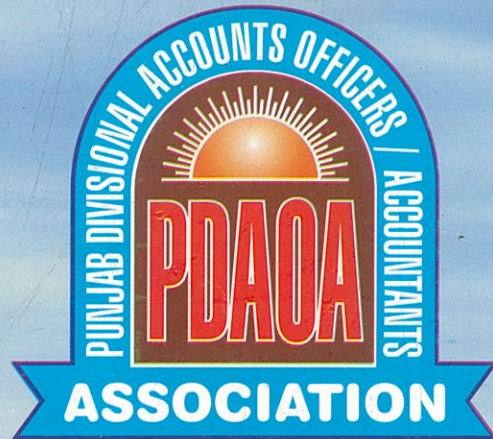


(For Members only)

SOUVENIR

**PUNJAB DIVISIONAL ACCOUNTS OFFICERS /
ACCOUNTANTS ASSOCIATION**



Issued on the Eve of

22nd Biennial General Conference

of

**Punjab Divisional Accounts Officers /
Accountants Association**

Held at Chandigarh on October 27th, 2012

FOREWORD



It gives us great pleasure and we feel honoured to write a Foreword to this Souvenir -2012, which contains some data and information useful for our cadre, on the occasion of 22nd Biennial General Conference of Punjab Divisional Accounts Officers/Accountants Association being held in the office of Principal Accountant General (A&E) Punjab, Chandigarh.

After a long struggle our cadre has gained the group B status for our entry grade i.e. Divisional Accountant and Group B Gazetted for DAO II/I and Sr DAOs. Now all the members of our cadre are in group B, it is really a great achievement of our AIF leadership. Now our next target is to get Group A status for our Sr DAOs which are already enjoying the PB -3 status and for getting Grade Pay of 4600 for our entry grade members i.e. DAs. With the joint efforts of all the state bodies under the banner of All India Federation these targets seem not very far now. AIF and our state body understands the concerns of young cadre members regarding grade pay but dear friends, Rome was not build in a day. Your state and All India leadership is going from pillar to post for the interest of cadre members and in the Bhopal conference of AIF, it is decided after long discussions of all the state representatives that the further fight for grade pay will be through AIF only because there were many legal issues/ problems for individual fight at state level.

Our cadre is also waiting the report of our cadre review since long and it is apprehended that in near future the accounts may be maintained by respective states and under such circumstances the compilor of PWD accounts will have to look for its future. As such dear friends, we need strong unity and oneness in the cadre for meeting the future challenges and we strongly believe that if we move altogether with determination, victory will be ours.

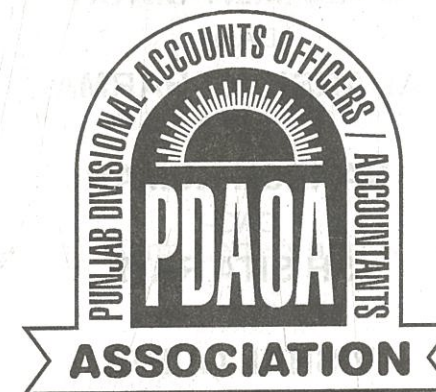
Wishing for a bright future for the cadre.

Rajesh Kumar Bhargava
President

Bikramjit Singh
General Secretary

SOUVENIR

PUNJAB DIVISIONAL ACCOUNTS OFFICERS / ACCOUNTANTS ASSOCIATION



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DAO-I

SUGGESTIONS

Suggestions for improvement, if any, may kindly be addressed in writing only to the publication incharge

.... EDITOR-IN CHARGE

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Note:

Although every effort has been made to verify the accuracy of proofs, yet some mistakes might still have escaped the notice of Publication Incharge and the same is very humbly regretted .

--- Editor in-charge

Message



It gives me immense pleasure to know that the Punjab Divisional Accounts Officers/Divisional Accountants Association is organising its Bionnial Conference on 27th October 2012 at Chandigarh.

The Divisional Accounts Officers/Divisional Accountants have multi faceted activities to perform relating to the finances of the Public Works Divisions. The most important among these is their role as advisor to the Divisional Officers in discharge of their financial functions to ensure correctness of the financial transtions and adherence to the rules and orders.

I am hopeful that the cadre will continue to maintain the desired standards of performance and contribute in further improving the quality of accounts by applying their specialised skill and varied experiences gained during the course of service and uphold the prestige of the Department.

I wish all the best for the members and success for the conference.

Namita Sekhon
Principal Accountant General
(A&E) Punjab, Chandigarh

Message



It is indeed a pleasure and I convey my heartiest congratulations on the issue of Souvenir by the Punjab Divisional Accounts Officer/Divisional Accountants Association on 27th October 2012 on occasion of their 22nd Bi-annual General Conference. The association has excellent record in the field of academic training. I appreciate the efforts and initiative shown by the association and convey my best wishes on the occasion.

Amandeep Chatha
Accountant General (Audit) Punjab
Chandigarh

Message



I am glad to note that the Punjab Divisional Accounts Officers/Divisional Accountants Association is organising its 22nd Bi-Annual General Conference on 27-10-2012 at Chandigarh and bringing out Souvenir on this occasion.

The Divisional Accounts Officers/Divisional Accountants play an important role between office of Principal Accountant General and State Govt. in so far as the Divisional Accounts of the State Govt. are concerned. It is hoped that they will do their best and Keep up the reputation of the Department.

I convey my best wishes for the success of the conference and all future activities.

Deputy Accountant General (Admn.)
(O/o Pr. A.G. (A&E) Pb.
Chandigarh

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Photo Gallery



Photo Gallery

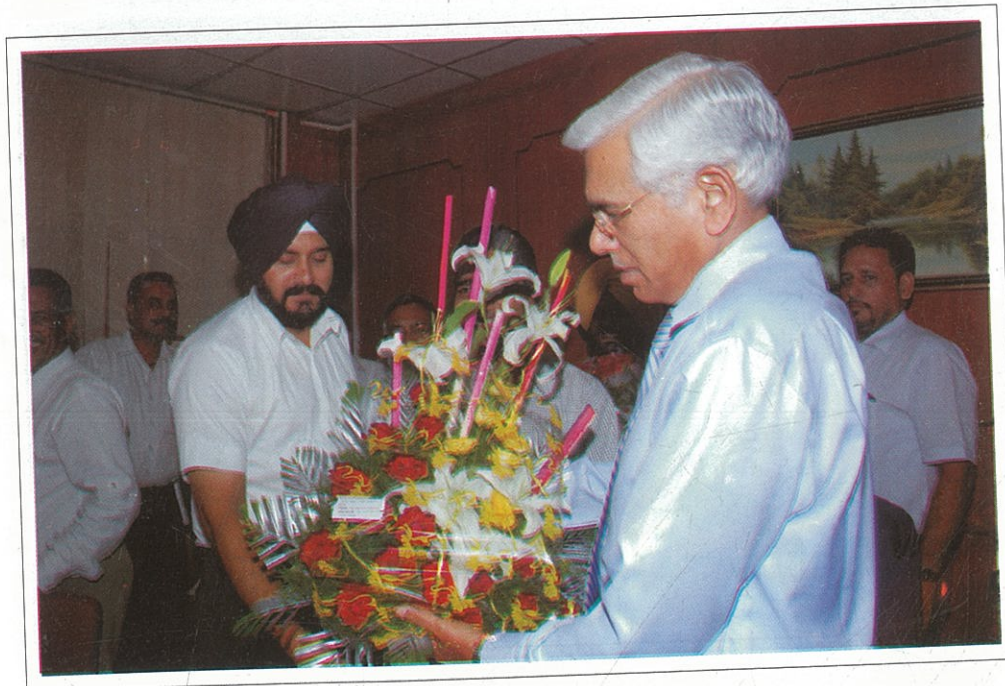
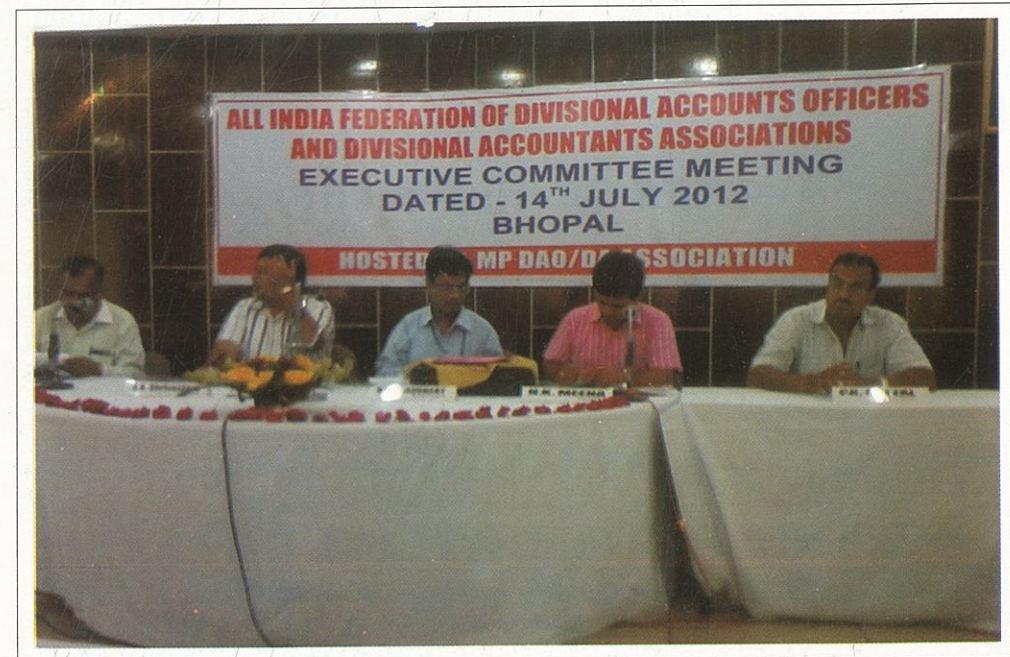


Photo Gallery





थोड़ा सा सम्मान मिला

पागल हो गये।

थोड़ा सा धन मिला

बेकाबू हो गये।

थोड़ा सा ज्ञान मिला

उपदेश की भाषा सीख ली।

थोड़ा सा यश मिला

दुनिया पर हंसने लगे।

थोड़ा सा रूप मिला

दर्पण ही तोड़ डाला।

थोड़ा सा अधिकार मिला

दूसरों को तबाह कर दिया।

इस प्रकार तमाम उम्र चलनी में पानी भरते रहे
अपनी समझ में बहुत बड़ा काम करते रहे।

SECTION - III

Central Govt. Letters & Notifications

Sr. No. Subject

1. Children Education Allowance Clarification
2. Proper defence of writ petitions, suits and other proceeding in the Supreme Court, High Court and other courts and Tribunals in the state.
3. Regarding Non Abolition of post of Divisional Accounts Officer/Divisional Accountant in view of CAT order DA52/2004 Dated 31.3.2011.
4. Clarification regarding regulation of payment of employer's share of contribution to the Contributory Provident Fund during the period of reverse deputation.
5. Fixation of enhanced family pension - pre-2006 pensioners / family pensioners -Clarification regarding.
6. Providing copies of ACRs/APARs to retired officers of Central Civil Services/Posts.
7. Disciplinary cases should be closed on the death of the charged official
8. Pre-auditing of bills affixing rubber stamp thereof by Sr.DAOs/DAOs/DAs
9. Regarding regulation of Medical Attendance Rules in respect of DAs/DAOs.
10. Grant of Medical advance to Central Government Employees-Delegation of powers to the Administrative Ministries/Department Regarding.
11. Clarification on reimbursement of medical expenses for treatment taken at private hospital in emergency.
12. Officer under suspension should not be allowed to write ACRs
13. Ltc-80 fare list
14. Opening of Holiday Home at Port Blair.
15. Annual general transfers-2012
16. Child Care Leave to Central Government employees
17. Rate of calculating entitlement to Earned Leave (EL) and Half Pay Leave (HPL)
18. Recognition of Tagore Hospital & Heart Care Centre (P) Ltd. Jalandhar (Punjab) for treatment of Central Government employees under CS (MA) Rules,1944
19. Rates of room charges of Holiday Homes and Touring Officer's Hostel under Ministry of Urban Development Revision thereof.
20. Observation of Hon'ble Supreme Court on Right to Information Act, 2005
21. Clarification regarding entitlement of CGHS facility to serving employees and pensioners of Railway Audit Staff and to Divisional Accounts Officers and Divisional Accountants
22. Payment of fee under the RTI Act by Indian Postal Order
23. Counting of period spent on Extraordinary Leave as qualifying service - Clarification
24. Payment to Government servants other than salary etc. through e- Payment from 1st April 2012
25. Central Civil Services (Revised Pay) Rules, 2008 Date of next increment in the revised pay structure under Rule 10 of the CCS(RP) Rules, 2008.
26. Posting of adequate and experienced Staff in Public Works Division.
27. Prompt Submission of Pension, Gratuity and GPF Cases of retirees to the Head Office
28. Issue of Individual Plastic Cards to CGHS beneficiaries
29. Implementation of recommendations contained in Para. 61 of 44th Report of Parliamentary Standing Committee on Home Affairs - following a time schedule for disbursement of pension
30. Entitlement of CGHS facility to serving employees and pensioners of Railway Audit Staff and to Divisional Accounts Officers and Divisional Accounts.
31. Grant of Dual Charge Allowance for Combination of Appointments
32. Persistent Irregularities appearing in Part 1-C of inspection report.
33. Persistent Irregularities appearing in Part 1-C of inspection report.
34. Application form for booking in central govt. Holiday homes
35. Communication of official and unauthorized information on social electronic media.
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**Central Govt.
Letters & Notifications**

