਕਰਮਚਾਰੀ ਦੀ ਤਨਖਾਹ ਜੂਨੀਅਰ ਕਰਮਚਾਰੀ ਦੇ ਬਰਾਬਰ ਸਟੈਪ ਅੱਪ ਕਰਨ ਬਾਰੇ।
14. ਪੰਜਾਬ ਰਾਜ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀ ਸਮੂਹਿਕ ਬੀਮਾ ਸਕੀਮ 1982 ਦੀ ਲੇਖਾ ਵਿੱਧੀ ਦੇ ਪੈਰਾ-14 ਅਨੁਸਾਰ ਬਦਲੀ ਸਮੇਂ ਜੀ. ਆਈ. ਐਸ ਦਾ ਲੇਖਾ ਤਬਦੀਲ ਕਰਨ ਬਾਰੇ।
15. Timely Compliance of orders of the High Court.

16. Clarification regarding implementation of the Punjab Civil Services (Revised Pay) Rules, 2009.
- 17.. Fixation of Pay under rule 7(ii) of Punjab Civil Services (Revised Pay) Rules, 2009- Removal of hardship of certain categories of employees.
18. Implementation of the recommendations of the Fifth Punjab Pay Commission regarding pension and other retirement benefits.
19. Amendment – C.S.R. Vol.I Part - 1 Leave Rules
20. Implementation of the recommendations of the Fifth Punjab Pay Commission Enhancement of Fixed Local Traveling Allowance to the Government Employee.
21. Implementation of the recommendations of the Fifth Punjab Pay Commission, Encashment of leave.
22. Implementation of the recommendations of the Fifth Punjab Pay commission - Grant of Cash Handling Allowance.
23. Implementation of the recommendations of the Fifth Punjab Pay Commission Admissibility of Family Planning Allowance as an incentive for adoption of small family norms.
24. Implementation of the recommendations of the Fifth Punjab Pay Commission Transport (Conveyance) Allowance to Physically Handicapped persons.
25. Grant of Washing Allowance to Class-IV employees and Drivers of Motor Vehicles (other the commercial vehicles of Punjab Roadways) of State Government and Gate Keepers and Gate messengers of Punjab Civil Secretarial-revised rate thereof.
26. Setting up of Department Promotion Committee to consider the cases for Promotion to Group "A" and "B" posts.

***Winners don't do different things
they do things differently***

Shiv Kherra

Removal of Anomaly by stepping up the pay of a Senior employee drawing pay less than a Junior employee.

(Copy of GoPb-DoF. No. 10/44/89-EP1/5394, dated 21.06.1990)

I am directed to refer to the subject cited above and to say that the matter regarding the he stepping up of the pay of a senior employee drawing pay less than his junior employee as a result of grant of one or two proficiency step ups or as a result of application of the provisions of Rule 8 of the Punjab Civil Services (Revised Pay) Rules, 1988, has been engaging the attention of the Government for some time past. With a view to remove hardship to the senior employees, the President of India is pleased to decide that the pay of the senior employees should be stepped up if they opt for the same in the following cases:

In case where a Government employee is promoted to a higher post without availing of the benefit of one or two proficiency step ups and draws a lower rate of pay in that higher post than a Government employee who is junior to him in the lower post and who has been granted proficiency step up or promoted to another identical post after availing the benefit of the said proficiency step, the pay of the Government employee who is senior shall be stepped up to an amount equal to the pay drawn by the Government employee who is Junior to him or fixed for the Government employee who is junior to him in that higher post and the proficiency step up (s) as so granted in this process shall be deemed to be given notionally in the lowermost which he would have otherwise drawn on completion of 'eight years' and eighteen years' regular service had he not been promoted to the higher post. The aforesaid stepping up shall be done with effect from the 1st May, 1990 and in respect of the cases falling on or after the 1st May, 1990, it shall be done with effect from the date the Government employees who is junior, starts drawing more pay than that of a Government employee who is senior or from the date of promotion of Government employee who is junior subject of the following conditions namely:

- a) both the aforesaid Government employees should belong to the same cadre and the posts in which they have been promoted should be identical in the same cadre :
- b) both the aforesaid Government employees should be in the same scales of pay in the lower as in the higher posts in which they are entitled to draw pay;
- c) the Government employee who is senior is promoted to the higher post without availing one or two proficiency step up (s) and had been drawing equal or more pay than that of the Government employee who is junior, and
- d) the promotions of both aforesaid Government employees are regulated by the provisions of the same rules and
- e) The anomaly should be directly as a result of grant of one or two proficiency step up (s) or as a result of promotion to a higher post after the grant of one or two proficiency step up (s) on account of completion of 'eight years' or eighteen years' regular services in the same cadre. If in the lower post the Government employee, who is junior draw from time to time a higher rate of pay than the Government employee who is senior by virtue of fixation of pay under the normal rules or if any advance increment is granted to him the provisions contained in these instructions shall not be invoked to step up the pay of the Government employee.

2. In cases where a Government employee is promoted to a higher post prior to the 14th day of September, 1988 & draws a lower rate of pay in that post than another Government employee who is Junior to him in the lower post and who has been promoted to another identical post on or after the 14th day of September, 1988 the pay of the Government employee who is junior in that higher post. The stepping up shall be done with effect from 1st day of May 1990 in respect of the case pertaining to the period prior to the 1st May, 1990 and in respect of cases falling on or after the 1st May 1990, it shall be done with effect from the date of promotion of the Government employee who is junior or from the date such Government employee who is junior or from the date such Government employee starts drawing more pay than that of a Government employee who is senior, subject to the following conditions namely:
- both the aforesaid Government employees should belong to the same cadre and the posts in which they have been promoted should be identical in the same cadre;
 - both the aforesaid Government employees should be in the same scales of pay in the lower as well as in the higher posts in which they are entitled to draw pay;
 - the Government employee who is senior is promoted before the 14th day of September, 1988 and had been drawing equal or more pay in the lower post than that of the Government employee who is junior promoted on or after the 14th day of September, 1988;
 - the anomaly should directly as a result of the application of the provisions of rule 8 of the Punjab - Civil Services (Revised Pay) Rules, 1988, or any other rule or order regulation pay fixation or such promotion. If in the lower post the Government employee who is junior was drawing from time to time a higher rate of pay than the Government employee who is senior by virtue of fixation of pay under the normal rules or any advance increment is granted to him the provisions contained in these instructions cannot be invoked to step up the pay of the Government employee.
3. The order relating to re-fixation of pay of the Government employee on account of the stepping up of pay shall be issued under rule 4.10 of the Punjab Civil Services Rules Volume I, Part I and such a Government employee shall be granted the next increment on the date it is admissible to the Government employee junior to him. The pay so re-fixed shall neither be reduced at the time of reversion of the Government employee who is junior nor shall it be stepped up again when the Government employee who is junior is re-promoted.
4. The benefit of stepping up will be admissible only when the Government employee exercises option in this behalf, In respect of the cases pertaining to the period prior to the issue of these instructions, the option may be exercised by the 31st October, 1990; and in respect of the cases where the anomaly arises on or after the issue of these instructions, the options may be exercised within four months from the date from which the anomaly arises;
4. The above instructions may kindly be brought to the notice of all concerned
5. Necessary amendment in the relevant rules will be made in due course.

ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਦੇ ਗੁੰਮ ਹੋਣ ਦੀ ਸੂਰਤ ਵਿੱਚ ਪੈਨਸ਼ਨਰੀ ਲਾਭ ਦੇਣ ਬਾਰੇ।

(ਨਕਲ ਪੰ.ਸ.ਵਿ.ਵਿ. ਨੰ: 344/90-2 ਵਿਪ੍ਰ3/2739 ਮਿਤੀ 27-03-91)

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਧਿਆਨ ਕਰਵਾਉਣ ਅਤੇ ਦੱਸਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਸ ਸਮੇਂ ਪ੍ਰਚੱਲਿਤ ਵਿਧੀ ਅਨੁਸਾਰ ਜਿਹੜੇ ਕਰਮਚਾਰੀ ਅਚਾਨਕ ਗੁੰਮ ਹੋ ਜਾਂਦੇ ਹਨ ਅਤੇ ਉਹਨਾਂ ਦਾ ਅਤਾ ਪਤਾ ਨਹੀਂ ਮਿਲਦਾ। ਉਹਨਾਂ ਦੇ ਵਾਅਦਾ ਨੂੰ ਸੱਤ ਸਾਲ ਬਾਅਦ ਪੈਨਸ਼ਨ ਤੇ ਹੋਰ ਰਿਟਾਇਰਮੈਂਟ ਸਬੰਧੀ ਲਾਭ ਦਿੱਤੇ ਜਾਂਦੇ ਹਨ। ਇਹ 7 ਸਾਲ ਬਾਅਦ ਇੰਡੀਅਨ ਐਵਾਰਡਸ ਐਕਟ ਦੀ ਧਾਰਾ 108 ਤੇ ਅਧਾਰਿਤ ਹੈ। ਇਹ ਸਮਾ ਬਹੁਤ ਲੰਮਾ ਹੈ ਅਤੇ ਕਰਮਚਾਰੀ ਫੈਮਿਲੀ ਮੈਂਬਰਾਂ ਨੂੰ ਬਹੁਤ ਔਕੜਾਂ ਦਾ ਕਾਰਨ ਬਣਦਾ ਹੈ। ਇਸ ਸਬੰਧੀ ਭਾਰਤ ਸਰਕਾਰ ਦੀਆਂ ਗਾਈਡ ਲਾਈਨਜ਼ ਜਿਹੜੀਆਂ ਕਿ ਉਹਨਾਂ ਦੇ ਪੱਤਰ ਨੰ : 1-17-87 ਪੀ.ਐ.ਡਬਲਿਊ.ਡੀ. ਮਿਤੀ 29.8.86 ਵਿਚ ਦਿੱਤੀਆਂ ਹਨ, ਅਪਨਾਉਂਦੇ ਹੋਏ ਕਾਫੀ ਸੋਚ ਵਿਚਾਰ ਕਰਨ ਉਪਰੰਤ ਪੰਜਾਬ ਸਰਕਾਰ ਨੇ ਇਹ ਫੈਸਲਾ ਲਿਆ ਹੈ ਕਿ :-

- ਜੇਕਰ ਕੋਈ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀ ਗੁੰਮ ਹੋ ਜਾਂਦਾ ਹੈ ਤਾਂ ਕਰਮਚਾਰੀ ਵੱਲੋਂ ਨੋਮੀਨੇਟ ਕੀਤੇ ਪਰਿਵਾਰ ਦੇ ਮੈਂਬਰ ਨੂੰ ਪਹਿਲਾ ਤਨਖਾਹ ਤੇ ਲੀਵ ਇਨਕ੍ਰੇਸ਼ਮੈਂਟ ਦੀਆਂ ਰਕਮਾਂ ਅਤੇ ਜੀ.ਪੀ.ਫੰਡ ਦੀ ਰਕਮ ਆਦਿ ਦੀ ਅਦਾਇਗੀ ਕਰ ਦੇਣੀ ਚਾਹੀਦੀ ਹੈ।
- ਇਕ ਸਾਲ ਪੂਰਾ ਹੋਣ ਤੋਂ ਬਾਅਦ ਅਗਲੇ ਪੈਰ੍ਹੇ ਵਿਚ ਲਗਾਈਆਂ ਗਈਆਂ ਸ਼ਰਤਾਂ ਅਨੁਸਾਰ ਗੁੰਮ ਹੋਏ ਕਰਮਚਾਰੀ ਦੇ ਪਰਿਵਾਰ ਨੂੰ ਪਰਿਵਾਰਕ ਪੈਨਸ਼ਨ ਲਾਭ ਜਿਵੇਂ ਕਿ ਗਰੈਚੂਟੀ/ਪਰਿਵਾਰਕ ਪੈਨਸ਼ਨ ਆਦਿ ਦਿੱਤੇ ਜਾ ਸਕਦੇ ਹਨ।
- ਉਪਰੋਕਤ ਪੈਨਸ਼ਨਰੀ ਲਾਭ ਹੇਠ ਲਿਖੀਆਂ ਸ਼ਰਤਾਂ ਅਨੁਸਾਰ ਮਨਜ਼ੂਰ ਕੀਤੇ ਜਾ ਸਕਦੇ ਹਨ।
 - ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਦੇ ਪਰਿਵਾਰ ਵੱਲੋਂ ਸਬੰਧਤ ਇਲਾਕੇ ਨਾਲ ਲੱਗਦੇ ਥਾਨੇ/ ਪੁਲਿਸ ਸਟੇਸ਼ਨ ਵਿਚ ਕਰਮਚਾਰੀ ਦੇ ਗੁੰਮ ਹੋਣ ਦੀ ਰਿਪੋਰਟ ਦਰਜ ਕਰਵਾਈ ਹੋਵੇ ਅਤੇ ਇਹੀ ਰਿਪੋਰਟ ਪੁਲਿਸ ਕੋਲ ਪ੍ਰਾਪਤ ਕੀਤੀ ਜਾਵੇ ਕਿ ਕਾਫੀ ਕੋਸ਼ਿਸ਼ ਕਰਨ ਦੇ ਬਾਵਜੂਦ ਵੀ ਪੁਲਿਸ ਵੱਲੋਂ ਗੁੰਮ ਕਰਮਚਾਰੀ ਦੀ ਭਾਲ ਨਹੀਂ ਹੋਈ।
 - ਕਰਮਚਾਰੀ ਦੇ ਪਰਿਵਾਰ ਵਿਚ ਨਿਰਭਰ ਹੋਣ ਵਾਲੇ / ਨੋਮੀਨੇਟ ਕੀਤੇ ਮੈਂਬਰ ਪਾਸੋਂ ਅੰਡਮਨੀਟੀ ਬਾਂਡ ਲਿਆ ਜਾਵੇ ਕਿ ਜੇਕਰ ਗੁੰਮ ਹੋਇਆ ਕਰਮਚਾਰੀ ਲੱਭ ਜਾਂਦਾ ਹੈ ਜਾਂ ਕਿਸੇ ਵੀ ਸੂਰਤ ਵਿਚ ਉਹ ਆਪਣੀ ਤਨਖਾਹ ਆਦਿ ਦੀਆਂ ਰਕਮਾਂ ਦਾ ਕਲੇਮ ਮੰਗਦਾ ਹੈ ਤਾਂ ਪੈਨਸ਼ਨਰੀ ਲਾਭ ਦੀਆਂ ਦਿੱਤੀਆਂ ਗਈਆਂ ਸਾਰੀਆਂ ਰਕਮਾਂ ਐਡਜਸਟ ਕਰਵਾਈਆਂ ਜਾਣਗੀਆਂ।
- ਵਿਭਾਗ/ਦਫਤਰ ਦੇ ਮੁਖੀਆਂ ਨੂੰ ਇਹ ਜਾਇਜਾ (ਅਸੈਸ ਕਰਨਾ) ਲੈਣਾ ਹੋਵੇਗਾ ਕਿ ਕਰਮਚਾਰੀ ਵੱਲੋਂ ਬਾਕੀ ਰਹਿੰਦੇ ਸਰਕਾਰ ਦੇ ਸਾਰੇ ਡਿਊਟੀ ਦੀ ਰਿਕਵਰੀ ਰੂਲਾਂ, ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਕਰ ਲਈ ਹੈ।
- ਪਰਿਵਾਰਕ ਪੈਨਸ਼ਨ ਅਤੇ ਗਰੈਚੂਟੀ ਦੀ ਮੰਨਜ਼ੂਰੀ ਲਈ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਦਾ ਪਰਿਵਾਰ ਕਰਮਚਾਰੀ ਦੇ ਗੁੰਮ ਹੋਣ ਤੇ ਇਕ ਸਾਲ ਬਾਅਦ ਵਿਭਾਗ/ ਦਫਤਰ ਦੇ ਮੁਖੀ ਨੂੰ ਨਿਰਧਾਰਤ ਫਾਰਮ ਵਿਚ ਬਿਨੈ ਪੱਤਰ ਦੇ ਸਕਦਾ ਹੈ। ਬਿਨੈਕਾਰ ਵੱਲੋਂ ਦਫਤਰ ਵਿਚ ਦਿੱਤੀ ਜਾਣ ਵਾਲੀ ਅਰਜੀ /ਬਿਨੈ ਪੱਤਰ ਦੀ ਮਿਤੀ ਤੋਂ 3 ਮਹੀਨੇ ਅੰਦਰ ਵਿਭਾਗ ਵੱਲੋਂ ਬਿਨੈਕਾਰ ਨੂੰ ਗਰੈਚੂਟੀ ਨਾ ਦੇਣ ਦੀ ਸੂਰਤ ਵਿਚ ਵਿਭਾਗ/ਦਫਤਰ ਵੱਲੋਂ ਸਮੇਂ ਸਿਰ ਲਾਗੂ ਹੋਣ ਵਾਲੀ ਵਿਆਜ ਦੀ ਦਰ ਨਾਲ, ਵਿਆਜ ਦੀ ਅਦਾਇਗੀ ਦੇਰ ਨਾਲ ਕਰਨ ਵਾਲੇ ਸਬੰਧਤ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਦੇ ਵਿਰੁੱਧ ਜਿੰਮੇਵਾਰੀ ਮਿੱਥ ਕੇ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇਗੀ। ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਹ ਹਦਾਇਤਾਂ ਸਾਰੇ ਸਬੰਧਤਾਂ ਦੇ ਨੋਟਿਸ ਵਿਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ।

ਪੈਨਸ਼ਨਰੀ ਲਾਭਾਂ ਦੀ ਦੇਰੀ ਨਾਲ ਕੀਤੀ ਅਦਾਇਗੀ ਤੇ ਵਿਆਜ ਦੇਣ ਬਾਰੇ।

(ਨਕਲ ਪ.ਸ.ਵਿ.ਵਿ.ਅ.ਵਿ.ਪ.ਨੰ: 1/65/09-1 ਵਿਪਪਤ/155 ਮਿਤੀ 18.2.2010)

ਕਿਰਪਾ ਕਰਕੇ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 2/59/98-2 ਵਿਪ/2/15633, ਮਿਤੀ 11.12.1998 ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੇਚਲ ਕਰੋ।

- 2 ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਅੰ.ਵਿ.ਪੰ.ਨੰ: 3/63/2003 3 ਵਿਪਪਤ/6058 ਮਿਤੀ 16.7.2003 ਰਾਹੀਂ ਸੇਵਾ ਨਿਵਰਿਤ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਨਿਯਮਾਂ ਅਤੇ ਹਦਾਇਤਾਂ ਵਿੱਚ ਹੋਏ ਉਪਬੰਧਾ ਸਨਮੁੱਖ ਪੈਨਸ਼ਨਰੀ ਲਾਭਾਂ ਦੀਆਂ ਅਦਾਇਗੀਆਂ ਸਮੇਂ ਸਿਰ ਕਰਨ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਣ ਲਈ ਲਿਖਿਆ ਗਿਆ ਸੀ।
- 3 ਇਸ ਸਬੰਧ ਵਿੱਚ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਜਿਨ੍ਹਾਂ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਖਿਲਾਫ ਰਿਟਾਇਰਮੈਂਟ ਸਮੇਂ ਵਿਭਾਗੀ ਜਾਂ ਅਦਾਲਤੀ ਕਾਰਵਾਈ ਦੇ ਕੇਸ ਲੰਬਿਤ ਹੋਣ ਤਾਂ ਉਨ੍ਹਾਂ ਦੀ ਕਾਰਵਾਈ ਮੁਕੰਮਲ ਅਤੇ ਅੰਤਿਮ ਹੁਕਮ ਜਾਰੀ ਹੋਣ ਤਕ ਪੰਜਾਬ ਸਿਵਲ ਸਰਵਿਸਜ ਨਿਯਮਾਂਵਲੀ ਭਾਗ-2 ਦੇ ਨਿਯਮ 9.14 (ਸੀ) ਅਧੀਨ ਗਰੈਜੂਟੀ ਦੀ ਅਦਾਇਗੀ ਅਤੇ ਪੰਜਾਬ ਸਿਵਲ ਸਰਵਿਸਜ ਨਿਯਮਾਂਵਲੀ ਭਾਗ-1 ਦੇ ਨਿਯਮ 8.21 (ਏ.ਏ) ਮੁਤਾਬਿਕ ਲੀਵ ਇਨਕੈਸਮੈਂਟ ਦੀ ਅਦਾਇਗੀ ਰੋਕੀ ਜਾ ਸਕਦੀ ਹੈ।
- 4 ਪੰਜਾਬ ਸਿਵਲ ਸਰਵਿਸਜ ਨਿਯਮਾਂਵਲੀ ਭਾਗ-2 ਦੇ ਨਿਯਮ 9.14 ਜਿਸ ਨੂੰ ਨਿਯਮਾਂ 2.2 (ਸੀ) ਨਾਲ ਪੜ੍ਹਿਆ ਜਾਣਾ ਹੈ, ਅਜਿਹੇ ਕੇਸਾਂ ਵਿੱਚ ਪੌਵੀਜਨਲ ਪੈਨਸ਼ਨ ਦਿੱਤੀ ਜਾ ਸਕਦੀ ਹੈ। ਪੰਜਾਬ ਸਿਵਲ ਸਰਵਿਸਜ ਨਿਯਮਾਂਵਲੀ ਭਾਗ-2 ਦੇ ਨਿਯਮਵਲੀ ਭਾਗ-2 ਦੇ ਨਿਯਮ 11.1(ਏ) ਦੀ ਦੂਸਰੀ ਪ੍ਰਵਾਈਜ਼ੋ ਅਧੀਨ ਅਜਿਹੇ ਕੇਸਾਂ ਵਿੱਚ ਕਮਿਊਕੇਸ਼ਨ ਪੈਨਸ਼ਨ ਵਿੱਤ ਵਿਭਾਗ ਦੀ ਪਰਵਾਨਗੀ ਉਪਰੰਤ ਦਿੱਤੀ ਜਾ ਸਕਦੀ ਹੈ।
- 5 ਇਸ ਤੋਂ ਇਲਾਵਾ ਪ੍ਰੋਵੀਡੈਂਟ ਫੰਡ ਐਕਟ, 1925 ਦੇ ਨਿਯਮ 3 (1) ਅਧੀਨ ਜੀ.ਪੀ.ਫੰਡ ਦੀ ਅਦਾਇਗੀ ਯੋਗ ਰਕਮ ਵਿਚ ਨਾ ਕੋਈ ਰਿਕਵਰੀ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ ਅਤੇ ਨਾ ਕਿਸੇ ਅਦਾਲਤ ਦੇ ਹੁਕਮਾਂ ਦੀ ਪਾਲਣਾ ਅਧੀਨ ਅਟੈਚਮੈਂਟ ਹੋ ਸਕਦੀ ਹੈ। ਜੀ.ਪੀ.ਫੰਡ ਦੀ ਅਦਾਇਗੀ ਕੇਵਲ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ ਨਿਯਮਾਂਵਲੀ ਭਾਗ-2 ਦੇ ਨਿਯਮ 13.13(6) ਹੇਠ ਨੋਟ 1 ਅਤੇ 1 ਏ ਅਧੀਨ ਆਰਜੀ ਤੌਰ ਤੇ ਰੋਕਣ ਦਾ ਪ੍ਰਾਵਧਾਨ ਹੈ। ਇਸ ਲਈ ਉਪਰੋਕਤ ਪੈਰਾ 3 ਵਿਚ ਦਰਸਾਏ ਲਾਭਾਂ ਤੋਂ ਇਲਾਵਾ ਬਾਕੀ ਪੈਨਸ਼ਨਰੀ ਲਾਭਾਂ ਦੀ ਸਮੇਂ ਸਿਰ ਅਦਾਇਗੀ ਕਰਨੀ ਸਬੰਧਤ ਨਿਯਮਾਂ/ ਹਦਾਇਤਾਂ ਮੁਤਾਬਿਕ ਉਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿਚ ਵੀ ਜ਼ਰੂਰੀ ਹੈ ਜਿਨ੍ਹਾਂ ਵਿਚ ਵਿਭਾਗੀ/ਅਦਾਲਤੀ ਕੇਸ ਲੰਬਿਤ ਹੋਣ। ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨਬਿਨ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ ਅਤੇ ਉਲੰਘਣਾ ਕਰਨ ਵਾਲੇ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਨੂੰ ਕੋਤਾਹੀ ਲਈ ਜ਼ਿੰਮੇਵਾਰ ਠਹਿਰਾਇਆ ਜਾਵੇ।
- 6 ਜਦੋਂ ਕਿਸੇ ਕੇਸ ਵਿਚ ਅਦਾਲਤ ਵੱਲੋਂ ਇਹ ਫੈਸਲਾ ਕਰ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਰਿਟਾਇਰੀ ਨੂੰ ਪੈਨਸ਼ਨਰੀ ਲਾਭ ਦੀ ਦੇਰੀ ਨਾਲ ਅਦਾਇਗੀ ਹੋਣ ਕਾਰਨ ਵਿਆਜ ਦਿੱਤਾ ਜਾਵੇ। ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਪਹਿਲਾ ਮਾਮਲੇ ਨੂੰ ਕਾਨੂੰਨੀ ਪੱਖੋਂ ਵਿਚਾਰਨ ਉਪਰੰਤ ਇਹ ਫੈਸਲਾ ਕਰੇ ਕਿ ਕੋਰਟ ਦੇ ਹੁਕਮਾਂ ਨੂੰ ਲਾਗੂ ਕੀਤਾ ਜਾਣਾ ਹੈ ਜਾਂ ਉਨ੍ਹਾਂ ਹੁਕਮਾਂ ਵਿਰੁੱਧ ਉਚੇਰੀ ਅਦਾਲਤ ਵਿਚ ਅਪੀਲ ਕੀਤੀ ਜਾਣੀ ਹੈ।
- 7 ਜੇਕਰ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਵੱਲੋਂ ਕੋਰਟ ਦੇ ਹੁਕਮਾਂ ਨੂੰ ਲਾਗੂ ਕਰਨ ਦਾ ਫੈਸਲਾ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਤਾਂ ਸਫਲ ਪਟੀਸ਼ਨਰਾਂ ਨੂੰ ਪੈਨਸ਼ਨਰੀ ਲਾਭਾਂ ਦੀ ਦੇਰੀ ਨਾਲ ਕੀਤੀਆਂ ਅਦਾਇਗੀਆਂ ਤੋਂ ਬਣਦੇ ਵਿਆਜ ਦੀ ਅਦਾਇਗੀ ਅੰਦਰੂਨੀ ਪੜਤਾਲ ਸੰਸਥਾ ਪਾਸੋਂ ਪੀ-ਆਡਿਟ ਕਰਵਾਉਣ ਉਪਰੰਤ ਆਪਣੇ ਪੱਧਰ ਤੇ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ। ਇਹ ਰਾਸ਼ੀ ਸਜਾ ਤੇ ਅਪੀਲਜ ਨਿਯਮ 1970 ਦੇ ਨਿਯਮ 5 ਅਤੇ ਇਸ ਸਬੰਧੀ ਸਮੇਂ ਸਿਰ ਜਾਰੀ ਹੋਈਆਂ ਹਦਾਇਤਾਂ/ ਕਰਮਚਾਰੀਆਂ ਤੋਂ ਵਸੂਲ ਕੀਤੀ ਜਾਵੇ।

ਉਪਰ ਦੱਸਿਆ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਮਿਤੀ 11.12.1998 ਵਾਪਸ ਲਿਆ (Supersede) ਜਾਂਦਾ ਹੈ।

ਪੰਜਵੇਂ ਪੰਜਾਬ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਦੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਦੇ ਅਧਾਰ ਤੇ ਕੁੱਝ ਅਸਾਮੀਆਂ ਦਾ ਵਰਗੀਕਰਣ ਬਦਲਣ ਕਾਰਨ ਪੰਜਾਬ ਰਾਜ ਸਰਕਾਰੀ ਸਮੂਹਿਕ ਬੀਮਾ ਸਕੀਮ ਦੇ ਤਹਿਤ ਗਰੁੱਪ ਬਦਲਣ ਲਈ ਸਪੱਸ਼ਟੀਕਰਨ।

(ਨਕਲ ਪ.ਸ.ਵਿ.ਵਿ.ਨੰ : 20/1/2010-5 ਵਿਪ/2/63, ਮਿਤੀ 18.2.2010)

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਨੂੰ ਸੰਬੋਧਨ ਕਰਨ ਅਤੇ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਪੰਜਵੇਂ ਪੰਜਾਬ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਦੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਨੂੰ ਲਾਗੂ ਕਰਨ ਦੇ ਸਿੱਟੇ ਵਜੋਂ ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ (ਵਿੱਤ ਪ੍ਰੋਜੈਕਟ-1 ਸਾਖਾ) ਦੇ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ : 5/10/09-5 ਐਫ.ਪੀ. 1/207, ਮਿਤੀ 27 ਮਈ, 2009 ਅਨੁਸਾਰ ਕੁੱਝ ਅਸਾਮੀਆਂ ਦਾ ਵਰਗੀਕਰਣ ਗਰੁੱਪ ਬੀ ਹੋ ਗਿਆ ਹੈ। ਇਸ ਦੇ ਸਨਮੁੱਖ ਕਈ ਵਿਭਾਗਾਂ ਨੂੰ ਇਹ ਸਪਸ਼ਟੀਕਰਨ ਮੰਗਿਆ ਹੈ ਕਿ ਇਹਨਾਂ ਅਸਾਮੀਆਂ ਤੋਂ ਕੰਮ ਕਰ ਰਹੇ ਕਰਮਚਾਰੀਆਂ ਦਾ ਪੰਜਾਬ ਰਾਜ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀ ਸਮੂਹਿਕ ਬੀਮਾ ਸਕੀਮ ਦੇ ਤਹਿਤ ਗਰੁੱਪ ਕਿਸ ਮਿਤੀ ਤੋਂ ਬਦਲਿਆ ਜਾਵੇ।

- 2 ਇਸ ਸਬੰਧ ਵਿੱਚ ਸਪੱਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਪ੍ਰਚਲਿਤ ਨੀਤੀ ਤੇ ਅਧਾਰ ਤੇ ਅਜਿਹੇ ਕੇਸਾਂ ਵਿੱਚ ਸਮੂਹਿਕ ਬੀਮਾ ਸਕੀਮ ਦੇ ਤਹਿਤ ਸਬੰਧਤ ਕਰਮਚਾਰੀਆਂ ਦਾ ਗਰੁੱਪ ਵਿੱਤ ਵਿਭਾਗ ਦਾ ਨੋਟੀਫਿਕੇਸ਼ਨ ਜਾਰੀ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ ਬਾਅਦ ਆਉਣ ਵਾਲੀ ਪਹਿਲੀ ਜਨਵਰੀ ਅਰਥਾਤ 1 ਜਨਵਰੀ, 2010 ਤੋਂ ਬਦਲਿਆ ਜਾਵੇ।

1-1-2004 ਤੋਂ ਬਾਅਦ ਸਰਕਾਰੀ ਨਿਯੁਕਤੀ ਵਿਚ ਆਏ ਕਰਮਚਾਰੀਆਂ ਦੀ ਡੀ.ਏ. ਦੀ 5 % ਰਾਸ਼ੀ ਦੇ ਐਨ. ਐਸ. ਸੀ ਖਰੀਦਣ ਸਬੰਧੀ।

(ਨਕਲ ਪੰ. ਸ. ਅ. ਰਾ. ਪ੍ਰ. ਵਿ. ਨੰ : ਨਕਦੀ /ਐਨ.ਐਸ.ਸੀ-2009/2136, ਮਿਤੀ 18.2.2010)

ਪੰਜਾਬ ਸਰਕਾਰ ਸੇਵਾ ਦੇ ਸਮੂਹ ਸੰਯੁਕਤ ਸਕੱਤਰ, ਉਪ- ਸਕੱਤਰ, ਅਧੀਨ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ (ਪੀ.ਐਸ.ਐਸ.ਕਾਡਰ) ਸੁਪਰਡੈਂਟ ਗ੍ਰੇਡ-1 ਅਤੇ ਗ੍ਰੇਡ-2 ਅਤੇ ਸਪੈਸ਼ਲ ਸਕੱਤਰ /ਮੰਤਰੀ, ਸਕੱਤਰ/ਮੰਤਰੀ, ਨਿਜੀ ਸਕੱਤਰ / ਮੰਤਰੀ ਅਤੇ ਮੁੱਖ ਸੰਸਦੀ ਸਕੱਤਰ ਕਿਰਪਾ ਕਰਕੇ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਕ੍ਰਿਪਾਲਤਾ ਕਰਨ।

2. ਮਿਤੀ 1.1.2004 ਤੋਂ ਬਾਅਦ ਤਰਸ ਦੇ ਅਧਾਰ ਤੇ ਸਰਕਾਰੀ ਨੌਕਰੀ ਵਿਚ ਆਏ ਅਤੇ ਮੰਤਰੀ ਸਟਾਫ ਵਿਚ ਕੰਮ ਕਰ ਰਹੇ ਫੁੱਟਕਲ ਅਮਲੇ (ਸਪੈਸ਼ਲ ਸਹਾਇਕ/ ਟੈਲੀਫੋਨ ਅਟੈਂਡੈਂਟ/ ਕੁੱਕ ਆਦਿ) ਦੇ ਜੀ.ਪੀ.ਐਫ ਖਾਤੇ ਨਾ ਹੋਣ ਕਾਰਣ ਉਹਨਾਂ ਨੂੰ ਸਰਕਾਰ ਵੱਲੋਂ 1 ਜੁਲਾਈ, 2009 ਤੋਂ ਦਿੱਤੀ ਗਈ ਮਹਿੰਗਾਈ ਭੱਤੇ ਦੀ ਕਿਸਤ ਭਾਵ 5 % ਨਾਲ ਬਣੀ ਰਾਸ਼ੀ ਨਕਦ ਅਦਾ ਕਰਕੇ ਵਿੱਤ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਇਹਨਾਂ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਇਹ ਇਸ ਰਾਸ਼ੀ ਦੇ ਬਰਾਬਰ ਐਨ. ਐਸ. ਸੀ. ਖਰੀਦ ਕੇ ਦਿੱਤੇ ਜਾਣੇ ਹਨ। ਇਸ ਲਈ ਆਪ ਜੀ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਆਪਣੇ ਅਧੀਨ ਕੰਮ ਕਰ ਰਹੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਇਹ ਹਦਾਇਤ ਕਰਨ ਦੀ ਖੇਚਲ ਕਰੋ ਕਿ ਉਹ ਨਿਜੀ ਤੌਰ ਤੇ ਕੇਵਲ ਪੰਜਾਬ ਦੇ ਡਾਕ ਘਰ ਤੋਂ ਖਰੀਦ ਕੇ ਉਸਦੀ ਫੋਟੋ ਕਾਪੀ ਹਰ ਹਾਲਤ ਵਿੱਚ ਮਿਤੀ 31.3.2010 ਤੱਕ ਪੇਸ਼ ਕਰਨ। ਮਿੱਥੇ ਸਮੇਂ ਵਿੱਚ ਐਨ.ਐਸ.ਸੀ ਦੀ ਖਰੀਦ ਨਾ ਕੀਤੇ ਜਾਣ ਤੇ ਸਬੰਧਤ ਅਧਿਕਾਰੀ/ ਕਰਮਚਾਰੀ ਦੀ ਰਕਮ ਸਰਕਾਰੀ ਖਜਾਨੇ ਵਿੱਚ ਜਮ੍ਹਾਂ ਕਰਵਾ ਦਿੱਤੀ ਜਾਵੇਗੀ।

*Nothing is impossible in his world,
because the word, impossible itself says
I'm possible.*

Eligibility of unmarried/divorced/widowed daughter for grant of family pension.

(Copy of GoPb.-DoF. No. 3/81/05-3FPPC/382 dated 18.07.2008)

I am directed to refer to this Department letter No. 1/7/98-IFP-III/8709 dated 16.7.1998 on the subject noted above and to state that as per provision contained in para No. 4.3 (i) of this letter, son/daughter including divorced/widowed daughter is eligible for the grant of family pension till he/she attains the age of 25 years or upto the date of his/her marriage/remarriage or till he/she starts earning his/her livelihood, widowed/divorced daughter shall be deemed to be earning his/her livelihood if his/her income is Rs. 2620/- per mensem or more. Further as per provisions of Punjab CSR Vol-II in Rule 6.17 (4) (a) the disabled daughter is already eligible for family pension for life on the fulfilment of specified conditions. Orders were also issued vide Punjab Govt. letter No. 1/10/99-3FPPC/302 dated 10.1.2002 regarding eligibility of disabled divorced/widowed daughter for family pension for life subject to conditions mentioned therein. Further orders were issued for making the widowed/divorced daughter eligible for family pension beyond 25 years of age vide this department letter No. 3/81/05-3FPPC/6944, dated 30.8.2005.

2. Keeping in view the decision of Govt. of India contained in their O.M. No. 1/19/03-P&PW(E) dated 06.09.2007, the matter has been considered and it has now been decided that the unmarried daughters beyond 25 years of age shall also be eligible for family pension at par with the widowed/divorced daughters subject to other conditions being fulfilled. Grant of family pension to unmarried/widowed/divorced daughters shall be payable in order of their date of birth and younger of them will not be eligible for family pension unless the next above her has become ineligible for grant of family pension. It is further clarified that family pension to unmarried/widowed/divorced daughters above the age of 25 years shall be payable only after the other eligible children below the age of 25 years have ceased to be eligible to receive family pension and that there is no disabled child to receive family pension.
3. The relevant provisions of the Punjab CSR Vol. II shall be deemed to have been amended to the extent of the contents of this letter, and a notification for the same will be issued in due course.

Determination of wages of Out Sourced Skilled and Un-Skilled Workers.

(Copy of Go Pb-DoF. No. 1/53/2007-IFP 1/68, dated 22.07.2008)

I am directed to refer to the subject noted above and to say that the matter regarding determination of wages to be paid to the Out Sourced Workers was under the active consideration of Department of Finance for some time past. It was observed that in absence of any defined policy different Department were adopting different wage pattern for both Skilled and Un-Skilled out sourced Workers, In order to bring uniformity, It has now been decided to place "computer Operator" and "Drivers" in the Category of Skilled Workers and peon in the category of the unskilled workers. Both these categories shall be paid wages equivalent to prevalent DC rates plus 10% commission of the service provider plus service tax at the prevalent rates. This will, however, be the upper limit. The Departments will call for offers, after following the procedure and hire at lowest tendered rate. If, however, any employee is being paid higher, the concerned employer will proceed to terminate the contract as per terms of the agreement and re-fix the pay as per the policy as enumerated above.

2. These instructions be followed meticulously and in case of any deviation or violation the concerned Drawing and Disbursing Officer shall be personally accountable.

Determination of wages of Out Sources Skilled and Un-Skilled Workers, Revised instructions of letter No. 1/53/2007-IFP-1/68, dated 22-07-08.