Children Education allowance can be claimed even if loss of receipts

No.12011/07(i)/2011-Estt.(AL)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

New Delhi, 21st February, 2012

OFFICE MEMORANDUM

Subject: Children Education Allowance Clarification

The undersigned is directed to refer to Department of Personnel & Training's O.M. No.12011/03/2008Estt.(Allowance) dated 2nd September, 2008, and subsequent clarifications issued from time to time on the subject cited above, and to state that various Ministries / Departments have been seeking clarifications on various aspects of the Children Education Allowance / Hostel Subsidy. The doubts raised by various authorities are clarified as under:

S.No. Point of reference/doubts Clarification

1. What constitute "Fee" as per para 1(c) of the O.M. dated 2/9/2008 and whether fee paid for extra-curricular activities to some other institute and reimbursement of, school bags, pen/pencils. etc., can be allowed? Is there any item-wise ceiling? "Fee" shall mean fee paid to the school in which the child is studying, directly by the parents/guardian for the items mentioned in para 1(e) of the O.M. dated 2/9/2008. Reimbursement of school bags, pens/pencils, etc., may not be allowed. There is no item-wise ceiling.
2. Whether reimbursement can be allowed in case the original receipts are misplaced and duplicate receipts are produced by the Government servant? In case of misplacement of receipts given by the school/institution towards charges received from the parents/guardian, reimbursement may be allowed if the Government servant produces a duplicate receipt, duly authenticated by the school authorities. Receipts from private parties, other than the school, if misplaced shall not be entertained, even if a duplicate receipt is produced. Original receipts from school authorities need not be attested / countersigned stamped by the school authorities.
3. Whether the Government servant is allowed to get 50% of the total amount subject to the overall annual ceiling in the first quarter and the remaining amount in third and or fourth quarter? Reimbursement of 50% of the entitled amount for the

academic year could be allowed in the first and/or second quarter and the remaining amount could be reimbursed in the third and/or fourth quarter. However, the entire entitled amount can be reimbursed in the last quarter.

4. It is provided that whenever the DA increases by 50% the CEA will increase by 25%. What shall be the date of effect of such enhancement? Any enhancement in the ceiling of reimbursement per annum due to increase in DA by 50%, shall be applicable on pro-rata basis from the date of increase in DA, subject to actual expenditure during the quarter.

* * * * *

Copy of Letter of Accountant General (A & E), Pb. Chandigarh-160017 No. W.Admn/DA/Association/92-93/1645-49 Dated 18 Sep. 1992

To (1) The Chief Engineer, Irrigation Works, Punjab, Chandigarh. (2) The Chief Engineer, P.W.D. B & R Branch, Patiala. (3) The Chief Engineer, Public Health Punjab, Patiala.

Subject :- Proper defence of writ petitions, suits and other proceeding in the Supreme Court, High Court and other courts and Tribunals in the state.

Sir,

I am to invite a reference to letter from the legal remembrance and secretary to Govt. of Punjab Department of Legislative Affairs letter No. 30785-30874/C.O.62/76 dated 30.11.1978 (copy enclosed) where the Govt. has stressed that at least an officer of the rank of under secretary at state level and some responsible Gazetted officer in the field should take charge of the cases in the courts who should keep himself in the constant contact with Advocate General/ District Attorney to ensure proper assistance to the Law Officer concerned at all stages of the case and should make it a point to see that all the relevant material is made available to the Law Officer concerned and no important information is kept back from him which may be necessary for the proper conduct of the case and to state that it has been brought to notice of this office by the Punjab Divisional Accountants Association that the D.As/DAOs in the various divisions of Irrigation, Public Health and B & R deputed to attend the courts in reference of suits filed by the various parties against the Division/Govt.

This practice is not only contrary to the instructions issued by the Punjab

Government but has also led to the accumulations of Accounts arrear in the Divisional Offices. Keeping in view the position explained above, it is requested that suitable instructions to the Divisional Officers may please be issued not to force the DAs/DAOs to attend the court case. Unless essentially needed to assist the Divisional Officer/ Sub Divisional Officer while attending the court by these offices. A copy of the instructions issued by your office may please be endorsed to this office.

Your Faithfully,

Sd/-

Accounts Officer (W.Admn)

Copy to the Legal Remembrance and Secretary to Govt. to Punjab, Department of Legislative Affairs, Chandigarh for information w.r.t. his letter No. 30785-30874/C.O. 62/75 dated 30/11/1978.

Sd/-

Accounts Officer (W.Admn)

Copy to the General Secretary Punjab Divisional Accountants Association, H. No. 18, Basnat Nagar, Near Municipal Park, Back side E.N.T. Hospital Majitha Road, Amritsar w.r.t. his letter No. 60 dated 09/08/1992.

Sd/-

Accounts Officer (W.Admn)

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

Indst. No. 60/LC/01/1272-1390/LC

Dated 08/11/1992

1) A copy of above alongwith the copy of its encloses is forwarded to all the Superintending Engineers/ Executive Engineers of Punjab P.W.D. B & R for information and necessary action.

2) All the branch officers of the branches of Head Quarter office for information.

Sd/-

Executive Engineer(R),

For Chief Engineer, Punjab,

P.W.D. B & R Branch, Patiala.

* * * * *

To, The Principal Secretary, Govt. of Punjab (Finance Department), Chandigarh

Subject: Regarding Non Abolition of post of Divisional Accounts Officer/Divisional Accountant in view of CAT order DA52/2004 Dated 31.3.2011.

Regarding above subject it is brought to your immediate notice that above issue has already been addressed by Accountant General (A&E) Punjab Chandigarh, where by Sanctions of posts of Divisional Accountants which have been abolished due to non-posting of Divisional Accountants for period of more than six months was taken up. Reminded Dated 12/08. (copies attached)

It is submitted that still this Issue is unaddressed. We would like to brought to your notice that Rajasthan State had decided to transfer our cadre through Executive order. This notification was challenged by Divisional Accountants in Central Administrative Tribunal vide DA 52/2004. CAT Jodhpur vide order dated 31/3/2011 has ordered against these orders.

Salient features of this judgement are reproduced below so as it will be clear that post of Divisional Accountant can not be Abolished in any case.

These orders are also available on CAG official website (www.CAG.gov.in) About us- Mandate-Important decisions- judgement orders dated 30-3-2011.

In para 11 the Tribunal has observed:-

“To ensure maintenance of the rule of the law and the political continuance of democratic institutions; institutional mechanisms have been generated by constitutional process like election commission of India, Union public Service commission as also the office of Comptroller and Auditor General of India. It is to be noted that institutional independence are guaranteed to these agencies so that their duties are unsullied by interference in any way, either in their existence or in their functioning. This institutional mechanism of protection and independence granted to these agencies is one of the basic structures of the constitutional process”.

The Tribunal has observed in Para 35 that :-

“Even in the requirement of sphere of practical governance, internal checking mechanism which are not responsible to the spender himself has to be ensured and what is done by the Articles 150 and Article 151 of the Constitution of India is just that it

is trite that this functional requirement cannot be watered down or dissolved by anybody”.

The Tribunal has observed in Para 42 that :-

“By agreeing to grant the cadre of Divisional Accountant to the State Govt. the functional premise thus obtaining would be there not any more as for independent Auditor in the State. It will be therefore, a dilution of functional jurisdiction of the controller and Auditor General and also with holding the quality of governance from the people which had been adequately provided for in Articles 150 and 151 of the constitution of India . Therefore, we have to hold that the Comptroller and Auditor General of India has no jurisdiction to decide over the dissolution of his jurisdiction. The terms in articles 148 sub clause (5) only means that for the internal management of the system of the officers and their service condition the rules made by the President shall be after consultation with the Comptroller and Auditor General. This internal administrative mechanism does not and is not capable of conferring upon the Comptroller and Auditor General of India the power to dissolve any part of his jurisdiction. This is more so when we understand it in the light of sub clause (4) and (6) of Article 148 which provide for absolute cohesion and focus of functional working of the office of the Accountant General.

Therefore as per above salient features of CAT Judgement it is very much Clear that Post of DAO/DA cannot be abolished.

As per above Hon'ble court is of view that our post should be Guaranteed Institutional Independence and Protection (Para 11) and Internal Checking mechanisms has to be ensured and post of DAO/DA cannot be dissolved by anybody and even CAG cannot dissolve our posts. (Para 42).

Our association is of view that in respect of CAT Judgement post of DAO/DA in PWD Division cannot be abolished If posts remained unfilled for Six Months and abolishing of posts DAO/DA amounts to Interfere in our Constitutional rights.

Therefore, humbly requested that in view of hardships faced by our cadre members due to abolition of posts in light of landmark judgement same should be Stopped and Notification regarding non Abolition of posts of DAO/DA in PWD Division be notified immediately.

Hoping for favourable Action.

Yours Faithfully

BIKRAM JIT SINGH

GEN.SEC. PB.DAO/DAASSOC.

Endstt. No. Date

Copy of Above to following for kind and immediate consideration.

1. The Secretary, water supply and sanitation department, Chandigarh
2. The Secretary, PWD B & R department, Chandigarh
3. The Secretary, Irrigation department, Chandigarh

Yours Faithfully
BIKRAM JIT SINGH
GEN.SEC. PB.DAO/DA ASSOC

* * * * *

Clarification regarding regulation of payment of employer's share of contribution to the Contributory Provident Fund during the period of reverse deputation.

No.6/8/2009-Estt.(Pay II)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

New Delhi, the 15th February, 2012

OFFICE MEMORANDUM

Subject:- Clarification regarding regulation of payment of employer's share of contribution to the Contributory Provident Fund during the period of reverse deputation.

1. The undersigned is directed to refer to this Department's O.M.No.6/8/2009-Estt.(Pay II) dated 17th June, 2010 vide which instructions were issued for regulating the terms and conditions of pay, Deputation (duty) allowance etc. on transfer on deputation/foreign service of Central Government employees to ex-cadre posts under the Central Government/State Governments/Public Sector Undertakings/ Autonomous Bodies, Universities/UT Administration, Local Bodies etc. and vice versa.
2. As per para 7.7 (ii) of the above cited O.M., in the case of deputation on foreign

service terms to PSUs etc., leave salary contribution and pension contribution/CPF contribution are required to be paid either by the employee himself or by the borrowing organisation to the Central Govt.

3. The issue of payment of employer's share of Contribution to the Contributory Provident Fund in case of reverse deputation has been considered in this Department. It is clarified that in case of reverse deputation the employer's share of Contributory Provident Fund for the period on deputation to the Central Government will be borne either by the employee himself or the borrowing organization i.e Central Government depending on the terms of deputation. A clear mention of the stipulation on whether the Central Government or the employee would bear the liability may be made in the terms of deputation.

* * * * *

F.No.1/3/2011-P&PW(E)

Government of India

Ministry of Personnel, P.G. & Pensions, Department of Pension & Pensioners' Welfare

3rd Floor, Lok Nayak Bhavan, Khan Market, New Delhi Dated: the 25th May, 2012

OFFICE MEMORANDUM

Subject: Fixation of enhanced family pension - pre-2006 pensioners / family pensioners -Clarification regarding.