(Copy of GoPb-DoF. No. 1/53/2007-IFP-1/2004, dated 08-10-2008)

1. I am directed to refer to Punjab Government circular letter No. 1/53/2007-IFP1/68 dated 22-07-08 on the subject cited above and to say that "Computer Operators" and "Drivers" are placed in the category of Skilled workers and "Peon" in the category of Un-skilled Workers.
2. Skilled and un-skilled categories shall be paid wages equivalent to prevalent DC rates plus 10% commission of the service provider plus service tax at the prevalent rates and statutory obligations like EPF, ESI, etc. Can be paid by the employer on the production of evidence of actual payment of these obligations by the service provider.
3. 10% Commission of the service provider as in point two will be the upper limit.
4. The Department will call for offers, after following the procedure and hire at the lowest tendered rate however, if any employee is being paid higher, the concerned employer will proceed to terminate the contract as per terms of the agreement and re-fix the pay as per the policy as enumerated above.

These instructions be followed meticulously and in case of any deviation on violation the concerned Drawing and Disbursing Officer shall be personally accountable, The receipt of this communication may please be acknowledged.

Clarification regarding determination of Govt. Employees for calculating the length of qualifying service for retirement benefits.

(Copy of GoPb-DoP. No. 2/46/03-2FPPC/421, dated 25-07-08)

I am directed to refer to Punjab Government Finance Department letter No. 16/42/83-FR6/7291 dated 17.08.1983 on the subject noted above wherein has been provided that a fraction of a year equal to 3 months and above shall be treated as completed one half year reckoned as qualifying Service for determining the amount of pension. But a similar provision is not available in the case of Death-cum-Retirement Gratuity. The matter has been considered and it has been decided that the benefit of rounding of qualifying service of three month or more than three or more than three months into a completed six monthly period will also be applicable in the case of Death-cum-Retirement Gratuity.

I would rather fail in a cause that will ultimately succeed than succeed in a cause that would ultimately fail.

Woodrow Wilson

ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੋਜਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸੇਸ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ।

(ਨਕਲ ਪੰ.ਸ.ਪ੍ਰ.ਵਿ.ਨੰ: 6/12/2007/6ਪੀ.ਪੀ.3/1690, ਮਿਤੀ 28-01-2010.

- 1 ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 6/21/2001-6ਪੀ.ਪੀ.3/5108, ਮਿਤੀ 8.5.2002 ਜਿਸ ਰਾਹੀਂ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੋਜਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸੇਸ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕੀਤਾ ਗਿਆ ਹੈ, ਦੇ ਪੈਰਾ (ਅ) ਵਿੱਚ ਕੀਤੇ ਉਪਬੰਧ ਅਨੁਸਾਰ ਜੇਕਰ ਉਹ ਆਪਣੇ ਸਵੈ-ਰੋਜਗਾਰ ਵਿੱਚ ਕਾਮਯਾਬ ਹੋ ਜਾਂਦਾ ਹੈ ਤਾਂ ਉਹ ਇਸ ਵਿਸੇਸ ਛੁੱਟੀ ਦੌਰਾਨ ਸਵੈ-ਇਛਤ ਸੇਵਾ ਨਿਵਰਤੀ ਲੈ ਸਕੇਗਾ ਅਤੇ ਉਸਨੂੰ ਪ੍ਰੀਮੇਚਰਿਰ ਰਿਟਾਇਰਮੈਂਟ ਨਿਯਮ 1975 ਅਨੁਸਾਰ ਮਿਲਣ ਵਾਲੇ ਸਾਰੇ ਰਿਟਾਇਰਮੈਂਟ ਦੇ ਲਾਭ ਦਿੱਤੇ ਜਾਣਗੇ ਬਾਰੇ ਮੈਨੂੰ ਇਹ ਸਪੱਸ਼ਟ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਨੂੰ ਸਵੈ-ਇਛਤ ਸੇਵਾ ਨਿਵਰਤੀ ਦੇ ਲਾਭ ਤਾਂ ਹੀ ਮਿਲਣਯੋਗ ਹੋਣਗੇ ਜੇ ਪੰਜਾਬ ਪ੍ਰੀਮਿਚਰਿਰ ਰਿਟਾਇਰਮੈਂਟ 1975 ਅਧੀਨ ਉਸ ਨੇ ਇੰਨਾਂ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਲੋੜੀਂਦੀ ਘੱਟੋ ਘੱਟ 20 ਸਾਲ ਦੀ ਕੁਆਲੀਫਾਇੰਗ ਸਰਵਿਸ ਪੂਰੀ ਕਰ ਲਈ ਹੋਵੇ ਅਤੇ ਇਨ੍ਹਾਂ ਨਿਯਮਾਂ ਵਿੱਚ ਦਰਜ ਬਾਕੀ ਸਾਰੀਆਂ ਸਰਤਾਂ ਵੀ ਪੂਰੀਆਂ ਕਰਦਾ ਹੋਵੇ।
- 2 ਇਹ ਹਦਾਇਤਾਂ /ਸਪੱਸ਼ਟੀਕਰਨ ਆਪਣੇ ਅਧੀਨ ਸਮੂਹ ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ।
- 3 ਇਹ ਪੱਤਰ ਵਿੱਤ ਵਿਭਾਗ ਦੀ ਸਲਾਹ ਜੋ ਕਿ ਉਨ੍ਹਾਂ ਦੇ ਅੰ.ਵਿ.ਪ੍ਰ. ਨੰ:1/17/2007-3ਵਿ.ਪ੍ਰ.2/1009, ਮਿਤੀ 15-10-2007 ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਹੋਈ ਉਪਰੰਤ ਜਾਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

ਪੰਜਾਬ ਸਿੱਖਿਆ ਵਿਭਾਗ ਪੰਜਾਬ ਦੇ ਅਧਿਆਪਕਾਂ /ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਵਿਦੇਸ਼ ਜਾਣ ਲਈ ਛੁੱਟੀ ਦੇਣ ਬਾਰੇ ਨੀਤੀ/ਪਾਲਿਸੀ ਨਿਰਧਾਰਤ ਕਰਨ ਬਾਰੇ।

(ਨਕਲ ਪੰ.ਸ.ਸਿ.ਵਿ.ਨੰ: 15/11/2007-2ਸਿ2/5764 ਮਿਤੀ 05-03-2008

ਪ੍ਰਿੰਸੀਪਲ ਵਿਭਾਗ ਪੰਜਾਬ ਵੱਲੋਂ ਉਨ੍ਹਾਂ ਦੇ ਪੱਤਰ ਨੰ: 6/21/2001-6ਪੀ.ਪੀ.3/5108 ਮਿਤੀ 8.5.2002 ਰਾਹੀਂ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਸਵੈ ਰੋਜਗਾਰ ਲਈ 5 ਸਾਲ ਤੱਕ ਦੇ ਸਮੇਂ ਦੀ ਛੁੱਟੀ ਦੇਣ ਲਈ ਪਾਲਿਸੀ/ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ। ਇਸ ਪਾਲਿਸੀ/ਹਦਾਇਤਾਂ ਦੇ ਸਨਮੁਖ ਸਿੱਖਿਆ ਵਿਭਾਗ ਪੰਜਾਬ ਵੱਲੋਂ ਆਪਣੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਵਿਦੇਸ਼ ਜਾਣ ਲਈ ਛੁੱਟੀ ਦੇਣ ਲਈ ਹੇਠ ਲਿਖਿਆ ਗਾਈਡ ਲਾਈਨਜ਼ ਜਾਰੀ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ:

- 1 ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਇਸ ਸਬੰਧੀ ਛੁੱਟੀ ਜਾਣ ਤੋਂ ਪਹਿਲਾਂ ਘੱਟੋ ਘੱਟ 60 ਦਿਨ ਪਹਿਲਾਂ ਛੁੱਟੀ ਅਪਲਾਈ ਕਰਨੀ ਹੋਵੇਗੀ।
- 2 ਸਬੰਧਤ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਨੂੰ ਆਪਣਾ ਪਾਸਪੋਰਟ ਨੰਬਰ ਅਤੇ ਉਸ ਦੀ ਫੋਟੋ ਕਾਪੀ ਅਤੇ ਸਰਕਾਰ ਵੱਲੋਂ ਲਏ ਜਾਣ ਵਾਲੇ ਕੰਮ ਸਬੰਧੀ ਪ੍ਰੋਜੈਕਟ ਰਿਪੋਰਟ ਨਾਲ ਲਗਾਉਣੀ ਹੋਵੇਗੀ।
- 3 ਕਰਮਚਾਰੀ ਨੂੰ ਵਿਦੇਸ਼ ਜਾਣ ਸਮੇਂ ਉੱਥੇ ਰਹਿਣ ਬਾਰੇ ਆਪਣਾ ਐਡਰੈਸ ਉਸ ਦੀ ਵਿੱਤੀ ਹਾਲਤ ਵਿੱਚ ਅਤੇ ਕੀਤੇ ਜਾਣ ਵਾਲੇ ਕੰਮ ਸਬੰਧੀ ਪ੍ਰੋਜੈਕਟ ਰਿਪੋਰਟ ਨਾਲ ਲਗਾਉਣੀ ਹੋਵੇਗੀ।
- 4 ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਨੂੰ ਇਹ ਹਲਫ਼ੀਆਂ ਬਿਆਨ ਦੇਣਾ ਹੋਵੇਗਾ ਕਿ ਛੁੱਟੀ ਹੋਣ ਉਪਰੰਤ ਉਹ ਵਾਪਸ ਵਿਭਾਗ ਵਿੱਚ ਆ ਕੇ ਹਾਜ਼ਰ ਹੋਵੇਗਾ। ਅਜਿਹਾ ਨਾ ਕਰਨ ਦੀ ਸੂਰਤ ਵਿੱਚ ਉਸਦੀ ਨੌਕਰੀ ਤੇ ਅਸਤੀਫਾ

ਸਮਝਿਆ ਜਾਵੇ ਅਤੇ ਬਗੈਰ ਕਿਸੇ ਹੋਰ ਕਾਰਵਾਈ ਤੋਂ ਨੌਕਰੀ ਤੋਂ ਕੱਢ ਦਿੱਤਾ ਜਾਵੇ।

- 5 ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਸਕਿਉਰਿਟੀ ਬਾਂਡ ਦਿੱਤਾ ਜਾਵੇਗਾ।
- 6 ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਮੰਨਜ਼ੂਰ ਕੀਤੀ ਛੁੱਟੀ ਤੋਂ ਬਾਅਦ ਹੋਰ ਛੁੱਟੀ ਵਿੱਚ ਵਾਧਾ ਕਰਨ ਲਈ ਮੰਗ ਨਹੀਂ ਕਰੇਗਾ। ਜੇਕਰ ਉਹ ਛੁੱਟੀ ਖਤਮ ਹੋਣ ਉਪਰੰਤ ਦਫ਼ਤਰ ਹਾਜ਼ਰ ਨਹੀਂ ਹੋਵੇਗਾ ਤਾਂ ਉਸਦਾ ਨੌਕਰੀ ਤੋਂ ਅਸਤੀਫਾ ਸਮਝਿਆ ਜਾਵੇਗਾ। ਉਹ ਬਾਅਦ ਵਿੱਚ ਕੋਈ ਝਗੜਾ ਖੜ੍ਹਾ ਨਹੀਂ ਕਰੇਗਾ।
- 7 ਉਸ ਨੂੰ ਕੋਈ ਇਤਰਾਜ਼ ਨਹੀਂ ਹੋਵੇਗਾ ਜੇਕਰ ਉਸਦੀ ਛੁੱਟੀ ਦੌਰਾਨ ਕਿਸੇ ਵਿਅਕਤੀ ਨੂੰ ਆਰਜ਼ੀ ਤੌਰ ਤੇ ਕੰਟਰੈਕਟ ਬੇਸਿਸ ਤੇ ਨੌਕਰੀ ਤੇ ਰੱਖ ਲਿਆ ਜਾਵੇਗਾ।
- 8 ਸਵੈ-ਰੋਜਗਾਰ ਲਈ ਵਿਦੇਸ਼ ਜਾਣ ਦੀ ਛੁੱਟੀ ਪਹਿਲੀ ਸਟੇਜ ਤੇ ਤਿੰਨ ਸਾਲ ਹੀ ਦਿੱਤੀ ਜਾਵੇਗੀ ਅਤੇ ਇਸ ਤੋਂ ਪਹਿਲਾਂ ਕਿਸੇ ਵੀ ਹਾਲਤ ਵਿੱਚ ਉਸ ਨੂੰ ਵਾਪਸ ਜਾਇਨ ਨਹੀਂ ਕਰਵਾਇਆ ਜਾਵੇਗਾ।
- 9 ਤਿੰਨ ਸਾਲ ਦੀ ਛੁੱਟੀ ਦਾ ਸਮਾਂ ਪੂਰਾ ਹੋਣ ਤੋਂ ਘੱਟੋ ਘੱਟ 60 ਦਿਨ ਪਹਿਲਾਂ ਸਬੰਧਤ ਅਧਿਆਪਕ ਛੁੱਟੀ ਦੇ ਵਾਧੇ ਲਈ ਅਪਲਾਈ ਕਰੇਗਾ ਜਾਂ ਵਾਪਸ ਜਾਇਨ ਕਰਨ ਬਾਰੇ ਸੂਚਿਤ ਕਰੇਗਾ।
- 10 ਤਿੰਨ ਸਾਲ ਦੀ ਛੁੱਟੀ ਦੇ ਬਾਅਦ ਇਕੋ ਵਾਰੀ ਦੋ ਸਾਲ ਦਾ ਵਾਧਾ ਦਿੱਤਾ ਜਾਵੇਗਾ।
- 11 ਪੰਜ ਸਾਲ ਦਾ ਸਮਾਂ ਪੂਰਾ ਹੋਣ ਤੋਂ ਘੱਟੋ ਘੱਟ 60 ਦਿਨ ਪਹਿਲਾਂ ਉਹ ਜਾ ਤਾਂ ਸਵੈ ਇਛਤ ਸੇਵਾ ਨਿਵਰਤੀ ਲਈ ਅਪਲਾਈ ਕਰੇਗਾ ਜਾਂ ਵਾਪਸ ਜਾਇਨ ਕਰਨ ਦੀ ਇੱਛਾ ਬਾਰੇ ਸੂਚਿਤ ਕਰੇਗਾ। ਅਜਿਹਾ ਨਾ ਕਰਨ ਦੀ ਸੂਰਤ ਵਿੱਚ ਉਸ ਦੁਆਰਾ ਨੌਕਰੀ ਤੋਂ ਅਸਤੀਫਾ ਦਿੱਤਾ ਸਮਝਿਆ ਜਾਵੇਗਾ, ਜਿਸ ਸਬੰਧੀ ਬਾਅਦ ਵਿੱਚ ਪੁਨਰ ਵਿਚਾਰ ਨਹੀਂ ਕੀਤਾ ਜਾਵੇਗਾ।
- 12 ਸਮਾਜਿਕ ਫੰਕਸ਼ਨਾਂ, ਬਿਮਾਰੀ ਦੇ ਇਲਾਜ ਜਾਂ ਟ੍ਰਿਸਟ ਵਜੋਂ ਵਿਦੇਸ਼ ਜਾਣ ਦੀ ਛੁੱਟੀ ਕੇਵਲ ਮੰਗ ਅਨੁਸਾਰ ਹੀ ਦਿੱਤੀ ਜਾਵੇਗੀ ਪ੍ਰੰਤੂ ਛੁੱਟੀ ਦਾ ਸਮਾਂ 3 ਮਹੀਨੇ ਤੋਂ ਵੱਧ ਨਹੀਂ ਹੋਵੇਗਾ।
- 13 ਸਮੇਂ ਸਿਰ ਛੁੱਟੀ ਤੋਂ ਵਾਪਸ ਆ ਕੇ ਸਰਵਿਸ ਤੇ ਹਾਜ਼ਰ ਨਾ ਹੋਣ ਦੀ ਸੂਰਤ ਵਿੱਚ ਉਸਨੂੰ ਗੈਰ ਹਾਜ਼ਰ ਤੌਰ 'ਤੇ ਕੀਤਾ ਜਾਵੇਗਾ ਅਤੇ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਨੌਕਰੀ ਤੋਂ ਬਰਤਰਫ ਕਰਨ ਲਈ ਕਾਰਵਾਈ ਆਰੰਭ ਕਰ ਦਿੱਤੀ ਜਾਵੇਗੀ। ਸਰਕਾਰ ਦੁਆਰਾ ਅਧਿਆਪਕਾਂ ਨੂੰ ਵਿਦੇਸ਼ ਜਾਣ ਦੀ ਛੁੱਟੀ ਨਾ ਦਿੱਤੇ ਜਾਣ ਸਬੰਧੀ ਪੱਤਰ ਨੰ: 15/440/06-1ਸੀ2/3625 ਮਿਤੀ 12.02.2007 ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ ਵਾਪਸ ਲਈਆਂ ਜਾਂਦੀਆਂ ਹਨ।

ਇਹ ਹਦਾਇਤਾਂ ਤੁਰੰਤ ਲਾਗੂ ਹੋਣਗੀਆਂ।

10. ਸੀਨੀਅਰ ਕਰਮਚਾਰੀ ਦੀ ਤਨਖਾਹ ਜੂਨੀਅਰ ਕਰਮਚਾਰੀ ਦੇ ਬਰਾਬਰ ਕਰਨ ਬਾਰੇ।

(ਨਕਲ ਪੰ.ਸ.ਵਿ.ਵਿ. 68/2007-1 ਵਿਪ੍ਰ 2/49 ਮਿਤੀ 16.7.2008

ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਪੱਤਰ ਨੰ: 6/36/2004-1ਵਿਪ੍ਰ 2/4967, ਮਿਤੀ 3 ਜੂਨ, 2005 ਵੱਲ ਦਿਵਾਵਾਂ ਅਤੇ ਇਹ ਲਿਖਾਂ ਕਿ ਕੁਝ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਇਸ ਸਬੰਧ ਵਿੱਚ ਸਪਸ਼ਟੀਕਰਨ ਮੰਗਿਆ ਗਿਆ ਹੈ ਕਿ ਜਿਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿੱਚ ਪਹਿਲਾਂ ਸਟੈਪ-ਅਪ ਦਿੱਤੇ ਜਾ ਚੁੱਕੇ ਹਨ ਕਿ ਉਨ੍ਹਾਂ ਨੂੰ 3 ਜੂਨ, 2005 ਦੀਆਂ ਹਦਾਇਤਾਂ ਮੁਤਾਬਿਕ ਮੁੜ ਰਿਵਿਊ ਕੀਤਾ ਜਾਣਾ ਹੈ। ਇਸ ਸਬੰਧ ਵਿੱਚ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਆਮ ਤੌਰ ਤੇ ਕੋਈ ਵੀ ਨਿਯਮ /ਹਦਾਇਤਾਂ ਜਾਰੀ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ ਹੀ ਲਾਗੂ ਮੰਨੇ ਜਾਂਦੇ ਹਨ। ਇਸ

ਲਈ ਇਹ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਮਿਤੀ 3 ਜੂਨ, 2005 ਦੀਆਂ ਹਦਾਇਤਾਂ ਜਾਰੀ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ ਹੀ ਲਾਗੂ ਮੰਨੀਆਂ ਜਾਣੀਆਂ ਹਨ ਅਤੇ ਜਿਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿੱਚ ਪਹਿਲਾਂ ਕਿਸੇ ਕਰਮਚਾਰੀ ਦੀ ਤਨਖਾਹ ਜੂਨੀਅਰ ਦੇ ਬਰਾਬਰ ਸਟੈਪ-ਅਪ ਕੀਤੀ ਜਾ ਚੁੱਕੀ ਹੈ ਉਨ੍ਹਾਂ ਨੂੰ ਮੁੜ ਰੀਓਪਨ ਨਹੀਂ ਕੀਤਾ ਜਾਵੇਗਾ।

ਇਹ ਸਪਸ਼ਟੀਕਰਨ ਪਾਲਣਾ ਹਿੱਤ ਆਪ ਦੇ ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਸਮੂਹ ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤਾ ਜਾਵੇ।

ਸੀਨੀਅਰ ਕਰਮਚਾਰੀ ਦੀ ਤਨਖਾਹ ਜੂਨੀਅਰ ਕਰਮਚਾਰੀ ਦੇ ਬਰਾਬਰ ਸਟੈਪ ਅੱਪ ਕਰਨ ਬਾਰੇ।

ਉਤਾਰਾ ਪੱਤਰ ਨੰ: 16/107/2008-1 ਵਿ:ਪ੍ਰ 2/38 ਮਿਤੀ 2.2.2009 ਵੱਲੋਂ ਪੰਜਾਬ ਸਰਕਾਰ ਵਿੱਤ ਵਿਭਾਗ (ਵਿੱਤ ਪ੍ਰਸੋਨਲ-2ਸਾਖਾ) ਵੱਲ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ।

ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਇਹ ਲਿਖਾਂ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਵਿਸ਼ਾ ਅੰਕਿਤ ਮਾਮਲੇ ਸਬੰਧੀ ਸਮੇਂ ਸਮੇਂ ਤੇ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਰਹੀਆਂ ਹਨ। ਇਸ ਸਬੰਧ ਵਿੱਚ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਹਦਾਇਤਾਂ ਨੰ: 6/138/98-1 ਵਿ: ਪ੍ਰ 2/6763 ਮਿਤੀ 21.6.2000 ਦੇ ਪੈਰਾ 5 ਵਿੱਚ ਉਹ ਉਪਬੰਧ ਕੀਤਾ ਗਿਆ ਸੀ ਕਿ ਸਟੈਪ-ਅੱਪ ਕਰਨ ਸਬੰਧੀ ਸਮਰੱਥ ਅਥਾਰਟੀ ਵਿੱਤ ਵਿਭਾਗ ਦੀ ਸਲਾਹ ਨਾਲ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਹੋਵੇਗਾ। ਵਿੱਤ ਵਿਭਾਗ ਦੇ ਧਿਆਨ ਵਿੱਚ ਬਹੁਤ ਸਾਰੇ ਕੇਸ ਆਏ ਹਨ। ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਮਹਾਂ ਲੇਖਾਕਾਰ ਪੰਜਾਬ ਵੱਲੋਂ ਰਿਟਾਇਰੀਆਂ ਦੇ ਪੈਨਸ਼ਨ ਕੇਸ ਫਾਈਨਲ ਕਰਦੇ ਸਮੇਂ ਇਹ ਇਤਰਾਜ਼ ਲਾਇਆ ਜਾਂਦਾ ਹੈ ਕਿ ਮਿਤੀ 21.6.2000 ਦੀਆਂ ਹਦਾਇਤਾਂ ਦੇ ਮਨਮੁੱਖ ਸੀਨੀਅਰ ਕਰਮਚਾਰੀ ਦੀ ਤਨਖਾਹ ਸਟੈਪ ਅੱਪ ਦੀ ਪ੍ਰਵਾਨਗੀ ਵਿੱਤ ਵਿਭਾਗ ਪਾਸੋਂ ਪ੍ਰਾਪਤ ਕੀਤਾ ਜਾਵੇ। ਇਸ ਸਬੰਧ ਵਿੱਚ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਮਿਤੀ 21.6.2000 ਤੋਂ ਪਹਿਲਾਂ ਸਟੈਪ-ਅੱਪ ਕਰਨ ਦੇ ਮੰਤਵ ਲਈ ਵਿੱਤ ਵਿਭਾਗ ਪਾਸੋਂ ਪ੍ਰਵਾਨਗੀ ਲੈਣ ਦੀ ਕੋਈ ਜ਼ਰੂਰਤ ਨਹੀਂ ਸੀ। ਜਿਸ ਕਾਰਨ ਕਈ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਸੀਨੀਅਰ ਕਰਮਚਾਰੀਆਂ ਦੀ ਤਨਖਾਹ ਜੂਨੀਅਰ ਦੇ ਬਰਾਬਰ ਆਪਣੇ ਪੱਧਰ ਤੇ ਕਰ ਦਿੱਤੀ ਗਈ ਸੀ।

2. ਇਸ ਸਬੰਧ ਵਿੱਚ ਇਹ ਮੁੜ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਜਿੱਥੇ ਕਿਸੇ ਵਿਭਾਗ ਨੇ ਕਿਸੇ ਸੀਨੀਅਰ ਕਰਮਚਾਰੀ ਦੀ ਤਨਖਾਹ ਜੂਨੀਅਰ ਕਰਮਚਾਰੀ ਦੇ ਬਰਾਬਰ ਸਟੈਪ ਅਪ ਕਰਨ ਦੇ ਹੁਕਮ ਮਿਤੀ 21.6.2000 ਤੋਂ ਪਹਿਲਾਂ ਜਾਰੀ ਕਰ ਦਿੱਤੇ ਹੋਣ ਜਾਂ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਦਿੱਤੀ ਗਈ ਸਲਾਹ ਦੇ ਸਨਮੁੱਖ ਮਿਤੀ 21.6.2000 ਤੋਂ ਬਾਅਦ ਵੀ ਕੋਈ ਹੁਕਮ ਜਾਰੀ ਕੀਤੇ ਹੋਣ ਤਾਂ ਉਨ੍ਹਾਂ ਵੱਲੋਂ ਇਸ ਗੱਲੋਂ ਇਹ ਇਤਰਾਜ਼ ਨਾ ਉਠਾਇਆ ਜਾਵੇ ਕਿ ਅਜਿਹੇ ਹੁਕਮ ਪਾਸ ਕਰਨ ਤੋਂ ਪਹਿਲਾਂ ਵਿੱਤ ਵਿਭਾਗ ਦੀ ਸਹਿਮਤੀ ਮਿਤੀ 21.6.2000 ਦੀ ਹਦਾਇਤਾਂ ਅਧੀਨ ਲੋੜੀਂਦੀ ਹੈ ਕਿਉਂਕਿ ਅਜਿਹਾ ਕਰਨ ਨਾਲ ਜਿੱਥੇ ਰਿਟਾਇਰੀਆਂ ਦੇ ਪੈਨਸ਼ਨ ਕੇਸਾਂ ਨੂੰ ਨਿਪਟਾਉਣ ਵਿੱਚ ਦੇਰੀ ਹੁੰਦੀ ਹੈ ਉੱਥੇ ਕਈ ਵੇਰਾਂ ਅਜਿਹੀ ਦੇਰੀ ਕਾਰਨ ਸਰਕਾਰ ਨੂੰ ਅਦਾਲਤੀ ਕੇਸਾਂ ਦਾ ਸਾਹਮਣਾ ਕਰਨਾ ਪੈਂਦਾ ਹੈ ਅਤੇ ਕਈ-ਕਈ ਵਿਆਜ ਦੇ ਰੂਪ ਵਿੱਚ ਵਾਧੂ ਵਿੱਤੀ ਬੋਝ ਵੀ ਸਹਿਣ ਕਰਨਾ ਪੈਂਦਾ ਹੈ।

ਪੰਜਾਬ ਰਾਜ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀ ਸਮੂਹਿਕ ਬੀਮਾ ਸਕੀਮ 1982 ਦੀ ਲੇਖਾ ਵਿੱਧੀ ਦੇ ਪੈਰਾ-14 ਅਨੁਸਾਰ ਬਦਲੀ ਸਮੇਂ ਜੀ.ਆਈ.ਐਸ ਦਾ ਲੇਖਾ ਤਬਦੀਲ ਕਰਨ ਬਾਰੇ।

ਉਤਾਰਾ ਪੱਤਰ ਨੰ: 1/31/96-1 ਲੇ 5/1135 ਮਿਤੀ 13.3.09 ਵੱਲੋਂ ਪੰਜਾਬ ਸਰਕਾਰ ਆਮ ਰਾਜ ਪ੍ਰਬੰਧ ਵਿਭਾਗ (ਸਕੱਤਰੇਤ ਲੇਖਾ-5 ਸਾਖਾ) ਵੱਲ ਸਾਰੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ।

ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਰਾਜ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀ ਸਮੂਹਿਕ ਬੀਮਾ ਸਕੀਮ-1982 ਦੀ ਲੇਖਾ ਵਿੱਧੀ ਦੇ ਪੈਰਾ-14 ਵੱਲ ਦਿਵਾਵਾਂ, ਜਿਸ ਅਨੁਸਾਰ ਸਕੀਮ ਦੇ ਮੈਂਬਰ ਕਰਮਚਾਰੀਆਂ/ ਅਧਿਕਾਰੀਆਂ ਦੀ ਜਦੋਂ ਇਕ ਵਿਭਾਗ ਤੋਂ ਜਾਂ ਇੱਕ ਹੈਡ ਆਫਿਸ ਵਿੱਚੋਂ ਦੂਜੇ ਆਫਿਸ ਵਿੱਚ ਬਦਲੀ ਹੋ ਜਾਵੇ ਤਾਂ ਐਲ.ਪੀ.ਸੀ. ਦੇ ਨਾਲ

ਹੀ ਉਨ੍ਹਾਂ ਦਾ ਖਾਤਾ ਇਸ ਸਕੀਮ ਦੇ ਫਾਰਮ ਨੰ: 11 ਵਿੱਚ ਤੁਰੰਤ ਅਗਲੇ ਵਿਭਾਗ ਨੂੰ ਭੇਜਣਾ ਲਾਜ਼ਮੀ ਹੈ। ਪ੍ਰੰਤੂ ਵੇਖਣ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਜਦੋਂ ਕੋਈ ਪੀ.ਸੀ.ਐਸ ਅਧਿਕਾਰੀ ਜਾਂ ਆਈ.ਏ.ਐਸ ਅਧਿਕਾਰੀ (ਜੋ ਪੀ.ਸੀ.ਐਸ. ਤੋਂ ਪਦ ਉਨਤ ਹੋਏ ਹੋਣ) ਕਿਸੇ ਇੱਕ ਵਿਭਾਗ ਤੋਂ ਦੂਜੇ ਵਿੱਚ ਬਦਲ ਕੇ ਆਉਂਦੇ ਹਨ ਤਾਂ ਆਪ ਵੱਲੋਂ ਐਲ.ਪੀ.ਸੀ ਦੇ ਨਾਲ ਬੀਮਾ ਸਕੀਮ ਤੇ ਤਹਿਤ ਫਾਰਮ ਨੰ: 11 ਵਿੱਚ ਮੁੱਢਲੇ ਬਕਾਇਆ ਸਮੇਤ ਮੁਕੰਮਲ ਕਰਕੇ ਅਗਲੀ ਤਾਇਨਾਤੀ ਵਾਲੀ ਥਾਵਾਂ ਤੇ ਨਹੀਂ ਭੇਜਿਆ ਜਾਂਦਾ। ਇਸ ਤਰ੍ਹਾਂ ਪੀ.ਸੀ.ਐਸ/ਪਦਉਨਤ ਆਈ.ਏ.ਐਸ ਅਧਿਕਾਰੀ ਦੇ ਜੀ.ਆਈ.ਐਸ. ਦੇ ਖਾਤੇ ਅਧੁਰੇ ਰਹਿ ਜਾਂਦੇ ਹਨ। ਇਸ ਹਾਲਤ ਵਿੱਚ ਜਦੋਂ ਅਧਿਕਾਰੀ ਕਿਸੇ ਸਮੇਂ ਸਕੱਤਰੇਤ ਤੋਂ ਬਾਹਰ ਤਬਦੀਲ ਹੋ ਜਾਂਦੇ ਹਨ ਤਾਂ ਉਨ੍ਹਾਂ ਦਾ ਜੀ.ਆਈ.ਐਸ. ਦਾ ਖਾਤਾ ਅਧੁਰਾ ਹੋਣ ਕਰਕੇ ਅਧਿਕਾਰੀਆਂ ਦੇ ਐਲ.ਪੀ.ਸੀ ਨਾਲ ਖਾਤਾ ਅਗੇ ਤਬਦੀਲ ਕਰਨ ਵਿੱਚ ਦਿਕਤ ਪੇਸ਼ ਆਉਂਦੀ ਹੈ। ਇਸ ਤਰ੍ਹਾਂ ਅਧਿਕਾਰੀਆਂ ਦੀ ਸੇਵਾ ਨਿਵਿਰਤ ਹੋਣ ਸਮੇਂ ਇਨ੍ਹਾਂ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਜੀ.ਆਈ.ਐਸ ਦੀ ਅੰਤਿਮ ਅਦਾਇਗੀ ਕਰਨ ਵਿੱਚ ਵੀ ਦੇਰੀ ਦਾ ਕਾਰਨ ਬਣਦੇ ਹਨ। ਇਸ ਨੂੰ ਮੁੱਖ ਰੱਖ ਕੇ ਆਪ ਜੀ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਹ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਕਿ ਜਦੋਂ ਵੀ ਕੋਈ ਪੀ.ਸੀ.ਐਸ ਅਫਸਰ/ਪਦ ਉਨਤ ਆਈ.ਏ.ਐਸ ਅਫਸਰ ਦੀ ਤਬਦੀਲੀ ਆਪ ਦੇ ਵਿਭਾਗ ਵਿੱਚੋਂ ਸਕੱਤਰੇਤ ਜਾਂ ਹੋਰ ਵਿਭਾਗ ਵਿੱਚ ਹੋ ਜਾਂਦੀ ਹੈ ਤਾਂ ਕਿ ਪਾ ਕਰਕੇ ਪੰਜਾਬ ਰਾਜ ਕਰਮਚਾਰੀ ਸਮੂਹਿਕ ਬੀਮਾ ਸਕੀਮ 1982 ਦੀ ਲੇਖਾ ਵਿਧੀ ਦੇ ਪੈਰਾ 14 ਅਨੁਸਾਰ ਸਕੀਮ ਦੇ ਮੈਂਬਰ ਅਧਿਕਾਰੀ ਦੇ ਖਾਤੇ ਅਗਲੀ ਬਦਲੀ ਵਾਲੀ ਥਾਵਾਂ ਤੇ ਭੇਜੇ ਜਾਣ। ਪੀ.ਸੀ.ਐਸ/ਪਦ ਉਨਤ ਆਈ.ਏ.ਐਸ ਅਧਿਕਾਰੀ ਦੀ ਜੀ.ਆਈ.ਐਸ ਦੀ ਕਟੌਤੀ ਲੇਖਾ ਮੰਦ 8011 ਪੰਜਾਬ ਰਾਜ ਕਰਮਚਾਰੀ ਸਮੂਹਿਕ ਬੀਮਾ ਸਕੀਮ 1982 ਅਧੀਨ ਕਰਨੀ ਚਾਹੀਦੀ ਹੈ ਅਤੇ ਸਿੱਧੀ ਭਰਤੀ ਰਾਹੀਂ ਆਈ.ਏ.ਐਸ ਆਫਿਸਰਜ਼ ਗਰੁੱਪ ਇੰਸੋਰੰਸ ਸਕੀਮ ਸਬਸਕ੍ਰਿਪਸ਼ਨ ਅਧੀਨਕਰਨੀ ਬਣਦੀ ਹੈ। ਇਸ ਸਬੰਧੀ ਪੀ.ਸੀ.ਐਸ/ਪਦ ਉਨਤ ਆਈ.ਏ.ਐਸ ਅਧਿਕਾਰੀ ਦੀ ਕਟੌਤੀ 8011 ਪੰਜਾਬ ਅਧੀਨ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਡਾਇਰੈਕਟ ਆਈ.ਏ.ਐਸ ਅਧਿਕਾਰੀਆਂ ਦੀ ਜੀ.ਆਈ.ਐਸ ਦੀ ਕਟੌਤੀ ਲੇਖਾ ਮਦ 8658 ਸਸਪੈਂਸ ਅਕਾਉਂਟ ਵਿੱਚ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

With Best Compliments from :

M/S GURCHARAN SINGH

GOVT. CONTRACTOR

VILLAGE DADHI, TEH. ANANDPUR SAHIB

DISTT. ROPAR (PB)

PHONE : 01887-238285

Timely Compliance of orders of the High Court.

Copy of D.O. No. OSD/CS/2009/1225 dated 21-07-09 as endorsed by F.D Pb. No. 5/18/2009-5FPP/1040 dated 1-10-09.

1. I appeared before the Hon'ble High Court in a case relating to a particular Administrative Department because the Field Officer had not complied with orders passed by the High Court within the required time, although the orders were passed on specific commitment given by the Department. The Court has understandably taken a strong note of this and desired that the petitioner should not have been unnecessarily forced to file contempt petition.
2. I request all the Administrative Secretaries to review pending cases in their Department in which specific time bound orders have been passed by the High Court and ensure their due compliance. In many cases the only action required on the part of the Department is to pass speaking orders on representations given by the petitioner and it is a matter of regret that even this much is often not done. In some other cases payments are required to be made and for that the Department concerned has to obtain sanction from the Finance Department, the matter must be referred to the finance department well in time with all the necessary details and the finance Department should also ensure that the timely payment is released in cases where Government is not challenging the orders of the Court by way of appeal or where Government's appeal has been finally dismissed.
3. I request all the Administrative Secretaries to take personal interest in these matters and suitably instruct their Heads of Departments and subordinate officers to make sure that such matters are brought to their notice and proceed promptly. Instances of laxity must be sternly dealt with. Principal Secretary Finance is also requested to ensure that such cases are given due priority in the release of firms.

Clarification regarding implementation of the Punjab Civil Services (Revised Pay) Rules, 2009.