1. The orders of the Government on implementation of the recommendations of the 6th central Pay Commission were issued by this Department in September, 2008. The family pension in respect of pre-2006 pensioners/family pensioners was consolidated w.e.f. 01.01.06 as provided for in this Department's O.M. No.38/37/08- P&PW(A), dated 01.9.08 and clarified vide O.M. No. 38/37/08-P&PW(A).Pt.I, dated 03.10.08 and 14.10.08.
2. The fixation of family pension at ordinary rates is subject to the provision that the revised family pension in no case shall be lower than 30% of the minimum of the pay in the pay band plus the grade pay corresponding to the pre-revised pay scale from which the pensioner had retired. In case of HAG and above scales it is 30% of the minimum of the revised pay scale. In the cases of such employees who retired/died on or before 31.12.2005, the family pension at enhanced rates was also required to

he revised.

3. It is clarified that the revised enhanced family pension, under sub-rule 3(a) of Rule 54 of the CCS (Pension) Rules, 1972, during the applicable period, shall also be determined as per para 4.1 of O.M. No.38/37/08-P&PW(A), dated 01.9.08. Further, it shall not be less than 50% of the sum of minimum of the pay in the pay band plus the grade pay or 50% of minimum of pay scales in case of HAG and above, corresponding to the pre-revised pay scale in which the pensioner/deceased employee had last worked.
4. In cases where the pension authorized on retirement was less than 50% of the last pay drawn and amount of pension revised after 1.1.2006 is also less than 50% of the sum of minimum of the pay in the pay band plus grade pay or 50% of minimum of revised pay scales in case of HAG and above, the revised enhanced family pension may be less than 50% and shall be restricted to that amount.
5. In the case of a pensioner who died prior to 1.01.2006, the notional revised pension as on 01.01.2006 shall be taken into account for the purpose of calculation as above. In all cases, the amount of revised enhanced family pension shall not be less than 30% of the sum of minimum of the pay in the pay band plus the grade pay or 30% of minimum of pay scales in case of HAG and above.
6. As regards pensioners/family pensioners belonging to the Indian Audit and Accounts Departments, these Orders issue after consultation with the Comptroller and Auditor General of India.
7. This issues with the concurrence of Ministry of Finance. Department of Expenditure vide their U.O. No.253/E.V/2012, dated 26.4.2012.

sd/-

(K.K.Mittal)

Director

* * * * *

Providing copies of ACRs/APARs to retired officers of Central Civil Services/Posts No.21011/1/2005 Estt.(A) (Part 111)

Government of India, Ministry of Personnel, Public Grievances & Pension

Department of Personnel and Training, North Block, New Delhi, April 2, 2012

OFFICE MEMORANDUM

Sub: Providing copies of ACRs/APARs to retired officers of Central Civil Services/Posts.

1. The undersigned is directed to say that as per instructions contained in this Department's OM No.51/5/72-Estt.(A) dated 20.5.1972, the ACRs in respect of officers may be destroyed 5 years after his/her date of retirement. The new rules adopted from the reporting year 2008-09 provide that the whole contents of the APAR including the overall grading shall be communicated to the officer concerned for information/making a representation, if any, to the Competent Authority.
2. The questions of handing over the ACR dossier to the officer concerned after his/her retirement from service has been considered in this Department. It has been decided that after a period of retention of the ACR/APAR dossier for two years, if a specific written request is received from the concerned retired officer to this effect, the CR dossier may be provided to him. Before any ACR dossier is weeded out on completion the normal retention period, it may be certified by the concerned section that no request for handing over the ACR dossier has been received from that retired officer. However, if any disciplinary proceedings were pending finalization in respect of the officer at the time of his retirement, the period of two years shall count from the date of issue of final orders in the disciplinary proceedings.

(Prem Chand)

Under Secretary to the Government of Indrajeet Anup Singh

* * * * *

G.I.Deptt. of Per.& Trg, O.M. No.11012/7/99-Est(A) Dated 20-10-1999

Disciplinary cases should be closed on the death of the charged official

The undersigned is directed to say that this Department has been receiving references seeking clarification whether disciplinary cases initiated against Government servant under CSR (CCA) Rules, 1965, could be closed in the event of death of the charged officer during pendency of the proceedings. After careful consideration of all the aspects, it has been decided that where a Government servant dies during the pendency of the inquiry i.e. without charges being proved against him, imposition of any penalties prescribed under CCS (CCA) Rules, 1965, would not be justifiable.

Therefore, disciplinary proceedings should be closed immediately on the death of the alleged Government servant.

In so far as the persons serving in the Indian Audit & Accounts Department are concerned, this issues with the concurrence of the C&AG.

* * * * *

A.G.(A&E), Punjab, Chandigarh memo No.-Works Admn/DAO-Das Association/2000-01/520-30 dated 20-06-2000, addressed to all the Executive Engineers of P.W.D.B&R, Irrigation and Public Health Branches with a copy to the Secretary P.W.D. B&R, Irrigation Branch and Public Health Branch/Financial Advisor & Chief Accounts Officer, RSD Project, Shahpurkandi/BBMB Nangal/Chandigarh/Deputy Financial Advisor & Chief Accounts Officer, BBMB Talwara.

Subject:- Pre-auditing of bills affixing rubber stamp thereof by Sr.DAOs/DAOs/DAs

Presently pre-audit of bills in the PWD Divisions is being conducted under the rubber-stamp of Executive Engineer and the Divisional Accountant puts his initials below the rubber-stamp as token of pre-audit.

Punjab Divisional Accounts Officers/Divisional Accountants Association has been demanding to allow the Divisional Accountants to put their signatures over their rubber stamp separately while pre-auditing the bills.

Competent authority has observed that since the pre-audit of bills is done by Divisional Accountants independently, there is no harm if the Divisional Accountants are allowed to put their signatures over the rubber stamp separately while pre-auditing the bills. Rather, it would strengthen pre-audit more effectively.

As such, it has been decided to allow the Sr.DAOs/DAOs/DAs to put their signatures over the rubber-stamp separately while pre-auditing the bills.

* * * * *

A.G.(A&E), Punjab, Chandigarh memo No.-Works Admn/94-95/2(1) Med/3808-4024 dated 13-02-1995 addressed to all the Executive Engineers of P.W.D.B&R, Irrigation and Public Health Branches with a copy to the Chief Engineer P.W.D. B&R, Irrigation

Branch and Public Health Branch/Financial Advisor & Chief Accounts Officer, RSD Project, Shahpurkandi/BBMB Nangal/Chandigarh/Deputy Financial Advisor & Chief Accounts Officer, BBMB Talwara. All District Treasury officers of Punjab and all the Sr.DAOs/DAOs/DAs.

Subject:- Regarding regulation of Medical Attendance Rules in respect of DAs/DAOs.

Certain problems have been brought to the notice of this office in processing of medical claims of DAs/DAOs.

In supersession of all earlier instructions on the subject, it is now clarified that Divisional Accountants/Divisional Accounts Officers are regular Central Government Employees (though their charge for payment are debit able to State Government). Unlike the T.A. claims which are to be regulated under the rules of the respective State Government, their medical claims are governed by the Central Services (Medical Attendances Rules)

Under the provisions of Central Services (Medical Attendance Rules) all bills for charges, on account of medical attendance and treatment should be counter signed by the Controlling Authorities who are empowered to countersign the T.A.bills of the government servant concerned. Therefore Executive Engineers who are competent to sign the T.A. Bills of the Divisional Accountants/Divisional Accounts Officers automatically become empowered to counter-sign the claims of DAOs/DAs for any amounts.

Advances for medical treatment may also be regulated accordingly to the Central Services Medical Attendant Rules as amended from time to time. In this regard latest G.O.I. letters No 11016/11/92-CGHS (P) dated 29-10-1992 is enclosed.

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A copy of G.O.I. Ministry of Health and Family Welfare, New Delhi OM No S/11016/11/92-CGHS(P) dated 29-10-1992.

Office Memorandum

Subject:- Grant of Medical advance to Central Government Employees- Delegation of powers to the Administrative Ministries/Department 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/Department 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 Government /recognized Hospital as follows subject to other terms and conditions of grant of advances:-

- 1) Rs 10000/- 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 Ministries/Departments concerned. The above advance will be available to the Government servant covered under C.S.(M.A. Rules) and extended to CGHS beneficiaries. Each department will open records for monitoring the adjustment of advance granted to government servant like other advances.

This order will come into effect from the date of issue.

This issues with the approval of Finance Division Dairy No 3912./Fin II dated 23-10-1992.

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G.I.Ministry of Health & Family Welfare, OM No 14020/5/92-MS dated 28-09-1992, Clarification on reimbursement of medical expenses for treatment taken at private hospital in emergency.

The undersigned is directed to say that in Standing Committee (JCM) meeting held on 02-04-1992 vide item No 64 Medical Treatment , the Staff Side desired that orders may be issued for clarifying the position that the orders already exists for the relaxation of conditions for reimbursement of the medical expenditure where treatment was taken in an emergency from private hospital, as in many of the departments the claims are rejected even without forwarding them to the Health

Ministry for relaxation.

It is, therefore, brought to the notice of all Ministries/Departments etc. , that the ministry of Health & Family Welfare vide O.Ms No. S 14012/5/75MC(MS), dated 23-02-1977 and 07-05-1979 and further clarified vide OM dated 18-06-1982 that powers have been delegated to heads of the Departments/Ministries to allow reimbursement in respect of treatment obtained in emergency at private hospitals as per the ceiling prescribed in the Annexure to the OM dated 23-02-1977, without envisaging any ceiling of the total amount to be reimbursed.

Further, it is brought to the notice of all concerned that it is provided under the Rule 3 (ii) and Rule 6(2) and also vide Government of India Decision (3) below and Appendix XXII of the Compilation of the CS (MA) Rules 1944, that the Controlling Officer in the ministries/Department is fully empowered to reject any medical claim which do not satisfy the genuineness & other requirements under the provision of the rules without consulting the Ministry of Health and Family welfare. The cases which require clarification of doubt or interpretation or application of the rules or the cases where the Controlling officer is satisfied that the case justify the relaxation of the rules need only be referred to the Directorate General of Health Services, who ,if required, may refer the case to the Ministry of Health and Family welfare.

All Ministries /departments of the Government of India are requested that the above position may be brought to the notice of all concerned.

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G.I., Deptt. of Per. & Trg . OM no 21011/8/2000-Estt(A) dated 25-10-2000. Officer under suspension should not be allowed to write ACRs

The undersigned is directed to refer to this Department's office Memorandum No 21011/2/78-Estt(A) dated 01-08-1978, which allows the Reporting /Reviewing Officer under suspension to write/review the ACRs of his subordinates within two months from the date of his suspension or within one month from the date on which the report was due.

The policy of the Government has been reviewed in the light of suggestion received from the Central Vigilance Commission and it has been decided in modification of the above orders that no officer under suspension should be allowed to write/review the ACRs on his subordinates, if during major part of writing/reviewing he is under suspension as he

might not have full opportunity to supervise the work of his subordinates.
The Ministry of Agriculture and Co-operation, etc. are requested to bring the above decision to the notice of all concerned authorities for compliance and guidance.

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LTC-80 FARE LIST

Latest list of LTC-80 Fares.

We are receiving various doubts and seeking clarifications as comments form from our visitors, related to LTC-80 Scheme and Reimbursement of Air Fare. Unfortunately, we are unable to answer all questions. Though, we present some salient points regarding LTC...

Journey by Air Travel while availing LTC, stipulating that the orders insisting to travel by Air India only.

Group 'A' and Group 'B' officers (Gazetted and Non-Gazetted) are entitled to travel by Air to NER on LTC.

Other employees are entitled to travel by Air to NER from Guwahati or Kolkata airport only.

One more restriction of travel by Air India only need not apply to non-entitled employees who travel by air and claim LTC reimbursement by entitled class of rail.

An employee can avail LTC to visit NER by conversion of one block of home-town LTC. Reimbursement of the actual expenses on air travel while availing LTC, will be restricted to cost of travel by the economy class only.

To visit J&K by any Airlines subject to their entitlement being limited to LTC-80 Fares of Air India.

Employees who are entitled to travel by rail by 2nd AC class for availing LTC to Andaman & Nicobar Islands can travel by air.

Regarding LTC-80 Fare list, the Air India is publishing periodically updated fare list in its website.