(Copy of GoPb- DoF (FPIB) No. 5/55/2009- 5FP1/604, dated 16.10.2009)

I am directed to refer to the subject cited above and to say that various departments/offices have raised certain points for clarification in respect of implementation of the various provisions of the Punjab Civil Services (Revised Pay) Rules 2009. The matter has been considered in detail and the following clarifications are given on various points:-

<p>1. The Explanation-2 appended to rule 5 provides that a person appointed to a post on or after the first day of January, 2006 cannot exercise option admissible under rule 6 and he shall be allowed pay only in the revised pay structure. what is the Revised Basic Pay admissible to an employee under the revised pay structure who is appointed on 1st March, 2006 in the pre-revised scale of 7000-10980 ?</p>	<p>1. Clause (h) of rule 3 says that revised pay structure' in relation to any pre-revised scale specified in column 3 of the schedule appended to the Rules, means the pay band and grade pay as specified against that pre-revised pay scale in col. 6 and 7 of the schedule. As pay of an employee who is appointed on 1st March, per S. No 14 of the schedule, initial 2006 in the pre-revised scale of Rs 7000-10980 will be fixed at as 17 yrs/ in the revised pay structure of 10300 - 34800 + 4400 and not at Rs 14700(10300+4400)</p> <p>Hence it is clarified that initial pay of the persons appointed on or after 1.12.2006 will be fixed as specified in column 8 of the schedule against the relevant pre-revised pay scale.</p>
<p>2(a) A Junior Assistant with basic pay of Rs. 4400 on 1.1.2006 in the pre-revised pay scale of Rs. 4400-7000 with next increment on 1.7.2006 is promoted as statistical assistant on 30.12.2006 in the pre-revised pay scale of Rs. 5480-8925. On promotion he opts for rule 11 (iii) what would be his revised basic pay in the revised pay structure on the date of promotion and what will be the next date of increment .</p>	<p>2(a) As per Fitment Table-8 applicable to pre-revised scale of Rs. 4400-7000, the Revised Basic Pay of the employee on 1.1.2006 will be fixed at Rs. 11170 (8370+2800). On 1.7.2006, after increment @ 3%, his revised basic pay will be Rs. 11510(8710+2800). As per his option, on promotion on 30.12.2006 in the PB-3, 10300-34800+3600, after giving him the benefit of one increment and grad pay of promotional post his pay in pay band 3 works out of Rs. 9060 which is less than the minimum of the PB-3. Hence the initial pay of the official will be fixed at Rs. 14430 as specified in column & against Sr. No. 11 of the Schedule against pre-revised scale of Rs. 5480-8925. The next increment will be admissible after qualifying service of twelve months.</p> <p>It is clarified that on promotion to the higher grade pay, the pay fixed will not be less than the initial pay specified in column 8 of the schedule against the relevant grade pay shown in col. 7 thereof.</p>

2(b) A person is appointed as Statistical assistant on 30.12.2008 in the pre-revised scale of Rs. 5480-8925. What will be his initial pay of the date of appointment ?	(b) As already illustrated at Sr. No. 1 above, his initial pay on 30.12.2008 will be fixed at Rs. 14430 as specified in column 8 against Sr. No. 11 of the Schedule.						
3. A Head of the Department wants to advertise a post of Senior Assistant (pre-revised scale 5800-9200). How should he depict the scale of this post in the advertisement.	3. In the Revised Pay Structure envisaged by the Fifth Punjab Pay Commission, the pre-revised scales and the revised scales are in close correspondence with each other. However, if only revised pay structure is to be shown the new pay scales of the post of Senior Assistant can be mentioned as under :- <table border="1" data-bbox="770 634 1311 737"> <tr> <td>Pay Band</td> <td>Grade Pay</td> <td>Initial Pay</td> </tr> <tr> <td>10300-38800</td> <td>3800</td> <td>14590</td> </tr> </table>	Pay Band	Grade Pay	Initial Pay	10300-38800	3800	14590
Pay Band	Grade Pay	Initial Pay					
10300-38800	3800	14590					
4. An employee drawing Revised Basic Pay of Rs. 15830(12830-3000) on 1.4.2007 in 5910-20200+3000 with next increment falling on 1.4.2008 is promoted on 3.10.2007 in 10300-34800+3600. He opts for rule 11(iv) What will be his Revised Basic Pay on the next date of Increment.	4. Pay on promotion w.e.f. 3.10.2007 (Under rule 11(IV) as per his option) (a) Pay in Pay Band : 12830 (b) Grade Pay : 3600 (c) Revised Basic Pay : 16430 Pay on 1.4.2008 i.e. next date of increment :- First Increment @ 3% of 15830) 480 Second increment @3% of (15830+480=15310) 490 Pay in the Pay Band 13800(12830+480=15310)490 after two increment :- Grade Pay 3600 Revised Basic Pay 17400 as on 1.4.2008						
5. Two Government employees in the same cadre in the pre-revised scale of pay of Rs. 6400-10640 were drawing Rs. 10300 as on 1 st January, 2006. Date of increment of the junior employee was 1.1.2006 whereas the date of increment of the senior employee was 1.6.2006 The junior opts to get his pay fixed under note-I below rule 7 and his pay is fixed at Rs. 23540 whereas the pay of the senior on 1.1.2006 gets fixed at Rs. 23360.	5. In this case the senior was drawing Rs. 10300 on 1.6.2005 whereas the pay of the junior employee before the 1 st of January 2006 was Rs. 10025. Hence the case of the senior employee is covered under Note 5 below rule 7 and his pay on 1.2.2006 shall be stepped upto the same stage as that of the junior. It is further clarified that the next date of increment of the senior will remain unchanged.						

6. Government employee was appointed on 1.7.2007 in the pre-revised scale of pay of Rs. 3120-5160 (with initial start of Rs. 3220). How his pay will be fixed in the revised pay structure ?	6. As already clarified at Sr. No. 1 above, he will get initial pay of Rs. 7810 as specified at Sr. No. 4, column 8, of the Schedule.
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2. The above clarifications may please be brought to the notice of all concerned.

Fixation of Pay under rule 7(ii) of Punjab Civil Services (Revised Pay) Rules, 2009- Removal of hardship of certain categories of employees.

(Copy of GoPb- DoF (FPIB) No. 5/55/2009- 5FP1/608, dated 16.10.2009)

I am directed to invite your attention to the subject cited above and to say that Rule 7(ii) of Punjab Civil Services, (Revised Pay) Rules, 2009 provides that in case of employees who are getting ex-gratia increments on the date of option, the revised basic pay shall be determined by multiplying the existing basic pay with 1.86, rounded off to the next higher then and adding Grade Pay as given in the applicable Fitment Table.

- It has been brought to the notice of the Government that for the construction of Fitment Tables from 28 to 32, the Fifth Punjab Pay Commission had used a factor greater than 1.86 and if the pay under these tables is fixed by applying a factor of 1.86 the rule 7(ii) ibid operates harshly in such cases because the pay of senior employees to whom such tables apply gets fixed at a stage lower than the pay of employees junior to them as well as than their own pay fixed with reference to the maximum of the unrevised pay scale.
- The matter has been considered in the light of the policy of Government of India and it has been decided that in order to remove hardship to such government employees their pay shall be fixed in accordance with the applicable Fitment Tables as expanded below :-

FITMENT TABLE 28

Pre-Revised Basic Pay	Revised Pay in Pay Band	Grade Pay	Revised Basic Pay
18600	43390	8600	51990
19100	43390	8600	51990
19600	44700	8600	53300

FITMENT TABLE 29

Pre-Revised Basic Pay	Revised Pay in Pay Band	Grade Pay	Revised Basic Pay
19100	43390	8700	52090
19600	44700	8700	53400
20100	44700	8700	53400

FITMENT TABLE 30

Pre-Revised Basic Pay	Revised Pay in Pay Band	Grade Pay	Revised Basic Pay
20600	46050	8800	54850
21100	46050	8800	54850
21600	47440	8800	53240

FITMENT TABLE 31

Pre-Revised Basic Pay	Revised Pay in Pay Band	Grade Pay	Revised Basic Pay
20600	46050	8900	54850
21100	4050	8900	54850
21600	47440	8900	56240

FITMENT TABLE 32

Pre-Revised Basic Pay	Revised Pay in Pay Band	Grade Pay	Revised Basic Pay
22600	50340	10000	60340
23100	46050	10000	61850
23600	47440	10000	61850

4. Individual cases of hardship still uncovered, may be referred to the Department of Finance.
Implementation of the recommendations of the Fifth Punjab Pay Commission regarding pension and other retirement benefits.

(Copy of GoPb- DoF (FPPCB) No. 3/39/09- 3FPPC/1513, dated 21.12.2009

In continuation of Government letter No. 3/23/09-3FPPC/879 dated 17-8-2009, on the subject

cited above, I am directed to say that the Governor of Punjab is pleased to decided further as under :-

- The rate of family pension in respect of employees who die in harness, during the first seven years from the date of death or till the Government employee would have attained the age of superannuation had he survived, whichever period is less, shall be as follows:-

Pay in the Revised Pay Structure	Rate of Enhanced Family Pension per mensem
Pay upto Rs. 10,000	60% of pay
Pay above Rs. 10,000	50% of pay subject to minimum f Rs. 6000

- The rate of family pension in respect of employees who die in harness, after first seven years from the date of his death or till the Government employee would have attained the age of superannuation had he survived, whichever period is less, shall be as follows:-

Pay in the Revised Pay Structure	Rate of Enhanced Family Pension per mensem
Pay upto Rs. 10,000	40% of pay
Pay above Rs. 10,000	30% of pay subject to minimum f Rs. 4000

- The maximum limit of pension shall be 50% of the highest pay applicable under the revised pay structure which is Rs. 77,000 (Pay in Pay Band Rs. 67,000+Grade Pa Rs. 10,000) per month.
- Similarly, the maximum limit of family pension shall be 30% of the highest pay applicable under the revised pay structure which is Rs. 77,000 (Pay in Pay Band Rs. 67,000+Grade Pay Rs. 10,000) per month.
- The decisions contained in this letter shall be effective from 01.01.2006.
- The other terms and conditions mentioned in the letter under reference shall remain the same.
- Punjabi version of these orders will follow in due course.

Amendment – C.S.R. Vol.I P.I – Leave Rules

(Leave encashment, LPR & Maternity leave)

(Copy of GoPb- DoF Noti. No. 10/14/93-3FPII/4701 dt. 08.06.1993 pub, in Pb. Govt. Gaz. Dated 16.07.1993)

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 other powers enabling him in this behalf, the Governor of Punjab, after consultation with the Speaker of the Punjab Vidhan Sabha, in so far as, such consultation is necessary under the aforesaid provision, is pleased to make the following rules further to amend the Punjab Civil Services Rules, Volume-I, Part-I, namely :-

RULES

1. (I) These rules may be called the Punjab Civil Services (First Amendment) Rules, Volume 1, Part I, 1993
 - (2) They shall be deemed to have come into force on and with effect from the 24th day of November, 1988, except the provisions relating to encashment of leave which will be deemed to have come into force with effect from the first day of January, 1986.
2. **In the Punjab Civil Service Rules, Volume I, Part I (Hereinafter referred to as the said rules), in rule 8.21.**
 - (1) in sub-rule (a) in the first provision, in item (i) of clause (c) for the words and figures "to a maximum of 180 days earned leave" the following shall be substituted, namely :-

"to a maximum of 180 day's earned leave and in the case of a Government employee who had opted for the revised orders contained in the instructions issued by the Government of Punjab, Department of Finance, vide circular letter No. 10/77/88/FPI/10304, dated the 24th November, 1988, (hereinafter referred to as the said instructions) and also in the case of those Government employees who joined service on or after the 24th day of November 1988, to a maximum of 240 day's earned leave"
 - (2) in sub-rule (b), for the words and figures, "subject to a maximum of 180 days earned leave" the following shall be substituted, namely :-

"subject to a maximum of 180 day's earned leave, and in the case of a Government employee who had opted for the revised orders contained in the said instructions and also in the case of those Government employee who joined service on or after the 24th day of November, 1988, subject to a maximum of 240 day's earned leave"
 - (3) in sub-rule (c), for the words and figure "subject to a maximum of 180 days", the following shall be substituted, namely :-

"subject to a maximum of 180 day's and in the case of a Government employee who had opted for the revised orders contained in the said instructions and also in the case of those Government employees who joined service on or after the 24th day of November 1988 subject to a maximum of 240 days"
 - (4) in sub-rule (d) for the figures and words "180 days" wherever occurring the following shall be substituted, namely :-

"180 days and in the case of a Government employee who has opted for the revised orders contained in the said instructions, and also in the case of those Government employees who joined service on or after the 24th day of November, 1988, 240 days"

- (5) in Note 4, for the figures and words "180 days" the following shall be substituted, namely :-

"180 days and in the case of a Government employee who has opted for the revised orders contained in the said instructions, and also in the case of those Government employees who joined service on or after the 24th day of November, 1988, 240 days"

3. In the said rules, in rule 8.116, -

- (1) in sub-rule (i), after Note 2, the following shall be inserted, namely :-

"Note 3 – The period spent on duty shall include all kinds of leave, except extraordinary leave, for the purpose of calculation of earned leave"
- (2) for sub-rule (ii), and the proviso and Note 1 thereunder, the following shall be substituted, namely :-

"Accumulation of earned leave shall be permissible to any extent but in the case of a Government employee who had opted for the revised orders contained in the instructions issued by the Government of Punjab, Department of Finance – vide circular letter No. 10/77/88/FPI/10304, dated the 24th November, 1988 (hereinafter called the said instructions) and also in the case of those Government employees who joined service on or after the 24th November, 1988, the accumulation of earned leave shall be restricted to 360 days and there will be no restriction on availing of earned leave at a time."
- (3) for sub-rule (iii) the following shall be substituted, namely :-

"(iii) Leave preparatory to retirement may be allowed upto 180 days on full pay, and in the case of a Government employee who had opted for the revised orders contained in the said instructions and also in the case of those government employees who joined service on or after the 24th November, 1988 such a leave may be allowed upto 240 days on full pay, provided it is due." And
- (4) After sub-rule (iii), the existing Notes 2, 3 and 4 shall be renumbered as Notes 1,2,3 respectively, and for Note 3 as so renumbered, the following shall be substituted, namely :-

"Note 3 – In a case, where a Government employee who is required to retire, or who himself chooses to be retired before the age of superannuation, he may be allowed the leave due and admissible to him as indicated below, provided it does not extend beyond the date on which he attains the age of superannuation:"

 - (i) leave preparatory to retirement upto 180 days on full pay and in the case of a Government employee who had opted for the revised orders contained in the said instructions and also in the case of those government employees who joined service on or after the 24th November, 1988 upto 240 days on full pay, if it is due: or

(ii) earned leave upto the extent leave preparatory to retirement is admissible as in clause (i) with permission to combine it with any other kind of leave, if due”

4. In the said rule, in rule 8.122, in sub-rule (8), for the words and figures “subject to a maximum of 180 days, shall be paid to his family” the following shall be substituted, namely :-

5. In the said rules, in rule 8.127, -

(1) for sub-rule (a) and the provision there under, the following shall be substituted, namely

(a) The competent authority under rule 8.23 may grant to a female Government employee maternity leave on full pay for a period not exceeding 180 days without the necessity of production of a medical certificate and the grant of such a leave, shall be so regulated that the date of confinement falls within the period of this leave and the leave so granted shall not be debited against the leave account of the female Government employee :

Provided that no leave under this sub-rule shall be granted to a female Government employee who has three or more living children.

Note:- Extension is leave, if any, on the expiry of maximum period of 180 days maternity leave, shall be permissible by the grant of leave of the kind due.”; and

(2) for Note-2, the following shall be substituted, namely:.

“Note 2.- Where a female Government employee has less than two living children, maternity leave under this rule may also be granted in cases of miscarriages and abortion including abortion included under the Medical Termination of Pregnancy Act, 1971, Subject to the conditions that the leave does not exceed six weeks and the application for leave is supported by a certificate from a registered medical practitioner and in case of doubt, certificate of a Principal Medical Officer or Assistant to a Civil Surgeon or gazetted Medical Officer may be called for:

Provided that a female Government employee having two or more children shall not be entitled to avail of this concession, but if required, can be sanctioned leave of the kind due, on the production of a medical certificate.”

6. In the said rules, in rule 8.137-a,-

For sub rule (1) and the proviso thereto the following shall be substituted namely:-

(1) The competent authority under rule 8.23 may grant to a female Government employee maternity leave on full pay for a period not exceeding 180 days without the necessity of production of a medical certificate and the grant of such leave shall be so regulated that the date of confinement falls within the period of this leave.

Provided that no leave under this sub-rule shall be granted to a female Government employee who

has three or more living children

Note : (1) Extension, in leave, if any, beyond 180 days shall however be permissible by the grant of leave of the kind due.

(2) Maternity leave will not be debited against the leave account of the concerned female Government employee.”

For Note (2) the following shall be substituted, namely:-

“Note 2- Where a female Government employee has less than two living children, maternity leave under this rule may also be granted in cases of miscarriage and abortion including abortion induced under the Material Termination of Pregnancy Act, 1971, subject to the conditions that the leave does not exceed six weeks and the application for leave is supported by a certificate from a registered medical Practitioner and in case of doubt certificate of a Principal Medical Officer or Assistant to Civil Surgeon or gazetted Medical Officer may be called for:

Provided that a female Government employee having two or more children shall not be entitled to avail of this concession, but, if required, can be sanctioned leave of kind due, on the production of a medical certificate.”

Implementation of the recommendations of the Fifth Punjab Pay Commission Enhancement of Fixed Local Traveling Allowance to the Government Employee.

(Copy of GoPb. Do F.P. 1B No. 2/6/2010-2 FP1295 dt. 21-05-2010)

I am directed to say that after careful consideration of the recommendations of the Fifth Punjab Pay Commission, the Governor of Punjab is pleased to revise the existing rate of Fixed Local Traveling Allowance attached with the existing category/categories of posts/employees in different departments as under:-

	Grade Pay	Employee whose duties involve touring more than 12 days in a month
(i)	Upto to Rs. 2400	Rs. 480
(ii)	Above Rs. 2400 but upto Rs. 3600	Rs. 720
(iii)	Above Rs. 3600	Rs. 960

2. Each Department shall declare the posts under its charge the duties of which involve touring on an average for more than 12 days in a month. Full allowance shall be payable only if the conditions are fulfilled otherwise amount should be suitably reduced as per Rule 2.6 of Punjab Civil Services

Rules, Volume III. The other terms and conditions for grant of Fixed Local Travelling Allowance as already notified shall continue to be in force as heretofore.

Implementation of the recommendations of the Fifth Punjab Pay Commission, Encashment of leave.

(Copy of GoPb.- FP. IIP No. 1/27/2009-3 fPII/189 dt. 21-05-2010)

I am directed to refer to invite a reference to the subject cited above and to say that after careful consideration of the recommendations of the Fifth Punjab Commission, the Governor of Punjab is pleased to decide that the admissibility limit for the encashment of unutilized earned leave shall continue to be 300 days under the revised pay structure from 1st January 2006. The enhanced amount of leave encashment on the basis of revised basic pay under the Punjab Civil Services (Revised Pay) Rules, 2009 to the employees retiring from 1.8.2009 onwards will become payable immediately. However, the decision about the payment of arrears on account of enhanced leave encashment to those employees who retired during the period from 1.1.2006 to 31.7.2009 will be taken in due course.

2. The other terms and conditions for the grant of leave encashment shall remain the same.

Implementation of the recommendations of the Fifth Punjab Pay commission - Grant of Cash Handling Allowance.

(Copy of GoPb-Do. F.P. Br.-II 3/1/10-5 FP2/21 dt. 21-05-2010)

I am directed to refer to Punjab Government Circular letter No. 3/39/98-5FP2/15408, dated 8-12-98 on the subject noted above vide which Cash Handling Allowance was granted to the Clerks and Assistants handling cash disbursement. On consideration of the recommendations of the Fifth Punjab Pa Commission, the Governor of Punjab is pleased to decide that the revised rates of Cash Handling Allowance admissible to the Clerks and Assistants handling cash disbursement w.e.f 1.5.2010 shall be as under:-

Sr. No.	Amount of average monthly cash handled (In Rupees)	Amount of Cash Handling Allowance per month (In Rupees)
1	Upto to 1 lac	100
2	Above 1 lac & upto 10 lacs	200
3	Above 10 lac & upto 25 lacs	300
4	Above 25 lacs & upto 50 lacs	400
5	Above 50 lacs	500

2. All other conditions for grant of Cash Handling Allowance shall remain unchanged. However, the

Cash Handling Allowance will be admissible only when there is handling of cash on a regular basis.

Implementation of the recommendations of the Fifth Punjab Pay Commission Admissibility of Family Planning Allowance as an incentive for adoption of small family norms.

(Copy of GoPb-Do. F.P. Br.-II No. 3/3/2010-5 FP2/215 dt. 21-05-2010)

I am directed to refer to the subject cited above and to say that after careful consideration of the recommendations of the Fifth Punjab Pay Commission the Governor of Punjab is pleased to decide that with effect from 1st May 2010, Family Planning Allowance equal to the amount of one increment on the revised basic pay under the under the Punjab Civil Services (Revised Pay) Rules, 2009 subject to a minimum of Rs. 210/- shall be admissible to group C and D employees of Punjab Government as an incentive for adoption of small family norm.

2. It has been further decided the with effect from 1st May, 2010 Family Planning Allowance equal to the amount of two increments on the revised basic pay shall be admissible to Group C and D employees of Punjab Government as an incentive for adoption of small family norm if they restrict the number of children to two girls only.
3. It has also been decided that the amount of Family Planning Allowance already drawn by any category of employees before 1st May, 2010 shall continue to be drawn subject to a minimum o Rs. 210/- per month with effect from 1st May 2010.
4. It is clarified that the Punjab Government employees who adopted small family norms from 1.1.2006 to 30.04.2010 will also continue to draw Family Planning Allowance equal to the amount of the increment of the pre-revised basic pay subject to a minimum of Rs. 210/- per month with effect from 1st May, 2010.
5. All other terms and conditions governing the grant of Family Planning Allowance as already notified by the Government of Punjab, Department of Health & Family Welfare shall continue to be in force.

Implementation of the recommendations of the Fifth Punjab Pay Commission Transport (Conveyance) Allowance to Physically Handicapped persons.

(Copy of Go Pb-Do F.P. IIB No. 3/2/2010-5 FP2-205 dt. 21-05-2010)

I am directed to refer to letter No. 3/2/2001-7SS/196, dated 3-3-2006 issued by the Department of Social Security, Women and Children Development and to say that after careful consideration of the recommendations of Fifth Punjab Pay Commission, the Governor of Punjab is pleased to decide hatthe existing amount of Rs. 25/- p.m. of conveyance allowance admissible to Blind and Physically Handicapped employees shall stand increased to Rs. 450/- per month with effect from 1st May 2010.

2. The other terms and conditions for the grant of conveyance allowance shall remain unchanged.

Grant of Washing Allowance to Class-IV employees and Drivers of Motor Vehicles (other than commercial vehicles of Punjab Roadways) of State Government and Gate Keepers and Gate messengers of Punjab Civil Secretariat-revised rate thereof.

(Copy of Go Pb-Do F.P. IIB No. 18/04/2010-4 FP2/225 dt. 21-05-2010)

I am directed to refer to letter No.12/7/92-4FP2/5999, dated the 20th/21st August, 1996 on the subject cited above and to say that after careful consideration of the recommendations of Fifth Punjab Pay Commission, the Governor of Punjab is pleased to enhance the rate of washing Allowance from the existing Rs. 30.00 per mensem to Rs. 60.00 (Rs. Sixty only) per mensem for Class-IV employees and Drivers of Motor Vehicles (other than commercial vehicles of Punjab Roadways) of State Government and Gate Keepers and Gate Messengers of Punjab Civil Secretariat with effect from the 1st May, 2010.

2. The other terms and conditions for grant of Washing Allowance shall remain the same.

Setting up of Department Promotion Committee to consider the cases for Promotion to Group "A" and "B" posts.

(Copy of Go Pb-Do G.A.D. (G.S.1 Br) No. 2/10/1997-2 GSI dt 20.05.2010)

I am directed to invite your attention to this Department instructions issued vide letter No. 1/10/1997-2 GSI dt. 6.02.2002 on the subject noted above by which all the Department to State Govt. had been directed to formulate Departmental Promotion Committee to consider cases for promotion of Group A & B posts. Attention is also invited to this department instruction issued vide letter No. 2/10/1997-2 GSI dt. July 1, 1997 when by it was instructed to prepare a panel of all the anticipated vacancies of promotion quota up to 1st December of the next year in November every year.

2. Further, keeping in the view the demand made by various Employees Associations the State Govt. had also decided that DPC should meet with in first quarter of each calendar year and a list of all the eligible persons for promotion against vacancies likely to arise during the course of the year should be prepared by it, so that promotion can be made without any loss of time after a vacancy arises.
3. It has been observed that most of the department do not take early initiative to hold the meetings of DPC even if a sufficient number of posts of Group A & B are available with them leading to resentment amongst the employees who are fit for their promotion.
4. It is therefore, requested that these instructions should be complied with strictly and should be brought specifically to the notice of all authorities concerned for similar compliance by them. It may be added in the event of failure to follow the instructions a very serious view of the matter will be taken by the Govt.

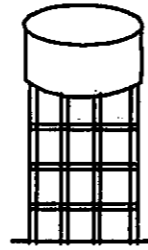
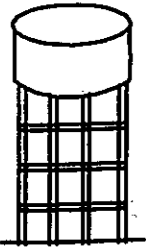
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SECTION VI

CASE LAW & ARBITRATION

1. In emergency, an employee serving / retired can take medical assistance for survival from a nearby hospital irrespective of the fact whether that hospital is recognized by the Department or not.
2. Removal from service, without fully establishing the charges levelled against an employee and proceeding with the enquiry without obtaining his representation on receipt of the charge-sheet by the employee, cannot be upheld.
3. Higher rate of Commutation table restored for Pb Govt. retirees in between 2003 & 2006
4. Supreme Court in its Judgement dated 10/01/2006 in Appeal (civil) 6885-86 of 2003 titled K.C. Skaria V/S The Govt. of State of Kerala & Anr, allowing the appeal in part.
5. Interpretation and scope of arbitration clause-clause providing for decision of superintending Engineer as final cannot be referred to arbitration-Exclusion by arbitration clause or other clauses.
6. Recovery of a substantial amount from the pensionary benefits due to an undetected error in fixation of pay long back is not permissible
7. Inordinate and inexplicable delay in issuing a charge-sheet to an alleged delinquent employee may lead to setting aside of the charge-sheet

In emergency, an employee serving / retired can take medical assistance for survival from a nearby hospital irrespective of the fact whether that hospital is recognized by the Department or not.

Facts : This judgment reinforces once again the right of a Central Government employee serving / retired to take medical treatment in emergency for survival in a nearby hospital even if it is not recognized by the department concerned and the said department where the employee is serving or retired must necessarily reimburse the medical expenses incurred by that employee in accordance with the Rules and amount eligible to be reimbursed.

Number of similar cases had already been brought out in this Swamys news earlier stating the Government of India Rules and precedent judgments. Hence it is not necessary to quote these instructions in this brief even though these rules are discussed in the present OA to justify the decision. In that view, it is now proposed only to state the case and the final decision arrived at by the Tribunal.

The Applicant posted in Mehsana in the Department of Revenue, Ministry of Finance underwent a surgery in Sterling Hospital as there were no CGHS Hospitals in that city. He underwent chemotherapy treatment and CIT / Gandhinagar sanctioned Rs. 1.35 lakhs as advance for the treatment at Sterling Hospital. In the last final settlement of payment, it was concluded that an amount of Rs. 1,57,657 is payable and Rs. 80,380 had already been paid. CGHS was referred to for their approval. CGHS asked the department to supply some documents to examine the case. However, it was finally decided to reimburse and amount of Rs. 1,00,435 as a special case in relaxation of CCS (MA) Rules. In the meantime, CGHS informed the department that the case of the Applicant is not an emergency case and hence the amount already sanctioned by the department was withdrawn and the total advance already paid is recoverable. In view of that, he filed this OA in CAT, Ahmedabad which issued an interim order stopping the recover of amount already paid.

The Tribunal analyzed all documents and heard both sides. The treatment undertaken in Sterling Hospital is not disputed. There is no condition suggested, in case of Mediclaim, regarding recognition under CGHS as per letter of Ministry of Health's O.M.S. 11011/4/2003-CGHS (P), dated 08.01.2004. It is safely presumed that this principle would apply in case of serving employees governed by CS (MA) Rules. Circular also provides for post treatment can be taken in the same hospital. Reimbursement in Relaxation of Rules in emergent cases of civil services (Medical Attendance) rules (CS (MA) Rules) provides that person / persons on the spot have to taken a decision for treatment of his / her it is a case of emergency. By sanctioning advance by the controlling officer, the emergency condition of health needing urgent treatment to the Applicant had been accepted. Ministry of Health in 2008 has issued a circular authorizing treatment in case of cancer in unrecognized hospital. In that connection, precedent judgement of Supreme Court was noted. In the case of Suman Rakheja V/s State of Haryana and others (2004 (13) SCC 562], a direction was given that the wife of a deceased employee who had undergone treatment in unrecognized Apollo Hospital is to be reimbursed her medical charges as per AIIMS rates and 75% in excess of it. In the case of Surjit Singh V/s State of Punjab [1996 AIR (SC) 1388], the medical charges for treatment in Escorts Hospital at London is to be reimbursed even though the department stated that Escort Hospital at London is not recognized and only the said hospital in India is recognized.

In the result, the refund of advance as demanded by Respondents is quashed and set aside. The Respondents were directed to finalize the claim in accordance with rules and to be completed in three months of the receipt of this order and the arrears, if any should be paid within that three months, with 9% interest on the payable amount if it is not paid within the stipulated period.

[D.N Oza V/s Secretary, Ministry of Finance, Department of Revenue and other, (Ahmedabad), date of judgement 15.05.2009].

Removal from service, without fully establishing the charges levelled against an employee and proceeding with the enquiry without obtaining his representation on receipt of the charge-sheet by the employee, cannot be upheld.

Facts : The Applicant in this case, a GDS Extra Departmental Branch Postmaster (EDBPM) at Village Pandhri, Post Office, was charge-sheeted, dated 13/16-02-2002 under Rule 10 of the Department of Post, GDS (Conduct and Employment Rules), 2001 (Rules for short) relating to misappropriation of Rs. 50,603.85 Ps and unaccounting of Rs. 200 in the recurring deposit account No. 670358 of Shir D.T. Thalal on 11.08.1999. The Applicant was put off duty on 07.03.2000. The enquiry officer submitted his report on 23.07.2004 totally exonerating the applicant of the misappropriation of Rs. 50,603.85 but held guilty for not accounting the amount of Rs. 200 in the account of Thalal. On receipt of the representation against the enquiry report by the Applicant, the disciplinary Officer punished him by removing from service, by order, dated 14.09.2005 and the appeal was also rejected by order, dated 25.10.2005. These two orders are challenged before the Tribunal.

The Applicant submitted that the enquiry was conducted violating the principles of natural justice. Against the major charge of misappropriation, the enquiry officer had exonerated him. The depositor Thalal himself said that he did not remember depositing Rs. 200 in his recurring deposit account. Thus the disciplinary authority punished him without applying his mind in the face of the circumstances.

The Respondents state that on the day of the visit of the Sub Divisional Inspector to the said post office, he found that an amount of Rs. 49,903.85 was short. The Applicant has put his initials in the pass-book of Thalal having deposited Rs. 200 in his account. The procedure for the conduct of the disciplinary enquiry was done as per rules. Thus there is no legal infirmity in the order of the punishment. The Tribunal considered the above arguments. But held that the enquiry was ordered without obtaining the representation against the charges levelled against him in the charge-sheet. This is violation of Rule 10 of GDS Rules, 2001.

Rule 10(1) (i) is relevant. It reads "No order imposing a penalty shall be passed except after (a) the Sevak is informed in writing of the proposals to take action against him and of the allegation on which it is proposed to be taken and given an opportunity to make any representation. He may wish to make and (b) such representation, if any, is taken into consideration by appointing authority."

The Tribunal then considered the other parameters of Rule 10 and explained the procedure before passing the final order, in this case removal from service. The non-following of Rule 10(1) (i) (a) is a violation of Rules.

There is contradiction in the misappropriation charge of Rs. 50,603.80 as the amount is differently quoted in the other place by the Respondents. However, the enquiry report completely exonerates the charge of misappropriation of Rs. 50,603.80 as the prosecution failed to produce any document or oral evidence in respect of the charge. Only non-accounting of Rs. 200 is proved.

On the charge of non-accounting, the depositor Sri Thalal categorically stated in his answer to a question that he did not remember of having deposited. The critical documents, namely pay-in-slip and counterfoil of the said R.D. Account of Sri Thalal is not produced when called for by the prosecution before the enquiry officer. In this connection it was held:

Held: "It is an established law that the onus of proving the charges against the Applicant lay on the shoulders of the Respondents and they could not discharge it. Thus the finding of the enquiry officer on this count against the Applicant is totally perverse and against the evidence produced before the inquiry officer by the Respondents."

Even though all these points had been taken by the Applicant against the enquiry report, these points were not taken into account. A cryptic and routine order have been passed by the impugned Order, dated 14.09.2005 and 25.10.2005 by rejecting them.

The Respondents tried to sustain their case by stating that non-accounting of Rs. 200 even if the amount is small as the confidence reposed on the Government servant is sheltered. But in the present case, there is no proof to prove the charge of non-accounting of Rs. 200 and hence the submission of the Respondents cannot be upheld. The depositor himself could not state regarding the deposit of Rs. 200 in his R.D. Account.

Even presuming that non-accounting of Rs. 200 is proved, it is not such a charge warranting removal from service. In that connection, the Tribunal recalled the judgement of the Apex Court in B.C. Chaturvedi V/s Union of India, [1995 (8) JT 65], whereby the conclusion was drawn that the punishment is shockingly disproportionate, especially when the depositor is not sure of the depositing the amount of Rs. 200.

In view of the above, the punishment orders, dated 14.09.2005 and 25.10.2005 were set aside. Further direction was given to reinstate. The applicant from the date of his removal with all consequential benefits. But the back-wages from the date of removal to reinstatement is restricted to 50% of the back-wages. The order is directed to be complied within two months from the date of receipt of the judgment.

[Shri Madhu Motram Bhendarkar V/s Union of India through the Secretary, Ministry of Communication and others date of judgement 22.02.2008]

Higher rate of Commutation table restored for Pb Govt. retirees in between 2003 & 2006.

(P&H (DB) Before – Ashutosh Mohunta and Nirmaljit Kaur. JJ. Haryana at Chandigarh Case No. CWP No. 15554 of 2007 – decided on duly 21,2008 Gian Chand and others Vs. State of Punjab and Others.

Ashutosh Mohunta, J. (Oral) :

The petitioners were the employees of Punjab State Electricity Board, They Joined the service of the Board on different dated and had superannuated between 31.07.2003 to 30.10.2006 The petitioners have prayed that the impugned circular date 29.03.2003 vide which the table calculation of commutation of pension was replaced from 10.46% to 6.21% be quashed.

The facts in short are that the State of Punjab issued impugned circular dated 29.7.2003 vide which the new table was prescribed for calculation of commutation of pension to revise the existing table. The existing table superseded for only those employees who would retire on or after 31.7.2003 and the calculation of commutation of pension remained the same. This commutation value was reduced from 10.46% to 6.21%. The resultant effect was that those who were to retire on or after 31.7.2003 were made to suffer heavy financial loss. The State of Punjab issued circular number dated 31.10.2006, revising the existing table and the same table was again prescribed which was existing prior to the issuance of the Circular dated 29.7.2003. Consequently, only those employees were made to suffer financial loss who would retire on or after 31.7.2003 and before 31.10.2006. Aggrieved with the same the petitioner has filed the present Writ Petition.

Counsel for the petitioner relies on V. Kasturi Vs Managing Director, State Bank of India 1998 (5) SLR 629 to contend that all the petitioners who had superannuated between 31.7.2003 to 30.10.2006 shall be entitled to commutation of 10.46%. In V. Kasturi's case (supra., Hon'ble the Supreme Court has held as under :

"If the person retiring is eligible for pension at the time of his retirement and if he survives till the time by subsequent amendment of the relevant pension scheme, he would become eligible to get enhanced pension or would become eligible to get more pension as per the new pensioner in the category of Retirees who had superannuated between 31.07.2003 to 30.10.2006. There is no rationale in providing the cut off date and creating two class of people who are similarly placed. Such a classification was also subject matter in the case of D.S.Nakara Vs. Union of India 1983 (2) SLR 246 which laid down that it was not open to the respondents - State to pick out any date without reasonable and valid rationale in creating such a classification. No justification or clarification has been provided by the state while making a feeble attempt to defend their stand.

After hearing the counsel for the parties, we are of the considered opinion that this petition deserves to be allowed and our opinion is further strengthened by the ratio of law laid down in V. Kasturi's case (supra) which has been followed by Hushiar Singh's Case (supra). The state cannot be permitted to create two categories of retirees by providing a cut off date as there is no rationale.

IN view of the above, we allow the writ petition and quash the impugned circular dated 29.7.2003 and restore the pension of the petitioners, in accordance with the revised table, issued as per the Circular dated 31.10.2006.

Supreme Court in its Judgement dated 10/01/2006 in Appeal (Civil) 6885-86 of 2003 titled K.C. Skaria V/S The Govt. of State of Kerala & Anr, allowing the appeal in part

HELD:

1. The relationship between the first respondent and the appellant was that of an employer and an independent contractor engaged to execute certain work in terms of the contract. The contract was an item-rate contract and payment for the work done had to be made by the employer to the contractor as per the measurements recorded in the measurement book maintained by the Department. It is also not in dispute that while the appellant as the contractor would approximately know the quantum of work done by him, the exact quantities for the purpose of payment could be ascertained by him only by actually measuring the work done or by having access to the measurement book maintained by the Department. In the circumstances, the question that arises for consideration is whether the remedy of the appellant, engaged as an independent contractor to execute a construction work (in an item-rate contract where payment is to be made as per the measurements recorded in the measurement book maintained by the employer) in the event of non-payment for the work done, is only to file a suit for the cost of the work done quantifying the amount due, or whether he could file a suit for rendition of accounts against the employer with a further prayer for a decree for the amount due.
2. Order 20 Rule 16 of the Code of Civil Procedure, 1908 does not create or confer any substantive right to seek rendition of accounts in any particular type of cases, nor in all types of cases. It merely refers to a rule of procedure and would apply where there is an existing right to seek rendition of accounts having regard to the relationship between the parties.
- 3.1. It is now well-settled that the right to claim rendition of accounts is an unusual form of relief granted only in certain specific cases and to be claimed when the relationship between the parties is such that the rendition of accounts is the only relief which will enable the plaintiff to satisfactorily assert his legal right.
Jawahar Singh v. Haria Mal, (1899) 60 P.R. 1899, Gulam Qutab-ud-din Khan v. Mian Faiz Bakhsh, AIR (1925) Lah 100, State of J & K v. Tota Ram AIR (1971) J & K 71 and Triloki Nath Dhar v. Dharmarath Council, AIR (1975) J & K 76, referred.
- 3.2. The right to seek rendition of accounts is recognized in law in such as administration suits for accounts of any property and for its administration, suits by a partner of a firm for dissolution of the partnership firm and accounts, suits by the beneficiary against trustee/s, suits by a member of

the joint family against the Karta for partition and accounts, suits by a co-sharer against other co-sharer/s who has/have received the profits of a common property, suits by a principal against an agent, and suits by a minor against a person who has received the funds of the minor.

4. Even where there is no specific provision for rendition of accounts, courts have recognized an equitable right to claim rendition of accounts.

Narandas Morardas Gajiwala v. S.P.A.M. Papammal, AIR (1967) SC 333, relied on.

5. A suit for rendition of accounts can be maintained only if a person suing has a right to receive an account from the defendant. Such a right can either be (a) created or recognized under a statute; or (b) based on the fiduciary relationship between the parties as in the case of a beneficiary and a trustee, or (c) claimed in equity when the relationship is such that rendition of accounts is the only relief which will enable the person seeking accounts to satisfactorily assert his legal right. Such a right to seek accounts cannot be claimed as a matter of convenience or on the ground of hardship or on the ground that the person suing did not know the exact amount due to him, as that will open the floodgates for converting several types of money claims into suits for accounts to avoid payment of court fee at the time of institution of a suit.

6. The right of a contractor engaged to execute a particular work to file a suit for accounts against the employer in regard to payment for the work done is not created or recognized by any statute. The independent contractor is not an agent of the employer. Nor is the employer in the position of a trustee with reference to the independent contractor. The claim cannot be supported in equity by stating that where the relationship is such that rendition of accounts is the only relief which will enable the contractor to satisfactorily assert his legal right. A contractor, who is engaged to execute a work, is expected to maintain his own accounts. At all events, there is no bar for a contractor to keep an account of the work done. Even where the contract between the employer and an independent contractor may provide for payment on the basis of measurements to be recorded by the employer, nothing prevents the contractor from measuring the work done by him and then suing for the value of the work done. The contractor may also demand joint-measurements to determine the quantum of work done. If the employer for some reason does not co-operate, or prevents the contractor from taking physical measurements, the contractor can seek appropriate legal remedy which will enable him to take measurements or to secure the information from the measurement book in the custody of the employer. Therefore, either the fact that the measurement book is maintained by the employer, or the fact that the contractor does not possess the exact measurements, will not entitle the contractor to file a suit for rendition of accounts against the employer.