Latest fare list of LTC-80 Scheme from Air India as follows...

Fares under LTC Scheme (updated fares as on 20th September, 2011)

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No. D 11016/53/2007 Regions, Government of India, Ministry of Urban Development, Directorate of Estates, Nirman Bhawan, New Delhi. Dated 18/05/2012, OFFICE MEMORANDUM

Subject: Opening of Holiday Home at Port Blair.

Holiday Home at Port Blair has been completed and it has been decided to open booking of rooms/suits of holiday home with immediate effect as detailed below:

Name of Office/Booking Authority	:	Suit/Room No.
(i) Directorate of Estates (DoE) New Delhi	:	201,202,203,204,205 (VIP), 306 (VIP)
(ii) O/o AEM, Chennai	:	301,303
(iii) O/o EM/ AEM, Kolkata	:	101,103,304
(iv) EE, ACD, CPWD, Port Blair	:	302,206 (VIP)

- The Telephone and Fax Nos. of Executive Engineer- cum Estate Manager, ACD, CPWD, Kendriya Sadan, Lamba Line, Port Blair 744103 are 03192-241906 and 03192-233583 respectively. Holiday Home at Port Blair is within the campus of Kendriya Sadan, Port Blair.
- At present, Holiday Home at Port Blair is under Category 'C' for which booking charges are as under

Booking Charges for Holiday Homes under Category 'C'

Room/Suit	Category of applicants/Visitors	Rs.	Double Bed
1	Member of Parliament (Sitting / Ex.) Central Govt. employee (serving/retired)	Rs.450	Rs.150+RS.30 (AC Charges)
2	Employees of State Govt./UTs/Central or State PSU/Autonomous Bodies / others (Serving/Retired)	Rs.900	Rs.300+Rs.30 (AC Charges)
3	Private Persons accompanying as guests of MPs/Govt. employeesVIP	Rs.1350	Rs.450+Rs.30 (AC Charges)

4. Demand drafts has to be drawn in the name of respective booking agencies and sent to them with hard copy of the online booking application as provided in the website of Directorate of Estates i.e. www.holidayhomes.nic.in. Details are given below for the sake of convenience of the applicant.

- (i) For DoE, Delhi quota : Asst. Director of Estate (Cash), New Delhi.
(ii) For DoE, Chennai quota : Assistant Estate Manager, Chennai
(iii) For DoE, Kolkata quota : Estate Manager, Kolkata
(iv) For EE-cum-EM, Port Blair quota : Executive Engineer, Andaman, Central Division (ACD), CPWD, Port Blair.

(R.N. Yadav)

Deputy Director of Estates (Policy)

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To

The General Secretary,
Punjab DAOs/DAAs Association

No. W.Admn/112/AGT/DAO, DA/12-13/189 Dated 30-4-12

Subject:- ANNUAL GENERAL TRANSFERS-2012

As per the meeting of the Association held on 27.4.2012 with Principal Accountant General the following changes are made in this office letter No. W.Admn./112/AGT/DAO/DA/12-13/54-88 dated 17.4.2012 on the subject cited above.

1. "DAs/DAOs/Sr.DAOs may exercise their option for the station as per list of vacant and likely to be vacant divisions already circulated. In case they exercise option to a station where division of his status is not available, his request may be considered for the below status division. But in such case no request for transfer or status division will be entertained for any reason for the next three years. Though every effort will be made to adjust the officials due for transfer as per his/her option, but no assurance can be given in this regard as posting and transfer shall be made subject to administrative exigency and availability of vacant division in a particular Station/District."

2. The applications may be sent direct by the applicants.
3. The last date for receipt of applications will be 4.5.2012(morning).
All concerned may be informed accordingly.

-sd-

Sr. Dy. Accountant General(W.Admn)

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G.I. Dept. of Per. & Trg., O.M. No. 13018/1/2010-Estt. (Leave), dated 30-12-2010

Child Care Leave to Central Government employees

The undersigned is directed to say that subsequent to issue of this Department's OM of even number, dated 7-9-2010 (S.I. No. 177 of Swamynews of Oct.2010), this Department has been receiving references from various Departments, seeking clarifications. The doubts raised are clarified as under:-

1. Whether Earned Leave availed for any purpose can be converted into Child Care Leave? How applications should where the purpose of availing leave has been indicated as 'Urgent Work' but the applicant claims to have utilized the leave for taking care of the needs of the child, be treated?

Child Care Leave is sanctioned to women employees having minor children, for rearing or for looking after their needs like examination, sickness, etc. Hence Earned Leave availed specifically for this purpose only should be converted.

2. Whether all Earned Leave availed irrespective of number of days i.e., less than 15 days, and number of spells can be converted? In cases where the CCL spills over to the next year (for example 30 days' CCL from 27th December), whether the Leave should be treated as one spell or two spells'?

No. As the instructions contained in the OM, dated 7-9-2010 has been given retrospective effect, all the conditions specified in the OM would have to be fulfilled for conversion of the Earned Leave into Child Care Leave. In cases where the leave spills over to the next year, it may be treated as one spell against the year in which the leave commences.

3. Whether those who have availed Child Care Leave for more than 3 spells with less than 15 days can avail further Child Care Leave for the remaining period of the current year?

No. As per the OM of even number, dated 7-9-2010, Child Care Leave may not be granted in more than 3 spells. Hence CCL may not be allowed more than 3 times irrespective of the number of days or times Child Care Leave has been availed earlier. Past cases may not be reopened.

4. Whether LTC can be availed during Child Care Leave?

LTC cannot be availed during Child Care Leave as Child Care Leave is granted for the specific purpose of taking care of a minor child for rearing or for looking after any other needs of the child during examination, sickness, etc.

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G.I., Dept. of Per. & Trg., OM. No. 13026/1/2010-Estt. (Leave), dated 7-2-2011

Rate of calculating entitlement to Earned Leave (EL) and Half Pay Leave (HPL)

The undersigned is directed to say that matter regarding entitlement of a Government servant, who dies while in service, to Earned Leave under Rule 27 (2) (b) and Half Pay Leave Rule 29 (2) (c) of the CCS (Leave) Rules, 1972 has been under consideration of this Department.

2. At present, Rule 27 (2) (b) says 'when a Government servant is removed or dismissed from service or dies while in service, credit is allowed at the rate of 2½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service'.

Similarly, Rule 29 (c) says 'When a Government servant is removed or dismissed from service or dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service'.

3. These rules adversely affect cases where the death of a serving Government servant occurs on the last day of the month as the day of death is treated as his last working day. Clause (b) of sub-rule (2) of Rule 27 and Clause (c) of sub-rule (2) of Rule 29 of the CCS Leave Rules is modified as under :-

Rule 27 (2) (b) 'When a Government servant is removed or dismissed from service, credit is allowed at the rate of 2½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed

from service. When a Government servant dies, while in service, credit of Earned Leave shall be allowed at the rate of 2½ days per completed month of service up to the date of death of the Government servant'.

Rule 29 (2) (c) 'When a Government servant is removed or dismissed from service, credit of Half Pay Leave shall be allowed at the rate of 5/3 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service. When a Government servant dies while in service, credit of Half Pay Leave shall be allowed at the rate of 1 day per completed month of service up to the date of death of the Government servant'.

These orders take effect from the date of issue.

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G.I.M.H., O.M.No.S.14021/21/2001 MS, Dated 20-01-2011

Recognition of Tagore Hospital & Heart Care Centre (P) Ltd. Jalandhar (Punjab) for treatment of Central Government employees under CS (MA) Rules, 1944

The undersigned is directed to say that a number of representations from various hospitals, Central Government Employees' Welfare Coordination Committees were received in the Ministry of Health & Family Welfare for recognition of Tagore Hospital & Heart Care Centre (P) Ltd., Jalandhar (Punjab) for treatment of Central Government Employees and their family members under CS (MA) Rules, 1944.

2. In view of the hardships faced by CS (MA) beneficiaries for their own treatment and the treatment of their family members at Jalandhar (Punjab), the matter has been examined in the Ministry and it has been decided to empanel Tagore Hospital & Heart Care Centre (P) Ltd., Jalandhar (Punjab) under Central Services (Medical Attendance) Rules, 1944.

3. The Schedule of charges for the treatment of Central Government employees and the member of their family under the CS (MA) Rules, 1944, will be the rates fixed for CGHS, Chandigarh. The approved rates are available on the website of CGHS (www.mohfw.nic.in//cghs.html) and may be downloaded / printed.

4. The undersigned is further directed to clarify as under:-

(a) "Package Rate" shall mean and include lumpsum cost of in-patient treatment /

day care / diagnostic procedure for which a CS (MA) beneficiary has been permitted by the competent authority or for treatment under emergency from the time of admission to the time of discharge, including (but not limited to)- (i) Registration charges, (ii) Admission charges, (iii) Accommodation charges including patient's diet, (iv) Operation charges, (v) Injection charges, (vi) Dressing charges, (vii) Doctor / consultant visit charges, (xi) Anesthesia charges, (xii) Operation theatre charges, (xiii) Procedural charges / Surgeon's fee, (xiv) Cost of surgical disposables and all sundries used during hospitalization, (xv) Cost of medicines, (xvi) Related routine and essential investigations, (xvii) Physiotherapy charges, etc, (xviii) Nursing care and charges for its services.

- (b) Cost of Implants is reimbursable in addition to package rates as per CGHS ceiling rates for implants or as per actual, in case there is no CGHS prescribed ceiling rates.
- (c) Treatment charges for new born baby are separately reimbursable in addition to delivery charges for mother.
- (d) Hospitals / diagnostic centers empanelled under CS (MA) Rules, 1944 shall not charge more than the package rates / rates.
- (e) Expenses on toiletries, cosmetics, telephone bills etc., are not reimbursable and are not included in package rates.

5. Package rates envisage duration of indoor treatment as follows:-

Up to 12 days	:	for Specialized (Super Specialities) treatment
Up to 7 days	:	for other Major Surgeries
Upto 3 days	:	for laparoscopic surgeries/normal deliveries
Upto 1 day	:	for day care/ Minor (OPD) surgeries

No additional charge on account of extended period of stay shall be allowed if that extension is due to infection on the consequences of surgical procedure or due to any improper procedure and is not justified.

In case, there are no CGHS prescribed rates for any test / procedure, then AIIMS rates are applicable. If there are no AIIMS rates, then reimbursement is to be arrived at by calculating admissible amount item wise (e.g. room rent, investigations, cost of medicines, procedure charges, etc) as per approved rates / actually, in case of investigation.

6. (a) CS (MA) beneficiaries are entitled to facilities of private, semiprivate or general ward depending on their basic pay. The entitlement is as follows:-

S. No.	Pay drawn in pay band	Ward Entitlement
1.	Up to Rs 13,950	General Ward

2.	Rs 13,960 to 19,530	Semi-Private Ward
3.	Rs 19540 and above	Private Ward

(b) The package rates given in rate list are for semi-private ward.

(c) The package rates prescribed are for semi-private ward. If the beneficiary is entitled for general ward, there will be a decrease of 10% in the rates; for private ward entitlement, there will be an increase of 15%. However, the rates shall be same for investigation irrespective of entitlement, whether the patient is admitted or not and the test, per se, does not require admission.

7. A hospital/diagnostic centre empanelled under CS (MA) Rules, 1944, whose rates for treatment procedure / test are lower than the CGHS prescribed rates shall charge as per actual.

8. (a) The maximum room rent for different categories would be:

General ward	Rs	500	per day
Semi-private ward	Rs	1,000	per day
Private ward	Rs	1,500	per day
Day care (6 to 8 Hrs.)	Rs	500	(same for all categories)

(b) Room rent mentioned above at (a) above is applicable only for treatment procedures for which there is no CGHS prescribed package rate.

Room rent will include charges for occupation of bed, diet for the patient, charges for water and electricity supply, linen charges, nursing charges and routine up-keeping.

(c) During the treatment in ICCU/ICU, no separate room will be admissible.

(d) Private ward is defined as a hospital room where single patient is accommodated and which has an attached toilet (lavatory and bath). The room should have furnishings like wardrobe, dressing table, bed-side table, sofa set, etc. as well as a bed for attendant. The room has to be air-conditioned.

(e) Semi Private ward is defined as a hospital room where two to three patients are accommodated and which has attached toilet facilities and necessary furnishings.

(f) General ward is defined as halls that accommodate four to ten patients.