7. In this case, the appellant could have either himself measured the work done by him, or secured the information from the respondents. The appellant has neither made out a right under a statute nor any fiduciary relationship nor any right in equity by establishing that except by calling upon the defendants in the suit to render accounts, it is not possible for him to get relief. The appellant has sued for Rs.2 lacs and paid court fee thereon. Nothing prevented him from suing for Rs.5, 33,000. In Para 5 of the plaint, he states that the total value of work done by him was Rs. 10, 00,000. He knew that he had been paid only Rs.4, 04,628. He also knew the value of material supplied by the employer. In the circumstances, the prayer for rendition of accounts is not maintainable.

8. The appellant next attempted to press into service Section 149 of CPC to contend that he ought to have been given an opportunity to pay the deficit court fee on the total amount due for the work done. Section 149 provides that where the whole or any part of court fee prescribed for any document has not been paid, the court may, in its discretion, at any stage, allow the person by whom such fee is payable, to pay the whole or part as the case may be, of such court fee, and upon such payment, the document in respect of which such fee is payable, shall have the same force and effect as if such court fee had been paid in the first instance. Section 4 of the Court Fee Act bars the court from receiving the plaint if it does not bear the proper court fee. Section 149 acts as an exception to the said bar, and enables the court to permit the plaintiff to pay the deficit court fee at a stage subsequent to the filing of the suit and provides that such payment if permitted by the court, shall have the same effect as if it had been paid in the first instance.

Mannan Lal v. Chhotka Bibi, AIR (1971) SC 1374, held inapplicable.

9. A careful reading of Section 149 CPC shows that it will apply only in respect of the court fee payable at the time of institution of the suit. If the court fee on the plaint when instituted, is not paid wholly or partly by the person instituting the suit, the court in its discretion, may allow him to pay the court fee or deficit court fee within the period fixed by it. Section 149 CPC has no application where the court fee, due on the plaint as per the valuation of the suit, is fully paid, but subsequently it is found that a larger amount is due to the plaintiff.
10. A plaintiff can increase the claim only by seeking amendment of the plaint and paying additional court fee on the amended claim. In regard to such amended claim also, Section 149 may be pressed into service. But then amendment would depend on limitation and may not be permitted after the period of limitation. Where there is no amendment to the plaint increasing the suit claim, there is no occasion for pressing Section 149 into service in regard to court fee payable on plaints.

11. The contractor has also established by evidence that there was an inordinate delay on the part of the department in approving the levels in spite of requests and that until levels were approved, road formation work could not be carried out. The contractor has also clearly established that there was an inordinate delay in making payment for the work done. The first bill was submitted for Rs.5,36,800. After certain deductions, a sum of Rs.4, 04,628 towards the said bill was released only after 19 months. This delay remains unexplained.
12. The trial court has examined the evidence in detail and has recorded clear findings of fact about the delays and the breach committed by the Department. The finding of the High Court without consideration of the evidence cannot be sustained. The finding of the trial court that the respondents committed breach of their obligations and the appellant was justified in refusing to complete the work is restored, and also the consequential finding that the respondents could not, therefore, recover the extra cost in getting the work completed from the appellant.
13. It is not in dispute that as per the measurements recorded by the Department, the value of the work done was Rs. 10, 05,466.42 and the amount due in regard to the work done after deducting the part payment and value of the material supplied, was Rs.5, 33,560. The plaintiff had estimated the amount due for work done as Rs.2 lacs and paid the court-fee therefor. He did not amend the suit claim nor pay any additional court fee. The claim for accounting has been rejected as not maintainable. Therefore, the plaintiff is entitled only to a decree for Rs.2 lacs towards the value of the work done, even though he has established that the amount due in that behalf was Rs. 5,33,560.
14. As the appellant has established breach by the respondents, the award of Rs. 1,000 as damages for breach by the trial court is also upheld. As a consequence of the finding that the breach is on the part of the respondents and not on the appellant, the trial court was justified in giving a declaration that the respondents were not entitled to recover any extra cost involved in getting the work completed from the appellant. But it could not have granted the further relief of directing the respondents to refund the security deposit amount and retention deposit amount, as the appellant had neither quantified the said security deposit/retention deposit nor paid court fee thereon. *Therefore, the decree granted by the trial court, to the extent it directs refund of the security deposit and retention amount, cannot be sustained.*

A fool always find one still more foolish to admire him.

- Boileau

Interpretation and scope of arbitration clause-clause providing for decision of superintending Engineer as final cannot be referred to arbitration-Exclusion by arbitration clause or other clauses.

In the case of **Vishwanath Sood Vs Union of India, A.I.R 1989 S.C. 952 (1989) 1, S.C.C 657 (1989) 1Arb. L.R.357**. Firstly: the reference in the clause to the requirement that the work shall throughout the stipulated period of the contract be proceeded with due diligence and the reference in the latter part of the clause that the compensation has to be paid in the event of the contractor failing to comply with" the prescribed time schedule make it clear that the levy of compensation is conditioned on some default or negligence on part of the contractor. Secondly while the clause fixes the rate of compensation at one percent for every day a default it takes a care to prescribe maximum compensation of ten percent on this ground and its also provides for a discretion to the Superintending Engineer to reduce the rate of penalty from one percent. Though the clause does not specifically say so, it is clear that any moderation that may be done by the Superintending Engineer would depend upon the circumstances. The nature and period of default and the degree of negligence or default that could be attributed to the contractor. This means that the Superintending Engineer, in determining the rate of compensation chargeable will have to go into all aspects and determine whether there is any negligence on the part of the contractor or not. Where there has been no negligence on the part of contractor and it is on account of various extraneous circumstances such as vis major or default on the part of the Government or some other unexpected circumstance which does not justify penalising the contractor, the Superintending Engineer will be entitled and bound to reduce or even waive the compensation it is true that the clause does not in terms provide for any notice to the contractor by the Superintending Engineer. But it will be appreciated that in practice the amount of compensation will be initially levied by the Engineer-in charge and the Superintending Engineer comes into the picture only on some sort of revisional or appellate authority to whom the contractor appeals for redress. As it appear, clause 2 of the contract contains a complete machinery for determination of the compensation which can be claimed by the Government on the ground of delay on the part of the contractor in completing the contract as per the time schedule agreed to between the parties. The decision of the Superintending Engineer ; it appeared to the Court. Is in the nature of a considered decision which he has to arrive at after considering the various mitigating circumstances that may be placed by the contractor or his plea that he is not liable to pay compensation at all under this clause. In the opinion of the court the question regarding the amount of compensation devlable under clause (2) has to be decided only by the Superintending Engineer and no one else.

The words 'the Superintending Engineer's decision shall be final " in clause 2 refer only to a finality qua the department : in other words, that it only constitutes a declaration that no officer in the department can determine the qualification and that the quantum of compensation levelled by the Superintending Engineer shall not be changed without the approval of the Government. The Supreme Court did not accept the view that the finality cannot be construed as excluding the jurisdiction of the

arbitrator under clause 25, which is the arbitration clause and starts with an opening phrase excluding certain matters and dispute from arbitration and there are matters or dispute in respect of which provision has been made elsewhere or otherwise in the contract. These words in the opinion of the Supreme court can have reference only to provision such as the one in parenthesis in clause 2 by which certain types of determination are left to the administrative authorities concerned. If that be not so, the words 'except where otherwise provided in the contract.' Would become meaningless, hence held that the question of awarding compensation under clause 2 of the contract is outside the purview of the arbitrator and that the compensation determined under clause 2 either by Engineer in charge or on further reference by the Superintending Engineer will not be capable of being called in question before the arbitrator. Reading clause 2 and 25 of the contract together the conclusion is irresistible that the amount of compensation chargeable under clause 2 is a matter which has to be adjudicated in accordance with that and which cannot be referred to arbitration under clause 25.

Recovery of a substantial amount from the pensionary benefits due to an undetected error in fixation of pay long back is not permissible

Facts: The Applicant, joined in Western Railway in 1960 as Signaler-cum-Assistant Station Master. He was promoted to higher grades subsequently including the post of Sr. Assistant Yard Master and retired on 31-7-2000 after putting in a service of 40 years. At the verge of retirement, he was served with the impugned order, dated 20-7-2000 on 28-7-2000, i.e., just three days before his retirement stating that his pay was wrongly fixed with effect from 1-10-1978 and hence excess payment of Rs. 72,726 had to be recovered. That recover also affected his pension. In the Pension Payment Order, his pay was shown at Rs. 8,300 whereas he was actually drawing a pay of Rs. 8,700 during the last ten months of his service. Action from 1-10-1978 when his pay was reported to have wrongly fixed cannot be taken after 22 years which is against the principles of natural justice. He relied on three Supreme Court judgments to sustain his case. He further submits that Rule 15 of Railway Servants (Pension) Rule 1993 which stipulates the procedure and adjustment of dues is also not applicable as nothing wrong was done by the Applicant in any departmental proceedings. Rule 74 of the said rule also limits verification of records up to 24 months preceding the date of retirement to be done by the Head of the Department.

The Respondents submit that his pay as on 1-10-1978 was fixed as Rs. 476 in the grade of Rs. 330-560 instead of Rs. 464. This wrong fixation caused excess payment of Rs. 72,726. When the mistake was realized, impugned order, dated 26-7-2000 was issued to recover the excess payment. It is further admitted by the Respondents that the said mistake was detected at the time of checking the service of book while preparing retiral dues.

Both the parties were heard and connected records were perused by the Tribunal.

The Respondents sought to recover the excess payment due to wrong fixation of pay with effect from 1-10-1978 at the time of his retirement by issuing the impugned Order, dated 20-7-2000. As wrong fixation of his pay was done in the year 1978 and consequent excess payment arose till his retirement, is the error committed by the Respondents in which the Applicant had no hands. He had not resorted to any fraud. Hence recovery is prohibited by the Tribunal.

In the case, **Shyam Babu Verma and others v. Union of India and others [1994(2) SCC 531]**, it was held that it is not open to Respondents to make recovery from the emoluments drawn by an employee long back

Inordinate and inexplicable delay in issuing a charge-sheet to an alleged delinquent employee may lead to setting aside of the charge-sheet

Facts: The Applicant, a retired Superintendent of Customs and Central Excise was taken up for issuing a shipping Bill Nos. 1033403 to 1033422, dated 23-9-1998 for export of one container covering the above said four shipping bills. He was placed under suspension on 10-3-1999 which was revoked on 27-3-2001. He was issued with show-cause notice, dated 17-6-1999 by DRI under Sections 113 and 114 of the Customs Act alleging that the Applicant had not exercised the required check and scrutiny of goods and documents in respect of the export of goods under the said shipping bills.

The case was adjudicated by Commissioner of Inland Container Depot, New Delhi. No FIR was lodged against the Applicant as no incriminating reference has come against him. However, certain other officers were prosecuted under Section 135 of the Customs Act, 1962 and also against M/s. Romil International who shipped the material under the above said four bills. The applicant was issued a Major Penalty charge-sheet for dereliction of duty, under Rule 114 of Customs Act. The charges were rebutted by the Applicant. He also submitted a petition for voluntary retirement which was allowed despite the pendency of the pending charge-sheet. An enquiry was initiated in 2009 after an elapse of 11 years from the initiation of charges in 1998.

The Applicant first exonerated but later proceedings has started. No loss was incurred by the issue of the bills as M/s. Romil International returned back the money illegally gained by them. The Applicant relied upon many cases decided by Supreme Court and the Tribunal in support of his arguments.

The respondent opposed the arguments of the Applicant and stated that the Applicant derelicted his duty. The reason for delay in issuing the charge-sheet was explained on the ground that the revenue loss could not be ascertained at the earliest. They have given the chronological events of action to substantiate the reason for delay. Further, the Respondents submitted that the Applicant was not vigilant which is a misconduct. The delay cannot vitiate the charge-sheet proceedings. Delay will not vitiate the proceedings if no prejudice is caused to the employee as held by the High Court in the case of Lt. Governor of Delhi and another v. Narain Singh [WP-6715-6716 of 2006, dated 4-7-2008.].

In the rejoinder, the Applicant stated that acceptance of his voluntary retirement stopped the Respondents

from initiating inquiry against him.

The case was considered by the Tribunal. Number of precedence judgments were noted by the Tribunal. It is enough if the analysis of the delay by the Tribunal is reproduced. It was held.

Held: "The explanation of delay tendered by the Respondents initially talks of non-ascertainment of loss of revenues to the Government, which on the face of it, is wrong as in the show-cause notice issued in 1999 this loss to the Government was ascertained. The table given by the Respondents to explain delay after 10-3-1999 shows that they were waiting for 1st stage advice for major penalty which was given by the Central Vigilance Commission on 15-7-2003 and the adjudication order was passed on 5-9-2003, yet it took Respondents more than six years to issue a charge-sheet to Applicant. Though we are of the considered view that when a show-cause notice was issued to the Applicant all the facts and circumstances regarding alleged default of Applicant were known to them. Yet they had waited without any reference to the context to the Customs proceedings and ultimately without acting on it where the Applicant was exonerated of the omissions which are now transferred into an alleged misconduct, the proceedings initiated in 2009 no satisfactory explanation has come forth. Merely giving the dates and stating the efforts made would not suffice, as there has to be credibility and reasonableness in the explanation. Application in whose reference on 8-5-2007 Central Vigilance Commission's 1st stage advice was not reconsidered, yet certified copies of the relied documents were obtained after about two years when these documents were available with the Respondents in their adjudication proceedings under the Customs Act, the enquiry was belatedly held on initiation."

From the point of view of alleged misconduct, the Applicant had no role to play. While functioning as Superintendent he has given "Let export" order in the same methodology, practice and customs which were prevalent and followed in the department. Hence it was held.

"Neither the Applicant has derelicted in duty, nor by his willful act he had the intention to cause any willful loss to the Government, which is already recovered. Now, holding a disciplinary proceedings against the Applicant post-retirement though on voluntary grounds would not serve any purpose. At best, the alleged misconduct of Applicant for his alleged negligence, which is not culpable one and shall not be construed as a misconduct."

To arrive at the above decision, the precedent judgment of Apex Court in Union of India v. J. Ahmed [1979(2) SCC 286], was noted.

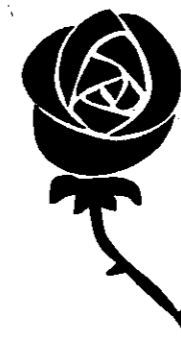
Further, an error of judgment is not a misconduct as held in the case of Inspector Prem Chand v. Government of NCT of delhi and others [2007(5) scale 421].

The allegation of 1998 cannot be argued well by the Applicant as he will not be able to procure his defence as well as this has caused prejudice to him. His request for withdrawing the case was not heeded to. Despite condoning the alleged misconduct of Applicant, which has not been found otherwise in the Customs Act, not holding a proceeding for a period of 11 years, the delay is inordinate as well as unexplained causing prejudice to the Applicant.

In the result, the OA is allowed and the charge-sheet is set aside.

O.A. No. 401 of 2007

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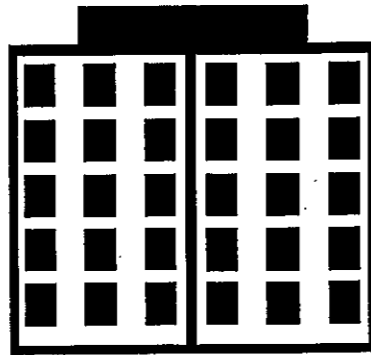
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SECTION VII

Reader's Forum

1. Conversion Table
2. Frequently Asked Questions
3. State Information Against "Culling Bits of Info" from Files
4. TDS Chart
5. My Incredible India

CONVERSION TABLE

LENGTH	
1 inch	25.4 mm
1 foot	0.3048 metres
1 yard	0.9144 metres
1 furlong	201.168 metres
1 mile	1.609344 kilometres
1 Millimetre	0.03937 inch
1 metre	3.28084 feet/ 1.09361 yard
1 kilometre	0.62137 mile
AREA	
1 sq. inch	6.4516 sq. centimeter
1 sq. foot	0.092903 sq metre
1 sq. yard	0.83613 sq. metre
1 acre	0.404686 hectare
1 sq. mile	2.590 sq. kilometers
1 sq. centimeter	0.155 sq. inch
1 sq. metre	10.7639 sq. foot/1.19599 sq. yards
1 hectare	2.4711 acres
1 sq. kilometre	0.3861 sq. miles
VOLUME	
1 cubic inch	16.3871 cu. Cm
1 cu. Foot	0.028317 cu metre
1 cu yard	0.76455 cu metre
1 cu centimetre	0.061024 cu inch
1 cu metre	35.315 cu. Feet/ 1.30795 cu. Yard
Capacity	
1 imperial gallon	4.54596 litres
1 litre	0.219976 imperial gallon
WEIGHT	
1 ounce	28.3495 gms
1 pound	0.4535924 kg
1 hundred weight	0.50802 quintal
1 ton	1.01605 metric tone
1 tola	11.6638 gms
1 seer	0.9331 kg
1 mound	0.37324 qtl
1 gm	.035274 ounce
1 kilogram	2.20462 pounds
1 quintal	1.9684 hundred weight
1 metric tonne	0.9842 ton
1 gram	0.085735 tola
1 kilogram	1.07169 seer
1 quintal	2.67923 mounds

FREQUENTLY ASKED QUESTION

When the period of suspension is treated as duty for all purposes, any increments, due during that period are admissible.

When the suspension period has been treated as spent on duty for all intents and purposes, his pay and increments etc., are to be regulated just like any other Government servant.

Encashment of leave not admissible in respect of dismissal/removal of employees:

Under Rule 9 of CCS (Leave) Rules, 1972, the official forfeits his claim to leave on dismissal/ removal from service which means the leave at credit on the date of removal/ dismissal lapses. There is no question of any encashment.

Family Planning Allowance cannot be stopped on the death of spouse.

The special increment granted for undergoing sterilization operation shall remain fixed during the entire service. It can be withdrawn only in terms of GIO No. 11 incorporated under Rule 27 of FR & SR, Part-1, General Rules (Catalogue No. C-1) Stopping the Family Planning Allowance on the death of wife and recovering the amount already paid from the date of death of wife are not supported by any orders.

Admissibility of LTC to visit any place in India.

LTC claim to "anywhere in India" should be from headquarters to place of visit and back and not vice versa.

Transport Allowance not admissible for the period of absence which covers whole calendar month:

Transport Allowance is not admissible for the period of absence which covers whole calendar month vide Clarification No. 1 in Appendix-5 'Transport allowance' in "FR & SR- Part-II-Travelling Allowances".

No. T.A/D.A is admissible for attending training at the headquarters irrespective of the distance between the normal duty point and training centre:

In terms of GIO (2) of "FR & SR-Part-II-Travelling Allowances", the definition for 'local journey shall be constructed to mean a journey within the municipal limits or city in which the duty point is located. It shall include journeys performed within the limits of suburban or other Municipalities, Notified Areas or Cantonments contiguous to the Municipalities/ Corporation of the town or city in which the duty point is located. Journeys within the limits of an Urban Agglomeration within which a Government Servant's headquarters are located will also be treated as 'Local journey' In view of the above, no TA/ DA is admissible for training in terms of GIO (1) below SR 164.

LTC is admissible for the journey by 'Pony' when no other mode of transport is available:

Under Rule 12 (c) (5) of CCS (LTC) Rules, 1998 in "CCS (LTC) Rules" (Cat. No. C-11) when the

place of visit is not connected by any other means of transport, mileage allowance will be admissible for the journey by 'Pony' also.

If the Government servant dies during pendency of disciplinary proceedings, the period between the date of suspension and death is to be treated as duty:

As per FR 54 (B) (2), where a Government servant under suspension dies before the disciplinary proceedings instituted against date of death shall be treated as duty for all purposes, and his family should be paid full pay and allowances for that period which he would have been entitled had he not been suspended.