(g) Normally, the treatment in higher category of accommodation than the entitled category is not permissible. However, in case of an emergency when the entitled category accommodation is not available, admission in the immediate higher category may be allowed till the entitled category accommodation becomes available. However, if a particular hospital does not have the ward as per entitlement of beneficiary, then the hospital can only bill as per entitlement of the beneficiary even though the treatment was given in higher type of ward.

If, on the request of the beneficiary, treatment is provided in a higher category of ward then the expenditure over and above entitlement will have to be borne by the beneficiary.

9. In case of non-emergencies, the beneficiary shall have the option of availing specific treatment / investigation from any of the abovementioned hospitals of his /her choice (provided the hospital is recognized for that treatment procedure / test) after the specific treatment / investigation has been advised by Authorized Medical Attendant and on production of valid ID card and permission letter from his/her concerned Ministry / Department.
10. The recognized hospitals shall honour permission letter issued by Competent Authority and provide treatment / investigation facilities as specified in the permission letter.
11. In case of emergencies, the beneficiary shall have the option of availing specific treatment / investigation from any of the above-mentioned hospitals of his/her choice (provided the hospital is recognized for that treatment procedure / test), on production of valid ID card, issued by competent authority.
12. During the in-patient treatment of the CS (MA) beneficiary, the Hospital will not ask the beneficiary or this attendant to purchase separately the medicines / sundries / equipment or accessories from outside and will provide the treatment within the package rate, fixed by the CG HS which includes the cost of all the items.
13. In case of treatment taken in emergency in any non-recognized private hospitals reimbursement shall be considered by competent authority at CGHS prescribed Package / rates only.
14. If one or more minor procedures form part of a major treatment procedure, then package charges would be permissible for major procedure and only 50% of charges for minor procedure.
15. Any legal liability arising out of such services shall be the sole responsibility and shall be dealt with by the concerned empanelled hospital. Services will be provided by the Hospitals as per the terms given above.
16. Ministry of Health and Family Welfare reserves the right to withdraw / cancel the above O.M. without assigning any reason.
17. The order take effect from the date of issue of the O.M.
18. The authorities of Tag ore Hospital & Heart Care Centre (P) Ltd. Jalandhar (Punjab) will have to enter into an agreement with the Government of India to the effect that the Hospital will charge from the Central Government employees at the rates fixed

by the Government and they will have to sign a Memorandum of Understanding (MoU) (2 copies enclosed only for Hospital - not printed) within a period of 3 months from the date of issue of the above-mentioned OM failing which the Hospital will be derecognized. Subject to above, the Hospital can start treating Central Government employees covered under CS (MA) Rules, 1944.

19. This issues with the concurrence of the Finance Division vide their Dy. No. C-2095/10-IFD, dated 20-12-2010.

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No. D-110128/23/82/-Regions (Vol.II) Government of India Ministry of Development Directorate of Estates, Nirman Bhawan, New Delhi, Dated 30th January 2012, Office Memorandum

Subject: Rates of room charges of Holiday Homes and Touring Officer's Hostel under Ministry of Urban Development Revision thereof.

The undersigned is directed to refer to this Directorate's O.M. No. D-11028/8/94-Regions dated 4.7.2001 and 26.12.2001 regarding charges of rooms/suits of holiday homes & O.M. No. D-11028//02/2007-Regions dated 28th January 2008 notifying the rates of charges of rooms/suits of Touring Officer's Hostels/Guest houses and to say that it has been decided, with the approval of IFD (Ministry of Urban Development) vide Diary Number 681/DFA/FD/11 dated 16.12.2011 to revise these rates based on category/popularity of holiday homes and touring officers hostels/guest houses as per Annexure.

2. This Office Memorandum supersedes all earlier O.M. in this regard and will be applicable w.e.f. 30th day from the date of issue to this O.M. i.e. 01.03.2012.

sd/-

(R.N. Yadav)

Deputy Director of Estates (Policy)

Annexure to O.M. No. D-110128/23/82/-Regions (Vol.II) dated 30th January 2012

Category of Holiday home and Touring Officers Hostel/guest house

Location of Holiday Homes and Touring Officers Hostel/Guest house

Category A: Delhi, Mumbai, Kolkata, Chennai, Goa, Shimla,

Nainital, Mussoorie, Udaipur, Agra, Mysore

Category B: Cochin, Trivandrum, Ooty, Jaipur, Bangalore, Kanyakumari

Category C: All other cities/towns

Revised Booking Charges

FOR CATEGORY 'A'

Room/ Suite	Category of applicants/Visitors	VIP	Double/ Three Bedded	Four Bedded	Dormitory (per bed)
1	Member of Parliament (Sitting /Ex. Central Govt. employee serving/retired)	Rs.900	Rs.300	Rs.400	Rs.150
2	Employees of State Govt./UTs/ Central or State PSU/Autonomous Bodies/Others (Serving/Retired)	Rs.1800	Rs.600	Rs.800	Rs.300
3	Private Persons accompanying as guests of MPs/Govt. employees	Rs.2700	Rs.900	Rs.1200	Rs.300

FOR CATEGORY 'B'

Room/ Suite	Category of applicants/Visitors	VIP	Double/ Three Bedded	Four Bedded	Dormitory (per bed)
1	Member of Parliament (Sitting /Ex. Central Govt. employee serving/retired)	Rs.600	Rs.200	Rs.250	Rs.100
2	Employees of State Govt./UTs/ Central or State PSU/Autonomous Bodies/Others (Serving/Retired)	Rs.1200	Rs.400	Rs.500	Rs.200
3	Private Persons accompanying as guests of MPs/Govt. employees	Rs.1800	Rs.600	Rs.750	Rs.200

FOR CATEGORY 'C'

Room/ Suite	Category of applicants/Visitors	VIP	Double/ Three Bedded	Four Bedded	Dormitory (per bed)
1	Member of Parliament (Sitting /Ex. Central Govt. employee serving/retired)	Rs.450	Rs.150	Rs.200	Rs.50
2	Employees of State Govt./UTs/ Central or State PSU/Autonomous Bodies/Others (Serving/Retired)	Rs.900	Rs.300	Rs.400	Rs.100
3	Private Persons accompanying as	Rs.1350	Rs.450	Rs.600	Rs.100

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G.I., Dept. of Per. & Trg., OM. No. 11I8/2011-fR, dated 16-9-2011

Observation of Hon'ble Supreme Court on Right to Information Act, 2005 in Civil Appeal No. 6454 of 2011, arising out of SLP [C I No. 752612009 in the case of Central Board of Secondary Education and another v. Aditya Bandopadhyay and Others

1. The undersigned is directed to invite attention to this Department's O.M. No. 1/4/2009-IR, dated 5-10-2009 whereby a Guide on the Right to Information Act, 2005 was circulated. Para. 10 of Part I of the Guide, inter alia, stated that 'only such information can be supplied under the Act which already exists and is held by the public authority or held under the control of the public authority. The Public Information Officer is not supposed to create information; or to interpret information; or to solve the problems raised by the Applicants; or to furnish replies to hypothetical questions'. The same issue has been elaborated by the Supreme Court in the matter of Central Board of Secondary Education and another v. Aditya Bandopadhyay & Others (Civil Appeal No. 6454 of 2011) as follows:

- "At this juncture, it is necessary to clear some misconceptions about the RTI Act. The RTI Act provides access to all information that is available and existing. This is clear from a combined reading of Section 3 and the definitions of 'information' and 'right to information' under Clauses (f) and (j) of Section 2 of the Act. If a public authority has any information in the form of data or analyzed data, or abstracts, or statistics, an Applicant may access such information, subject to the exemptions in Section 8 of the Act. But where the information sought is not a part of the record of a public authority, and where such information is not required to be maintained under any law or the rules or regulations of the public authority, the Act does not cast an obligation upon the public authority, to collect or collate such non-available information and then furnish it to an Applicant. A public authority is also not required to furnish information which require drawing of inferences and/or making of assumptions. It is also not required to provide 'advice' or 'opinion' to an Applicant, nor required to obtain and furnish any 'opinion' or 'advice' to an Applicant. The reference to 'opinion' or 'advice' in the definition of 'information' in Section 2 (j) of the Act, only refers to such material available in the records of the public authority. Many public authorities have, as a public relation exercise, provide advice, guidance and opinion to the citizens. But that is purely voluntary and should not be confused with any obligation under the RTI Act."
- This may be brought to the notice of all concerned.

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GI., MH., OM No. Z. 15025/93/2008-CGHS Desk 1, dated 13-7-2011

Clarification regarding entitlement of CGHS facility to serving employees and pensioners of Railway Audit Staff and to Divisional Accounts Officers and Divisional Accountants

1. The undersigned is directed to invite reference to the Office Memorandum of even number, dated the 31 st May, 2011 wherein CGHS facilities were restored to serving and retired Railway Audit Staff and to Divisional Accounts Officers and Divisional Accountants.
2. The Ministry of Health and Family Welfare has been receiving representations from CGHS beneficiaries to revise the rate of contributions to be made by the retired Divisional Accounts Officers and retired Divisional Accountants for CGHS pensioner cards. The matter has been examined in this Ministry and with the approval of the Competent Authority it is clarified that retired Railway Audit Staff; Divisional Accounts Officers and Divisional Accountants who have already got CGHS pensioner cards with life-time validity will not be required to pay any additional contributions. Those retired Divisional Accounts Officers and Divisional Accountants who were contributing on a yearly basis will be required to contribute at the rate prevailing on the date of renewal. Those who did not get his / her pensioner CGHS cards, the rate of contribution will be with reference to the grade pay that he / she would have drawn in the post held by him / her at the time of his / her retirement or at the time of their death had they continued to be in service now but for their retirement / death.
3. This Office Memorandum supersedes the instructions contained in Para. 4 of the Office Memorandum of 31 st May, 2011, referred to above and will be effective from the date of issue.

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GI., Dept. of Per. & Trg., OM No. F No. IO/9/2008-IR, dated 26-4-20 11

Payment of fee under the RTI Act by Indian Postal Order

1. The undersigned is directed to say that the Right to Information (Regulation of Fee and Cost) Rules, 2005 provide that a person seeking information under the RTI Act, 2005 can make payment of fee for obtaining information by cash or demand draft or banker's cheque or Indian Postal Order. It has been brought to the notice of this Department that some public authorities do not accept fee through the Indian Postal

Orders.

2. As stated above, one of the approved modes of payment of fee under the Rules is through Indian Postal Order. Refusal to accept fee through the IPO may be treated as refusal to accept the application. It may result into imposition of penalty by the Central Information Commission on the concerned Central Public Information Officer under Section 20 of the Act. All the public authorities should, therefore, ensure that payment of fee by IPO is not denied.
3. Contents of this OM may be brought to the notice of all concerned.

* * * * *

GI., Railway Board No. F (E) 11I/2009/PN-1/10, RBE No. 33/2011, dated 10-3-2011

Counting of period spent on Extraordinary Leave as qualifying service - Clarification

1. Attention of the Zonal Railways, etc., is invited to Clause (ii) of Rule 36 of Railway Services (Pension) Rules, 1993 which provides for counting the period of extraordinary leave granted to a Railway servant for prosecuting higher scientific or technical studies towards qualifying service for pensionary benefits.
2. In terms of Rule 14 of the Study Leave Rules under Annexure V of IREC Vol. I, 1985, Edition, the study leave availed by those Railway servants who resign or retire from service or otherwise quit service without returning to duty after a period of study leave or within a period of three years after such return to duty or who fail to complete the Course of study and are thus unable to furnish the certificate as required in sub-rule (5) of Rule 4 of the Study Leave Rules *ibid*, shall be converted into regular leave standing at his credit, on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose for the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave.
3. One of the Zonal Railways raised a doubt regarding counting such extraordinary leave as qualifying service for pensionary benefits. The matter has been examined in consultation with the Department of Personnel and Training and it is clarified that study leave granted to a Railway servant, who fails to comply with the conditions on which study leave was granted to him, is converted into regular leave standing in his credit and the balance of study leave, if any, which cannot be so converted, due to deficiency in the leave account of the Railway servant, is converted into

extraordinary leave. Extraordinary leave thus sanctioned is due to the reason that the Railway servant has no other leave admissible to him and not for the purpose of pursuing studies as such. Hence Clause (ii) of Rule 36 of Railway Services (Pension) Rules, 1993 is not applicable in such cases. In other words, such of the period of extraordinary leave shall not be counted as qualifying service for pensionary benefits.

4. Please acknowledge receipt

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Wednesday, April 11, 2012

Payment to Government servants other than salary etc. through e- Payment from 1st April 2012, F.No.1(1)/2011/TA/292, Ministry of Finance, Department of Expenditure, Controller General of Accounts, Dated 31st March, 2012, Office Memorandum

Sub:- Payment to Government servants other than salary etc. through e- Payment from 1st April 2012

1. The Central Government Account (Receipts and Payments) Rules, 1983 have been amended, inter alia, to provide for issue of Payment advices to the bank for direct credit by electronic transfer to the specified bank account of the payee. As per the amendments, the Government servants are, permitted to receive their salary by direct credit to their bank accounts through payment advices, at their option. Further, the amendment also provides that all payments to government servants other than salaries exceeding the limits as specified from time to time, shall be through payment advices.
2. In accordance to the above, with effect from 1st April 2012, all Ministries/Departments of the Government of India are directed to make all payments to government servants, other than salary, above Rs.25,000. by issue of payment advices, including electronically signed payment advices.
3. Further in accordance to the amended rules, with effect from 1st April 2012, all Ministries/Departments of the Government of India are directed to make all payments towards settlement of retirement /terminal benefits such as gratuity, commuted value of pension, encashment of leave salary, CGEGIS, withdrawals from General Provident Fund, etc. by issue of payment advices, including electronically signed payment advices.
4. All Ministries! Departments and Heads of Accounting Organisations are requested

to ensure the compliance of above instructions by Pay & Accounts Offices/ Accounts offices and other payment units under their control.

5. Separate orders have been issued in respect of payments to private parties such as Suppliers, contractors, grantee, loanee institutions etc.,

sd/-

(Soma Roy Burman)

Joint Controller General of Accounts

* * * * *

No.10/02/2011-E.III/A, Government of India, Ministry of Finance, Department of Expenditure, New Delhi, the 19th March, 2012, OFFICE MEMORANDUM

Subject: Central Civil Services (Revised Pay) Rules, 2008 Date of next increment in the revised pay structure under Rule 10 of the CCS(RP) Rules, 2008.

1. In accordance with the provisions contained in Rule 10 of the CCS (RP) Rules, 2008, there will be a uniform date of annual increment, viz. 1st July of every year. Employees completing 6 months and above in the revised pay structure as on 1st of July will be eligible to be granted the increment. The first increment after fixation of pay on 1.1.2006 in the revised pay structure will be granted on 1.7.2006 for those employees for whom the date of next increment was between 1st July, 2006 to 1st January, 2007.
2. The Staff Side has represented on this issue and has requested that those employees who were due to get their annual increment between February to June during 2006 may be granted one increment on 01.01.2006 in the pre-revised scale.
3. On further consideration and in exercise of the powers available under CCS(RP) Rules, 2008, the President is pleased to decide that in relaxation of stipulation under Rule 10 of these Rules, those central government employees who were due to get their annual increment between February to June during 2006 may be granted one increment on 1.1.2006 in the pre-revised pay scale as a one time measure and there after will get the next increment in the revised pay structure on 1.7.2006 as per Rule 10 of CCS(RP) Rules, 2008. The pay of the eligible employees may be re-fixed accordingly.
4. In so far as the persons serving in the Indian Audit and Account Department are concerned, these orders are issued in consultation with the Comptroller & Auditor

General of India.

sd/
(Renu Jani)
Director

* * * * *

Indian Audit And Accounts Department
Office of the Accountant General (A&E) Punjab, Sector-17, Chandigarh
No. W.Admn/120-DA Assosn./11-12/26-28 Date 13/04/2011

To, The Secretary,

1. PWD B&R Punjab
2. Irrigation Works Punjab
3. W/S & Sanitation Punjab

Mini Secretariate, Sector-9, Chandigarh

Subject: Posting of adequate and experienced Staff in Public Works Division.

Sir,

I am to invite your kind attention towards the problems being faced by Divisional Accounts Officers/Divisional Accountants related to insufficient, un-experienced and unqualified staff posted in different divisions of three branches i.e. Irrigation, B&R and Public Health now W/S & Sanitation.

Divisional Accounts Officers/Divisional Accountants are posted by this office in different divisions and entrusted the duties of Accounts compiler, Auditor and Financial Advisor of the Executive Engineer. Being the heads of Accounts Branch, they have to exercise different checks to ensure proper utilization of funds allocated for the different works to be executed by that division. This requires posting of sufficient qualified experienced staff in accounts branch so that they may perform their duty and any financial/other irregularity is avoided.

This office being the cadre controlling authority of Divisional Accounts Officers/Divisional Accountants cadre has to keep a strict watch on their performance which depends on the staff posted in the divisions.

In the light of fact and position explained above you are requested to look into the

matter and ensure that sufficient and efficient staff is posted in Accounts Branch so that Divisional Accounts Officers/Divisional Accountants posted there discharge their duty effectively and efficiently to the satisfaction of Executive Engineer.

Yours faithfully,

Sd-

Sr. Deputy Accountant General(W.Admn.)

* * * * *

Indian Audit And Accounts Department, Office of the Accountant General (A&E) Punjab, Sector-17, Chandigarh, No. W.Admn/120-DA Assosn./12-13/343-44 Date 16/05/2012

To

The Secretary, W/S & Sanitation Department Punjab, Chandigarh.

Subject: Prompt Submission of Pension, Gratuity and GPF Cases of retirees to the Head Office

Sir,

I am to invite a reference of letter No 142-43 dated 16-04 2012 of Punjab Divisional Accounts Officers/Divisional Accountants Association addressed to the Chief Engineer(North), Water Supply and Sanitation Department Patiala with a copy to your office.

The Association has requested the Chief Engineer(North), Water Supply and Sanitation Department Patiala to withdraw his controversial letter No 12278 dated 29/03/2012 vide which DAOs/DAs have been made responsible for timely submission of retirement dues of retirees to the Head Office after getting it applied from the concerned retiree and for any financial loss likely to be caused to the department on this account.

In this connection I am to reiterate that the duties and responsibilities of the DAOs/DAs are well defined in relevant State / Central codes and rules. Getting the Pensionary/retirement documents applied by the retiree is rather an administrative function and DAOs/DAs cannot be held personally responsible for their submission to the Head Office.

Chief Engineer in his reply has informed the Association vide letter dated

26/04/2012 with a copy to this office that the instructions have been issued in the public interest and there is no need to change the same.

In view of the position explained above you are requested to ask the Chief Engineer (North) W/S 7 Sanitation Department Punjab, Patiala to review the instructions issued vide his letter No.12278 dated 29/03/2012 at the earliest under intimation to this Office.

Sd-

Sr. Deputy Accountant General(W.Admn.)

Copy forwarded to Punjab DAOs/Das Association for information and necessary action

Sd-

Accounts Officer (W.Admn)

* * * * *

GI., MH., OM No. S. 11012/3/2011-CGHS (P), dated 29-12-2011

Issue of Individual Plastic Cards to CGHS beneficiaries

The undersigned is directed to invite reference to this Ministry's a. M.O, Misc. 6024/2007/CGHS (HQ)/CGHS (P), dated the 30th December, 9, wherein guidelines on issue of individual Plastic Cards to each CGHS beneficiary (serving and retired) were issued. In order to further streamline issue of CGHS Plastic Cards, the guidelines are revised as follows:-

NEW PROCEDURE FOR ISSUE OF CGHS CARDS IN DELHI & NCR

(A)SERVING EMPLOYEES:

1. CGHS Cards shall be issued only to the eligible Central Government employees and such class of persons as may be decided by the Government whose place of residence is situated within the coverage area of CGHS.
2. Requisition for CGHS Cards shall be prepared in duplicate i~ Form 'A'. One copy to be forwarded to Additional Director (HQ), CGHS, New Delhi and the other to be retained with the Department where the Applicant is currently employed (hereinafter referred to as 'sponsoring authority / Ministry / Department') for record.
3. The requisition shall be sponsored by an officer in charge of administration not

below the rank of Under Secretary.

4. Requisitions for CGHS Cards shall be accompanied by two copies of recent 3 x 5 cm. size individual photographs of all family members of the Government employee, one set of which shall be pasted on the application form and shall be attested by a Gazetted Officer in charge of administration. Another set of photographs shall be signed on the back by the concerned beneficiary and enclosed with the application form for onward submission to the Office of Additional Director (HQ), CGHS, New Delhi.
5. Requisitions shall be sent along with two copies of the challan as in Form 'C' duly filled in, to the Additional Director (HQ), CGHS, New Delhi.
6. The Office of Additional Director (HQ), New Delhi shall process the requisition forms and get the cards prepared in the prescribed format which shall then be delivered to the concerned sponsoring authorities as per the laid down procedure.
7. CGHS Cards will be delivered only to the person authorized by the sponsoring authority after obtaining an acknowledgement in Form 'o'.
8. The sponsoring authority shall ensure that the Government employee, for whose family members the CGHS Cards are made out, gives a proper receipt on taking delivery of card(s) by putting his / her signature.
9. On the occurrence of death, CGHS cards issued to a Government employee shall be withdrawn and deposited by the Administration of his / her Department with Additional Director (HQ), CGHS, New Delhi for cancellation.
10. In case of change in entitlement for CGHS facilities, the Government employee shall enclose the CGHS card(s) with the application for issuing new card(s) with the revised' entitlement.
11. In case of mutilation, the mutilated CGHS Card shall be enclosed with the application along with the challan in token of payment of the prescribed charges for issuing a new card.
12. CGHS Card(s) may be issued to employees of Autonomous Bodies if CGHS facility is allowed to such body) under the Administrative Ministries of Government of India in accordance with the procedure prescribed above. Officers of a rank equivalent or corresponding to Under Secretary in such Autonomous Bodies though not enjoying Secretariat status shall be the requisitioning authority and certifying authority in respect of such employees.
13. CGHS Card(s) for employees of Autonomous Bodies attached to the Ministries will be issued only if the employee is residing within the CGHS covered areas.

14. Duplicate cards may be issued on payment of prescribed fee with the details of the lost / misplaced cards. For issue of duplicate cards, the same procedure shall be followed by the concerned employee and his/her sponsoring authority / Department / Office.
15. The employees should be encouraged to submit their applications online by using the CGHS portal. After online submission of the application form they should take a print out of the same and submit the hard copy duly signed and photographs affixed thereon, to the sponsoring authority for processing and onward submission to the Office of Additional Director (HQ), CGHS for issuing the cards. Detailed instructions for online submission of applications are at APPENDIX.
16. The plastic cards issued by CGHS shall be valid for a period of five years from the date of issue. The validity period shall also be indicated on the card.

(B) PENSIONERS

1. CGHS card(s) will be issued to the eligible pensioners and his / her dependent family' members whose place of residence is situated in the CGHS covered areas. However, CGHS card(s) can also be issued to the pensioners whose place of residence is outside the CGHS covered areas but they have opted for the CGHS membership.
2. The Pensioners have the liberty to enroll themselves with any CGHS Wellness Centre / Dispensary of his / her choice all over the country irrespective of his / her place of residence.
3. The retiring employee can submit his / her application form for Pensioners CGHS card, in Form 'B' duly filled up with the prescribed details to his / her Department / Office for processing and sponsoring his / her CGHS membership to the Office of Additional Director (HQ), CGHS for issuing CGHS card(s).
4. Requisitions for Pensioners' CGHS Card(s) shall be accompanied by two copies of recent 3 x 5 cm. size individual photographs of all family members of the retiring employee, one set of which shall be pasted on the application form and shall be attested by a Gazetted Officer in charge of administration. Another set of photographs shall be signed on the back by the concerned beneficiary and enclosed with the application form for onward submission to the Office of Additional Director (HQ), CGHS, New Delhi.
5. Retiring employees have the option to apply for pensioner card along with pension papers or at least six weeks prior to superannuation. The employee can authorize his / her Department to deduct the requisite CGHS contribution for his / her

pensioner's CGHS card from his / her retirement dues and forward his / her application to CGHS for making of CGHS card(s). He may also have the option to submit a Demand Draft of the requisite amount for the CGHS membership with his / her application.