Hence, In the instant case, the family of the deceased Government employee is entitled of family pension. The Pay which he would have been entitled on the date should be treated as 'emoluments' for the purpose of determining family pension vide Rule 33 of CCS (Pension) Rules, 1972.

Government dues as defined under Rule 71 of CCS (Pension) Rules, 1972 can only be recovered from the Death Gratuity payable to the family of the deceased Government servant.

As per Rule 80 (C) of CCS (Pension) Rules, 'Government dues' as defined in Clause (3) of Rule 71 of CCS (Pension) Rules, 1972 can only be recovered from the Death Gratuity payable to the family of the deceased Government Servant.

T.A Claim for the journey performed by full taxi between places connected by rail is to be restricted to the train fare admissible by entitled class:

When an official performs his journey by full taxi between places connected by rail, his T.A Claim should be restricted to the train fare admissible by entitled class. Approval of the Competent Authority in necessary where full taxi fare is required to be allowed.

Under Note-9 and decision regarding 'Restricting road mileage for travel' by own car/full taxi between places connected y rail to rail of entitled class' under Note-10 below GIO (1) under SR 46 of FR & SR-Part-II Travelling Allowance" (C4).

EOL availed in continuation of Maternity leave without medical certificate will not count as qualifying service for pension and increment:

Rule 434 (b) of CCS (Leave) Rules, 1972 deals with grant of Commuted leave and LND without medical certificate in relaxation of Rule 30 (1) and rule 31 (1). There is no similar relaxation of FR 26. As per FR 26b (ii) EXOL taken otherwise than on Medical Certificate will count for increment and pension.

Hence, EXOL availed without Medical Certificate in continuation of Maternity Leave will not count as Qualifying Service for increment/pension.

LTC can be availed during any kind of leave:

LTC is admissible during any kind of leave except week and holidays alone, as per Rule 7 of CCS (LTC) Rules" (C-II)

Unmarried dependent Children are entitled to LTC irrespective of their age:

Under CCS (LTC) Rules 1988, unmarried dependent children are entitled to LTC subject to fulfillment of other conditions laid down under Rule 4 (d) of CCS (LTC) Rules, 1988 (CCS) LTC Rules (C-11) irrespective of their age.

An official retains Government accommodation at old station of posting is entitled to HRA at the new station for a period of eight months:

When a Government Servant, on his transfer retains Government accommodation allotted to him at his old station either on payment of normal rent or penal rent or retains the quarter unauthorizedly on payment of market rent, etc., he is entitled to HRA at the new station for a period of 8 months from the date of his transfer. Under Para 4 (b) (ix) of HRA and CCA General Rules and Orders in "FR & SR-Para V-HRA and CCA" (C-23-A) in this regard.

EOL in continuation of maternity leave without medical certificate is not treated as qualifying service for increment/pension:

EOL without Medical certificate, whether in continuation of maternity leave or otherwise will not count as qualifying service for increment/pension.

Stepping up of pay is not admissible in the promoted post to a senior if his junior was drawing more pay even in the lower post:

One of the conditions for stepping up of pay is that, the junior employee should not have drawn more pay than the senior even in the lower post (S) vide GIO (27) below FR 22 of "FR & SR Part-1 General Rules" (C-1)

Employee seeking Voluntary Retirement under FR 56 (k) is eligible to the benefit of addition to qualifying service under Rule 48-B of CCS (Pension) Rules, 1972:

Under Rule 48-B of CCS (Pension) Rules, 1972 according to which an official seeking retirement under FR 56(k) is also entitled to addition to qualifying service not exceeding five years.

When a junior is drawing more pay than the senior on account of financial up gradation under ACP, such senior official is not entitled to stepping up of pay.

When a junior employee is granted financial up gradation under ACP and draw more pay than the senior, such senior is not entitled to stepping up of pay vide para. 8 of Annexure -1 to OM, dated 9-08-1999 and also clarification No. 27 of OM, dated 10-02-2000.

Journey by buses operated by travel agents are not reimbursable for LTC:

Journey by buses operated by Travel Agents are not reimbursable for LTC vide Rule 12 (2) of CCS

(LTC) Rules.(Catalogue No. C-11)

Physically/Mentally handicapped children are entitled to "Educational Assistance up to the age 22 years.

Under order No. 7 (ii) read with OM dated 21.03.2006 according to which physically/mentally handicapped children are entitled to the benefits up to the age of 22 years.

Calculation of cost-ceiling limit for 'House Building Advance'.

As per Rule 2 in Chapter-II "Rules of "Swamy's Compilation of House Building Advance Rules" (Catalogue C-15) pay of both husband and wife who are employed in Central /State Government etc., may be taken for cost-ceiling. However, the ceiling will be limited to 18 lakhs.

The cost ceiling may be relaxed upto a maximum of 25% by the Head of Department.

ACP once given cannot be withdrawn if the official declines promotion at a later date:

According to Clarification No. 22 in the Annexure to OM, dated 10-02-2000 though the Fifth Pay Commission has recommended that in case of refusal of regular promotion subsequent to the grant of financial upgradation under ACP, the concerned employee should be reverted from the ACP scale, the Government have not accepted this recommendation. As per modified scheme adopted by the Government, in such cases, the period of debarment for refusal of regular promotion shall not be counted for second financial up gradation vide condition No. 10 in the Annexure to OM, dated 9-08-1999.

E-Ticketing for LTC journeys is admissible:

Reimbursement of charges incurred for booking rail tickets through internet/e-ticketing for LTC journeys is admissible vide Ministry of Finance OM, dated 25-10-06, published as SI. No. 317 in the Swamy news of December, 2006 issue.

Widowed daughter is entitled to family pension without any age restriction:

Widowed daughter is eligible for family pension without any age of restriction whether the widowhood took place before attaining the age of 25 years or after, subject to fulfilment of other conditions vide GIO (2) to (22-A) below Rule 54 of CCS (Pension) Rules, 1972.

Medical Reimbursement bills of deceased Government employees:

The medical reimbursement claims of the deceased Government employees are to be processed and settled in accordance with the provisions contained under Rule 95 (3) in Swamy's Compilation of "Central Government Account (Receipts and Payments) Rules" (Catalogue No. C-43)

Recovery of overpayment of pay and allowances from the salary of Government servant:

As per GIO (12) below Rules 11 of CCS (CCA) Rules, the entire loss to be recovered from the delinquent and the recovery may be spread over a period. On the same analogy, the administrative

authorities may decide the number of instalments in which the excess amount paid to be recovered subject to the condition that the recovery should not exceed 1/3rd of his basic pay.

An official transferred to a lower post on own request is entitled for pay protection:

As per G.I./Deptt. of per. & Trg. O.M.F No. 16/6/2001-Estt. Pay-1 dated 14-02-2006 (SI. No. 93 of April, 2006 Swamy news) and even number, dated 4-01-2007 entitles an employees to pay protection.

Family Pension is admissible only from one source either from Defence Department or from Civil Department:

Rule 54 (13-A) of CCS (Pension) Rules, 1972, in which stipulates that the family is eligible to get only one pension either from Civil Service or from Military Service, Which is more advantageous.

Procedure for reconstruction of a lost service book by the office which maintains for service book:

No Specific procedure is prescribed for reconstruction of Service book which is lost. You may produce all your original certificates of educational qualifications, age etc., and also available copies of letters/orders relating to your service career to your office for reconstruction of your service book. You may also file a statement indicating the date of entry into service, post, office etc., and also details of various promotions in your career. Since Pay Bill Register and related schedules are to be preserved for 35 years vide Appendix-13 of "Swamy's Compilation of General Financial Rules incorporating compendium of Rules on advances to Central Government Servants".

Rule 257 in GFR ibid which stipulates that the service book of a Government servant should be maintained in duplicate and one copy should be given to the concerned Government servant for his safe custody.

Half Pay leave can also be encashed on retirement subject to conditions:

The retired official is entitled to get cash equivalent for HPL at his credit vide GID 12 below Rule 39 of Swamy's Compilation of FR & SR- Part-III, CCS (leave) Rules (Cat. No. C-6).

LTC journey performed by air by non-entitled persons is to be restricted to the fare of the entitled class by rail other than Rajdhani/Shatabdi Express.

Under GIO (7) below Rule 13 of CCS (LTC) Rules, 1988 in "Swamy's Compilation of CCS (LTC) Rules" (Cat. No. C-11) according to which reimbursement of LTC for the journey performed by air is to be restricted to the fare of the entitled class by rail other Rajdhani/Shatabdi Express.

Admissibility of medical advance under CS (MA) Rules when an official is receiving treatment as an in patient in a recognized hospital.

As per GID (2) below Rule 6 of CS (MA) Rules, 1944, a Government servant may be allowed to

receive treatment as an in-patient in a hospital to which he would have been admitted had he consulted his AMA. Such a Government servant is also entitled to medical advance on the basis of a certificate and duration of treatment issued by the concerned medical officer of the hospital vide Para (1) & (2) of Chapter-2 "Grant in advance" in "Swamy's Compilation of Medical Attendance Rules"

CS (Medical Attendance) Rules does not contain any rule or order that 'Chickenpox' is not a disease for the purpose of CS (MA) Rules.

Unmarried /unemployed daughter is ineligible for family pension on attaining the age of 25 year :

Rules 56 (6) (iii) of Swamy's Pension Compilation (Cat. No. C-2) according to which, Family Pension to the unmarried sons/daughter will be admissible till he he/she attains 25 years of age or up to the date of his/her marriage or starts earning a sum of Rs. 2550/- pm from employment and other sources, whichever is earlier.

Irrespective of age, the medical claim of dependent son is reimbursable:

It is clarified in OM No. 4-24/96-C&P/CBHS (P), Dated 17-09-99 (incorporated in page 110 of Swamy's CS (MA) Rules). That the medical facilities will continue to be available to sons who are dependent on the Government employee/pensioner irrespective of their age.

The day of death will be treated as working day under Rule 5 (2) of CCS (pension) Rules, 1972:

The day of death will be treated as working day under Rule 5 (2) of CCS (Pension) Rules is Swamy's Compilation. The day is reckoned from midnight to midnight, i.e. from 00.00 to 24.00 hrs.

TA on retirement is admissible only for settling down at the home town/selected place of residence:

TA on retirement is only for settling at the home town/ selected place of residence and not for visit to the home town for any purpose.

If a Government servant is sharing accommodation with another Government servant which is NOT rent free, he/she is entitled for HRA.

Vide para 5 (C) (i) HRA is not admissible only in cases where a Government servant shares Government accommodation allotted RENT-FREE to another Government servant. Other wise, HRA is admissible to the Government servant sharing the accommodation.

Price of greatness is responsibility

Ralph Waldo Emerson

STATE INFORMATION AGAINST "CULLING BITS OF INFO" FROM FILES

TRIBUNE NEWS SERVICE

Chandigarh, August 17, The state information commission today ordered that public information officers (PIOs) are required to provide only that information which is available with the office and need not "generate" or cull bits of information from files. Taking up a complaint given by KC Singal of Patiala against the PIO in the office of the Excise and Taxation Commissioner, Punjab, Chief Information Commissioner Ramesh Inder Singh stated in his orders that: "That law is well-settled on the scope of the legal obligation of PIOs to furnish information. A PIO is statutorily bound to furnish, on a request from an information seeker, information as defined in Section 2 (f) of the RTI Act, as held by or under the control of the public authority concerned. The law, however does not impose any legal obligation to create, rearrange, restructure or even tabulate information or data from record; 'information' is to be supplied, as it exists with the public authority concerned. The provisions of Section 7 (9) of the Act must be interpreted to mean that information is to be supplied in the form in which it is sought by an information seeker, provided, in the first instance, it exists."

Taking up another point raised by the complainant, Ramesh Inder Singh upheld that the an information seeker need not exhaust the remedy of first appeal to the departmental appellate authority before approaching the information commission.

"The legislature, in its wisdom, has incorporated two independent remedies and routes for citizens, who may feel let down by a PIO. Section 18 of the RTI Act confers an original jurisdiction on the commission, whereas Section 19 is an appellate jurisdiction, exercisable only after the remedy of first appeal has been exhausted. It is an established principle of interpretation of law that provisions of a statute are to be so construed as not to render any part of the statute redundant. So construed, Section 19 of the Right to Information Act confers a specific right on an information seeker to evoke the appellate authority, first at the level of departmental officials and thereafter a second appeal to the commission. Section 18 of the Act confers a right on the information seeker to directly complain to the commission, bypassing first appellate authority, subject to satisfaction of the conditions mentioned therein." State the orders.

"Section 18 is an enabling general provision to initiate an inquiry, if there is a reasonable ground to enquire, on a request made by an information seeker.

The right to complain under Section 18 is not contingent or conditional on first exhausting the remedy of an appeal under Section 19. The scope and the ambit of the remedies conferred by Section 18 and Section 19 are independent of each other." Conclude the orders.

TDS CHART

UPTO 30-9-2009

FROM 01-10-2009

Nature of Payment Made to resident	Company Firm Co-op Society Local Authority		Individual HUF	Company Firm Co-op Society Local Authority		Individual HUF
	Amount	Rate	Rate	Rate	Rate	Rate
194A- Other interest	1)5000	10	10	10	10	10
194B-Winning from Lotteries	5000	30	30	30	30	30
194C-Payment to contractor	2)20000	2	2	2	1	1
194C- Pay to Advt/sub contr	2)20000	1	1	2	1	1
194D-Insurance Commission	5000	10	10	10	10	10
194H-Commission/Brokerage	2500	10	10	10	10	10
194 I- Rent	120000	20	15	10	10	10
194I-Rent Plant/Machinery	120000	10	10	2	2	2
194J-Professional fees	20000	10	10	10	10	10

1. For Banks threshold limit Rs. 10000 w.e.f 01-06-2007
2. Rs.20000 for single payment & Rs. 50000 for aggregate payment during a financial year.
3. Surcharge and Education Cess also abolished w.e.f. 1-10-2009 on above TDS.

*It is easier to enrich ourselves with a thousand virtues,
than to correct ourselves of a single fault.*

Bruyere

An open ear is the only believable sign of an open heart

David Angsburger

MY INCREDIBLE INDIA

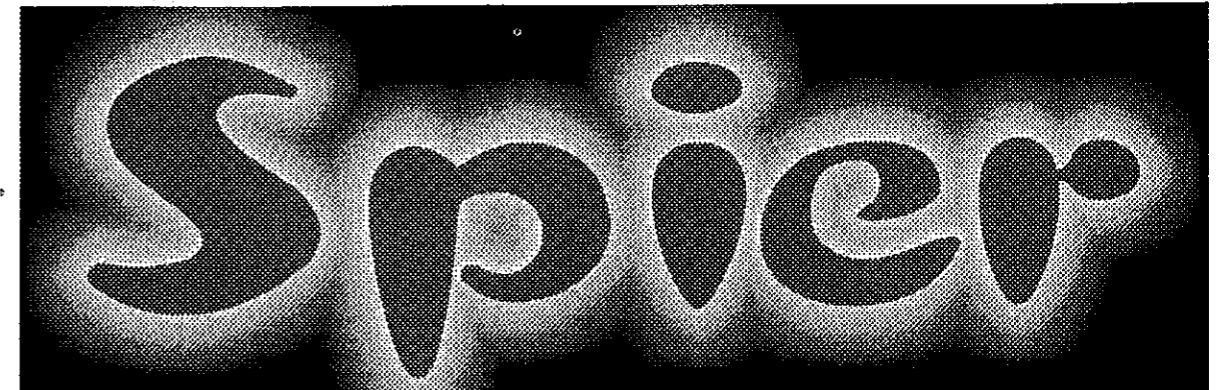
Do we have any sense of the direction India is going? Do we know anything about India?

Here are a few facts to get us going

1. India is the world's largest, oldest continuous civilization.
2. In the last 10000 years, India has never invaded any country.
3. India is the world's largest democracy.
4. India is one of the few countries in the world that gained independence without violence.
5. The art of navigation was born in the river Sindh 6000 years ago.
6. Sanskrit is the mother of all European languages.
7. India was the richest country on the earth until the 17th century, when the British invaded.
8. Chess was invented in India.
9. India invented the number system Albert Einstein said " We owe a lot to the Indians, who taught us how to count, without which no worthwhile scientific discovery could have been made."
10. Algebra, trigonometry & calculus originated in India.
11. The value of "Pi" was first calculated by the mathematician Budhayana and he explained the concept of what is known as the Pythagorean theorem. He discovered it in the 6th century, which was long before European mathematicians.
12. India is the largest English speaking nation in the world -

My point is that our country, India is definitely worth looking into & knowing something about.

Collected by
PL. SATIJA,
Sr DAO, Cons. Div. PWD
B&R, Sirhind
9872616131



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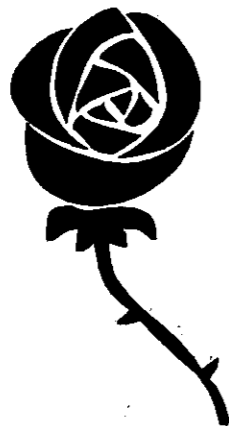


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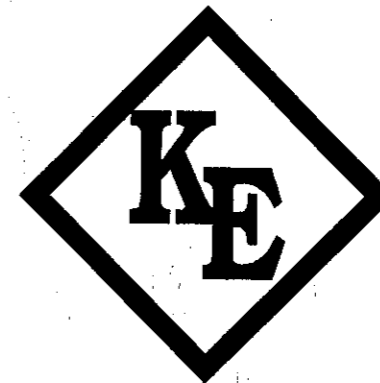
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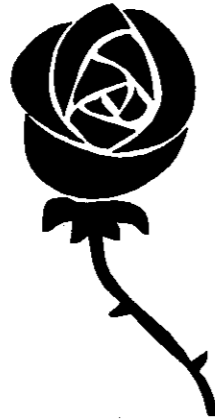


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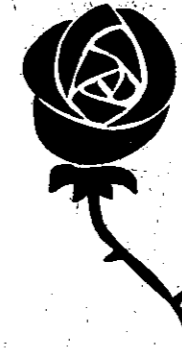
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S.A.S. Nagar (Mohali) Pb.**

Phone : 0172-2273371 Telefax : 0172-2270511

E-mail : visheshcontractors@yahoo.co.in

vkroads@gmail.com

BRANCH OFFICE :

**HOUSE NO. 28, SHAHEED BHAGAT SINGH NAGAR
ROPAR**

PLANTS AND WORKS:

OLD MORINDA ROAD, VILL. SALORA, DISTT. ROPAR

VPO NAGRA (BHAWANIGARH - SUNAM ROAD)

BHAWANIGARH, DISTT. SANGRUR (PB.)

**PUNJAB DIVISIONAL ACCOUNTS OFFICERS/ACCOUNTANTS ASSOCIATION
RECEIPT AND PAYMENT ACCOUNT
FOR THE YEAR 2009-10**

Sr. No.	Receipt	Amount	Sr. No.	Payment	Amount
1	Opening balance as on 1-04-2009		1	Expenditure during the year	
	(i) Cash in hand Rs. 78.61			(i) Postage & Misc: Rs. 4200.00	
	(ii) Cash in Bank-1: Rs. 301.83	Rs. 5648.44		(ii) Bank Charges: Rs. 88.00	4288.00
	(iii) Cash at Bank-II: Rs. 5268.00				
2	Receipt during the year:		2	Closing balance as on 31.03.10	
	(i) Subscription: Rs. 18240.00			(i) Cash in hand Rs. 78.61	
	(ii) Interest: Rs. 386.00	Rs. 18626.00		(ii) Cash in Bank--:1 Rs. 301.83	19986.44
				(iii) Cash at Bank at Bank-II Rs. 19606.00	
	Total	Rs. 24,274.44			24274.44

Sd/-
Auditor

Sd/-
Finance Secretary

Sd/-
President