6. The Department / Office of the retiring employee shall process his / her application alongside his/her pension papers on priority basis and sponsor his / her application to CGHS for issuing of CGHS card(s).
7. The sponsoring authority shall observe the same procedure as for a serving employee for getting his / her CGHS card(s) prepared and delivered to the retiring employee during his service period itself preferably on the day of retirement.
8. The sponsoring Department / Office and the Office of Additional Director (HQ), CGHS shall ensure that the duly prepared Pensioner CGHS Card(s) are presented to the retiring employee on the date of his / her retirement itself along with his/her GPF and other retirement benefits.
9. Pensioners can also apply for the CGHS membership after his / her retirement from service. He can opt for the CGHS membership even if he resides outside the CGHS coverage area. He can also select the CGHS Wellness Centre of his choice anywhere in the country for obtaining the medical facilities under the Scheme.
10. The Pensioners can apply for the CGHS cards in the prescribed Form 'B'. The application form shall be accompanied by two copies of recent 3x5 cm. size individual photographs of all family members of the pensioner, one set of which shall be pasted on the application form and shall be attested by a Gazetted Officer. Another set of photographs shall be signed on the back by the concerned beneficiary and enclosed with the application form. The application along with the requisite CGHS contribution as per the prescribed rate should be submitted to the Office of Additional Director (HQ), CGHS, New Delhi.
11. The Office of Additional Director (HQ), New Delhi shall process the application forms and get the cards prepared in the prescribed format which shall then be sent by the registered post / speed post / courier at CGHS cost for delivery to the concerned pensioner at his recorded address in the Application form.
12. The pensioner should also be informed through telephone, SMS, e-mail or by letter about the making of CGHS cards and its dispatch particulars to ensure that it is delivered to the correct person. Acknowledgement of receipt should be obtained from him and kept for record in the office of Additional Director, CGHS.
13. CGHS shall issue the plastic card with a validity period for which the pensioner card

has been applied for with the requisite contribution. Cards issued for Lifetime validity against payment of 10 years' contribution, shall indicate the validity of the card for the lifetime.

14. The plastic cards already issued with printed validity of 'Rest of Life' to pensioned beneficiaries, who had paid CGHS contribution for 'Rest of Life' would be taken as valid for use for 'Rest of Life'. However, such CGHS beneficiaries have the option to obtain new plastic cards after five years, if they choose to do so, or till entitled for CGHS benefits, whichever is earlier.

NEW PROCEDURE FOR ISSUE OF CGHS CARDS IN OTHER CITIES

The above procedure can also be followed in all other cities' mutatis mutandis' with suitable modifications. The Card making process would be centralized in the office of the AD/JD, CGHS in charge of the city.

INSTRUCTIONS REGARDING SUBMISSION OF REQUISITIONS FOR ISSUE AND COLLECTION OF CGHS CARDS

1. Requisitions for issue of CGHS Card(s) should be sent to Additional Director (HQ), CGHS, New Delhi. They should also be duly diarized in the Administrative Section of the concerned Ministry / Department.
2. It would be the responsibility of the Ministry / Department / Autonomous Bodies concerned to scrutinize the applications carefully before these are sent to the CGHS. The sponsoring authority concerned should also scrutinize the CGHS Cards collected from the CGHS (HQ) before delivery of the same to the Applicant, so as to ensure that each CGHS Card(s) is in order and containing all particulars / information required to be included in the CGHS Card(s). In the case of any error being noticed, the fact should be brought to the notice of the Additional Director (HQ), CGHS, New Delhi immediately. The CGHS Card(s) should not be delivered to the Applicant until the error is rectified. All applications should be thoroughly scrutinized by the Ministries, etc., for ensuring the correctness of the details furnished in the requisitions and the bona fides of the Applicant.
3. The Ministry / Office concerned should nominate a representative, who will deliver the requisitions to the Office of Additional Director (HQ), CGHS, New Delhi and collect the CGHS Card(s) etc. there from. His / Her name and designation, along with Identity Card Number should be indicated on the Challan slip in Form 'C'. His / Her specimen signatures on the Challan slip will also be duly attested by the Administration Section of the Ministry / Office concerned.
4. The rubber stamp indicating the name and designation of the sponsoring authority

should be affixed below his / her signature on the application form, and his / her telephone number should also be indicated to enable the Office of Additional Director (HQ) CGHS, New Delhi to contact the officer concerned over the telephone or otherwise, in case of any doubt.

5. Each Ministry / Office shall, from time to time, nominate an officer to sponsor the requisitions to be forwarded to the Office of Additional Director (HQ) CGHS, New Delhi. The name, designation and telephone number of the sponsoring officer so appointed by the Ministry Office concerned shall be intimated to the Office of Additional Director (HQ) CGHS, New Delhi as and when a change takes place.
6. It shall be the responsibility of the sponsoring authority / Ministry / Department / Office to ensure that the monthly CGHS contribution at the prescribed rate is regularly deducted from the salary bill of the CGHS beneficiary and remitted to the Government account to keep his / her CGHS membership alive and valid as CGHS is a contributory scheme.
7. It shall also be the responsibility of the individual Central Government employee to whom the CGHS membership has been granted by issuing CGHS card(s), to deposit his / her monthly CGHS contribution at the prescribed rate through his / her regular salary bill to keep his / her CGHS membership alive and valid.
8. It shall be the responsibility of the CGHS beneficiary to ensure that the CGHS card(s) issued to him and his / her family members are not misused in any circumstances or by any unauthorized person.

LOSS/MUTILATION OF CGHS CARDS

1. The holder of the CGHS card is personally responsible for its safe custody.
2. In case of loss of a CGHS card or a temporary index card, it shall be incumbent on the card holder to report the loss immediately to the Office of the Additional Director (HQ), New Delhi and also to the Ministry or Office which sponsored the requisition for the issue of the CGHS card.
3. On receipt of a report from the card-holder about the loss of the CGHS card, the Ministry / Office concerned shall send a Report to the Office of the Additional Director (HQ), CGHS, and New Delhi giving full details of the circumstances leading to the loss of CGHS card.
4. In case the lost CGHS card is subsequently found, the Office of Additional Director, CGHS shall be informed and in case a duplicate one has been issued in the meantime, the original CGHS card shall be returned to the Office of Additional Director, CGHS for cancellation.

5. A penalty of Rs 50 shall be imposed on the person concerned for the loss of the CGHS card. The penalty once deposited will not be refunded even if the CGHS card is subsequently retrieved.
6. The loss of CGHS card shall be recorded by the Ministry / Office concerned in the remarks column against the relevant entry in the Register of CGHS cards maintained by them in the prescribed Form 'E'.
7. The Ministry of Health and Family Welfare may in special circumstances and for the reasons to be recorded in writing, waive the penalty charges for the loss of a CGHS Card in any particular case.
8. Besides the recovery of penalty charges, a Government employee who fails to give a "satisfactory explanation for the loss of CGHS card(s) issued to him / her, 'would be liable to disciplinary action.
9. In the case of the loss, mutilation of CGHS card, a temporary card will be issued only after the penalty charges for such loss or mutilation, as the case may be, have been deposited by the concerned employee.
10. Penalty for Mutilation of the CGHS card before the period of expiry is Rs 50.

MISCELLANEOUS

1. CGHS card issued by the Directorate General of Central Government Health Scheme (CGHS) is not transferable.
2. Misuse of CGHS card will entail penal consequences and in the case of Government employees, disciplinary action can also be taken.
3. On the expiry of the period of validity of a CGHS card, the holder of the CGHS card shall surrender it immediately to the Ministry / Office concerned and apply for renewal or the CGHS card(s), if necessary.
4. The holder of a CGHS card(s) will surrender it to the sponsoring authority when the CGHS card is no longer required by him on account of his transfer or shifting of residence to a non-CGHS covered area.
5. Each Ministry / Office sponsoring requisitions for CGHS cards shall maintain a register in Form 'E' to record the details of CGHS cards issued as per the recommendation of the Ministry / Office. This register shall be submitted to the Directorate General of CGHS if and when required for scrutiny.
6. The Ministry of Health and Family Welfare may issue any further instructions, as may be considered necessary to supplement the CGHS Guidelines and Instructions.

The new procedure as laid down in this Office Memorandum shall be effective from the

16th day of January, 2012 and it supersedes all previous instructions issued from time to time on the subject.

* * * * *

GI, Dept. of Pen. & PW, O.M No. 38/64/98-P&PW (F), dated 1-5-2012

Implementation of recommendations contained in Para. 61 of 44th Report of Parliamentary Standing Committee on Home Affairs - following a time schedule for disbursement of pension

In Para. 61 of the 44th Report of Parliamentary Standing Committee on Ministry of Home Affairs, the Committee observed that timely payment of pension and retirement dues is not being made to the retiring employees of the Union Government. The Committee drew attention to the employees Provident Fund Scheme and the Notification issued by the Ministry of Labour on 27-10-1997 amending the Employees Pension Scheme, 1995. In terms of provisions under Employees Provident Fund and Misc. Provisions Act, 1952, the Ministry of Labour inserted a new provision 17-A 'Payment of Pension' which inter alia says that 'in case the Commissioner fails without sufficient cause to settle a claim complete in all respects within 30 days, the Commissioner shall be liable for the delay beyond the said period and penal interest at the rate of 12% per annum may be charged on the benefit amount and the same may be deducted from the salary of the Commissioner'. On the same analogy, the Committee recommended that similar provisions may be formulated and enforced to ensure timely payment of Pension and retirement dues to the retiring employees of Union Government.

2. Rule 68 CCS (Pension) Rules, 1972 provides for payment of interest on delayed payment of gratuity and recovery of interest so paid from the officers responsible for such delay. The recommendations of the Committee on delayed payment of retirement dues was examined in this Department in consultation with Department of Personnel and Training and Department of Expenditure, Ministry of Finance and it was decided to implement the recommendations as below:-
 - i) All pensioners dues are to be settled by strictly following the procedure laid down in Rule 56 to 76 of CCS (Pension) Rules, 1972.
 - ii) Wherever delays are anticipated, provisional pension should be sanctioned immediately.
 - iii) Any delay in processing of pension resulting in pension not being authorized

on the last working day of retirement of the Government servant, should be reported by the Head of Office to the next higher authority who would watch the settlement of delayed cases.

- iv) In respect of delayed payment of gratuity wherever it results in payment of penal interest at the rate applicable to GPF deposits under Rule 68 of CCS (Pension) Rules, 1972, Secretary of the Administrative Ministry or Department would initiate action to fix responsibility at all levels to recover the amount from the concerned Dealing Official, Supervisor and Head of Office in proportion to their salary by following the prescribed procedure for the purpose and should be strictly enforced.
 - v) Once it has been decided to pay gratuity, the amount should be paid immediately pending a decision regarding payment of interest. This would reduce the interest liability if any on payment of delayed gratuity.
 - vi) In the matter of delayed payment of leave encashment, the Department of Personnel and Training in their note, dated 2-8-1999 had clarified that there was no provision under- CCS (Leave) Rules for payment of interest or for fixing responsibility. Moreover, encashment of leave is a benefit granted under Leave Rules and not a pensionary benefit.
 - vii) In the matter of CGEGIS, the Department of Expenditure, Ministry of Finance in their U.O. No. 709/E. VII 999, dated 6-8-1999 had clarified that payment under CGEGIS cannot be termed as terminal benefit. As payment under this Scheme are made in accordance with the Table of Benefit which takes into account interest up to the date of cessation of service, no interest is payable on account of delayed payments under the scheme. They had also clarified that CGEGIS payment cannot be withheld and no Government dues can be recovered from the accumulation except the amount claimed by the financial institution as due from the employee on account of loans taken for house building purpose.
3. The above recommendations were circulated among all Ministries & Departments vide this Department's O.M. No. 38/64/98-P&PW (F), dated the 5th October, 1999 (Sl. No. 194 of Swamy's Annual, 1999). However, it is noticed that all Ministries & Departments are not strictly following the above instructions. The above instructions provide that wherever delays are anticipated, provisional pension should be sanctioned immediately. Thus, in case where regular pension is not authorized at the time of retirement, provisional pension should invariably be sanctioned. In spite of these instructions, there have been instances where payment

of pension (regular or provisional) is not authorized at the time of retirement. In some cases, the administrative departments have been directed by the Central Administrative Tribunal/Court to pay interest for delay in payment pension and a number of proposals for payment of interest of delayed pensionary benefits is being forwarded, to Department of Pension Pensioners Welfare. Therefore, it is reiterated that all the Ministry Departments should strictly follow the above recommendations communicated vide this Departments OM, dated 5-10- J 999.

4. The Ministries / Departments may circulate this OM among concerned attached / subordinate / field organizations under the administrative control of the respective Ministry / Departments for strict compliance.

* * * * *

NO.Z.15025/15/2006-CGHS.III, Directorate General of Central Govt. Health Scheme (CGHS-III), Nirman Bhawan, New Delhi, Date : 7-6-2011
To, Shri Bikramjit Singh, General Secretary, 40-41, Guru Armadas Avenue, D-Block, Airport Road, AMRITSAR

Subject : CGHS coverage to retired DA/DAO'S

Sir,

I am directed to refer to your letter no. 40-42 dated 23.5.2011 on the subject mentioned above and enclose a copy of O.M.No.Z.15025/93/2008-CGHS. Desk-I dated 31.5.2011 for your information.

Yours faithfully,

(Dr.D.K. Barah)

Addi. Dy Director General(HQ)

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Government of India, Ministry of Health And Family Welfare, Department of Health & Family Welfare, Nirman Bhawan, New Delhi 110108, Dated, the 31st May, 2011,
No:Z.15025/93/2008-CGHS Desk 1

OFFICE MEMORANDUM

Subject ; Entitlement of CGHS facility to serving employees and pensioners

of Railway Audit Staff and to Divisional Accounts Officers and Divisional Accounts.

The undersigned is directed to state the CGHS facilities to Railway Audit Staff (both serving and retired) were withdrawn vide letter, No:Z.15023/93/2008-CGHS.III dated the 2nd June, 2010, as Railway Board has its own health scheme for its employees and pensioners. Divisional Accounts officers and Divisional Accountants were working in the office of accountant Generals in states and were drawing pension from state Governments. Subsequent to the Withdrawal of CGHS Facility, the ministry of Health & Family Welfare received representations the withdrawal of the facility.

2. Office of the Comptroller & Auditor General of India Clarified to the Ministry of Health & Family Welfare that Railway Audit Staff are not employees of Indian Railways but are Central Government employees employed in the Indian audit & Accounts Department and functioning under the comptroller & Auditor General of India. The pay and allowances of the Railway Audit Staff are charged to Indian audit & Accounts Department's Grant no:40 of the union Budget. Orders for pension for these staff are issued by the Railways as per statutory rules in force. Similarly, office of the Comptroller & Auditor general of India has clarified that Divisional Accounts Officers and Divisional Accountants posted in the office of Accountants General in states are employees of the office of the comptroller & auditor General of India and are governed by provisions of central civil Service (Pension) Rules,1972.

3. The matter has been re-examined and with the approval of the competent authority it has been decide to restore CGHS facilities to serving and retired Railway Audit Staff, which were withdrawn vide communication dated the 2nd June , 2010, referred to in para 1 above. Those retired Railway Audit Staff who have already got pensioner CGHS cards made will not be required to pay any additional contribution for the renewal of the pensioner CGHS cards. Those retired Railways Audit Staff who were contributing on a yearly basis will be required to contribute at the rate prevailing on the date of renewal.

4. It has also been decide that retired Divisional Accountants Officers and retired Divisional Accountants may be issued pensioner CGHS cards on payment of the appropriate rate of contribution for renewal/ issue of pensioner CGHS cards at the rate prevailing on the date of renewal / issue.

[R RAVI]

Director

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GOVERNMENT OF INDIA (BHARAT SARKAR), MINISTRY OF RAILWAYS (RAIL MANTRALAYA), PC VI NO. 209, RBE NO. 89, NO.F (E) Spl. 2009/ FR/1/3, New Delhi, 21.06.2010, The GMs / CAO etc., All Indian Railways & Production Units, (As per Mailing List)

Sub. : Grant of Dual Charge Allowance for Combination of Appointments
Ref: Board's Latter's no. F (E) Spl.98/fr/1/1 dated 28.01.2000 and F(E) Spl.2004/fr/1/2/Dated 22.02.2005

Consequent upon Introduction of revised scales of pay based on recommendations of sixth central pay commission, ministry of personnel, public Grievances and pension (Department of personnel & training) vide their Notification date 21.01.2010 have amended the existing provision relating to the grant of dual charge allowance for combination of appointments. In view their of, the existing ceiling for grant of dual charge allowance as modified vide boards letters dated 28.01.2000 and 22.02.2005 will be enhanced to Rs.80000/-p.m. In other words, aggregate of pay and additional pay shall in no case exceed Rs.80,000/-p.m.

2. All Other terms and conditions governing the dual charge allowances shall remain unchanged.
3. The revised orders are effective from 01.01.2006.
4. Accordingly, advance correction slip no 214 to the IREM, Vol. I (Revised Edition 1989) Annexure is enclosed.
5. Hindi version is enclosed.

DA: as above

(Mrs. Sukhender Kaur)

Deputy Director Finance (Estt.)

Railway Board

Advance Correction Slip No. 214

The Following amendment may be further carried out in Chapter-VI Section V of IREM- Vol. I [Revised Edition, 1989] regarding grant of dual charge allowance as under:-

In sub (A) of Para 648, as last Amended vide Advance Correction Slip no.94 Under Board's Letter no. F[E] Spl .98/FR/1/1 Dated 28.01.2000, the figure of Rs. 26,000/- may be read as Rs. 80,000/-

(Authority :- Railway Board's Letter no. F[E] Spl . 2009/FR/1/3 Dated 21.06.2010)

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Copy of letter No.996 dated 29-09-2003 from Superintending Engineer, Construction Circle, PWD,B&R, Ludhiana addressed to the Sr. Audit Officer, O/o The Principal Accountant General(Audit) Punjab and U.T.Chandigarh.

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

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

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

Copy of Endst No 997 dated 29-09-2003 from the same officer

Copy of the above is forwarded to the Chief Engineer, Punjab PWD,B&R, Branch Patiala for information and necessary action with reference to his memo No.3275-94/AC dated 28-08-2003/01-09-2003

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Copy of letter No. Works/Persistent irregularities/2003-04/453-54 dated 31-10-2003 from the Senior Audit Officer, O/o The Principal Accountant General (Audit) Punjab and U.T.Chandigarh to the Superintending Engineer, Construction Circle, PWD, B&R, Ludhiana.

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

Sir,

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

avoided.

Copy of the above is forwarded to the Chief Engineer, Punjab PWD, B&R, Branch Patiala for information and necessary action in continuation to this office letter No. . WHO/Persistent irregularities/2003-2004/256-58 dated 18-07-03.

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**FORMS : HOLIDAY HOMES
(Ref. Complete List : Section A)
TOURING OFFICERS' HOSTELS
(Ref. Complete List : Section B)**

APPLICATION FORM FOR BOOKING IN CENTRAL GOVT. HOLIDAY HOMES

(Pl. do not use this form if applying for booking to DoE Delhi/Chennai/Simla. Pl. refer how to apply section for details)

Name of the Holiday Home where booking required :

1. Applicant's Name Designation:
2. Ministry/Deptt./Office where working :
3. Office address: Mob.No.....
4. Resi.address: email ID:
5. Period of booking required : From _____ to _____ (nights _____)
(Max. 5 nights in season, 10 nights in off-season)
Checkout date _____ Checkout Time _____
6. Purpose of visit : Official visit** / Private visit / LTC (Pl. refer to Terms and Conditions of allotment)
7. Type of Room reqd (pl. tick): 2-Bed / 4-Bed* /VIP/Dormitory*
(* Avlble at Shimla, Agra, Nainital, Ooty)
8. No. of Visitors : Self / Dependent Family Members / Guests (Total _____ No)
9. Visitors' Names and relationship:
10. Details of Advance payment : (Non-refundable after confirmed booking)
Bank _____ DD. No. _____ Dated _____ Rs. _____

11. Confirmation: will be collected personally may be dispatched by ordinary post
DECLARATION BY THE APPLICANT

I certify that the accommodation asked for in the Holiday Home will be occupied by me or my dependent family members. I undertake to vacate the accommodation on _____ (FN) and will not overstay without prior written permission of EM/AEM, Dte. of Estates, failing which I will liable to pay market rate of licence fee as damages and other legal action etc. I shall not claim refund in case the accommodation booked is not utilized by me. I undertake that I will not withdraw my application for booking. In case the cheque (given by me as advance payment) is dishonoured for any reason, I authorize my DDO to deduct equal amount from my salary and remit the same to the Dte of Estates, on receipt of their demand. I certify that the information given above is correct and that nothing has been concealed. I shall abide by the prescribed Rules/orders/Terms and conditions, covering this booking/allotment. I undertake to take and pay for the meals if arrangement exists and to pay the prescribed charges directly to the caterer. I am aware of the terms and conditions of the booking as given on website.

Date: _____ Place _____ Signatures of the applicant

Verification by the Administration Division

Gs:12:2009 (Applications not verified by the administrative office of applicant will not be entertained)

Certified that (a) Shri/Smt. _____ Designation _____ is a permanent employee of this office. (b) This office is a (Pl. tick the appropriate BOX in table given below) (c) (PLEASE FILL IF APPLICABLE) He/She has been authorized by this office to perform official journey from (dates) _____ to _____ at _____ (city name) (Enclose certified copy of tour program).

Central Govt. Ministry / Department	Central PSU/ Autonom.Orgn./ Semi Govt. Office	Office of State Govt/ U.T. Admn.	Other (pl. specify)	Retired Central Govt. employees to annex copy of PPO/ Pensioner Id. Card
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To be sent to the Allotting Authority

Signatures with Office Seal

APPLICATION FORM FOR BOOKING OF ACCOMMODATION IN TOURING OFFICERS' HOSTELS

(PLEASE. DO NOT USE THIS FORM IF APPLYING FOR BOOKING TO DoE DELHI/CHENNAI. PL. REFER HOW TO APPLY SECTION FOR DETAILS.)

City in which Guest accommodation required:

1. Applicant's Name Designation:
2. Ministry/Deptt./Office where working:
3. Office address: Mob.No.....
4. Resi.address: email ID:
5. Period of booking required: From _____ to _____ (nights _____)
 (Max. 5 nights in season, 10 nights in off-season)
 Checkout date _____ Checkout Time _____
6. Purpose of visit: Official visit** / Private visit / LTC (Pl. refer to Terms and Conditions of allotment)
7. Type of Room reqd (pl. tick): 2-Bed / 4-Bed* /VIP/Dormitory*
 (* Avlble at Shimla, Agra, Nainital, Ooty)
8. No. of Visitors: Self / Dependent Family Members / Guests (Total _____ No)
9. Visitors' Names and relationship:
10. Details of Advance payment: (Non-refundable after confirmed booking)
 Bank _____ DD. No. _____ Dated _____ Rs. _____
11. Confirmation: will be collected personally may be dispatched by ordinary post

DECLARATION BY THE APPLICANT

I certify that the accommodation asked for in the Holiday Home will be occupied by me or my dependent family members. I undertake to vacate the accommodation on _____ (FN) and will not overstay without prior written permission of EM/AEM, Dte. of Estates, failing which I will liable to pay market rate of licence fee as damages and other legal action etc. I shall not claim refund in case the accommodation booked is not utilized by me. I undertake that I will not withdraw my application for booking. In case the cheque (given by me as advance payment) is dishonoured for any reason, I authorize my DDO to deduct equal amount from my salary and remit the same to the Dte of Estates, on receipt of their demand. I certify that the information given above is correct and that nothing has been concealed. I shall abide by the prescribed Rules/orders/Terms and conditions, covering this booking/allotment. I undertake to take and pay for the meals if

arrangement exists and to pay the prescribed charges directly to the caterer. . I am aware of the terms and conditions of the booking as given on website.

Date: _____ Place _____ Signatures of the applicant _____

Verification by the Administration Division

Gs:12:2009 (Applications not verified by the administrative office of applicant will not be entertained)

Certified that (a) Shri/Smt. _____ Designation _____ is a permanent employee of this office. (b) This office is a (Pl. tick the appropriate BOX in table given below) (c) (PLEASE FILL IF APPLICABLE) He/She has been authorized by this office to perform official journey from (dates) _____ to _____ at _____ (city name) (Enclose certified copy of tour program).

Central Govt. Ministry / Department	Central PSU/ Autonom.Orgn./ Semi Govt. Office	Office of State Govt/ U.T. Admn.	Other (pl. specify)
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To be sent to the Allotting Authority

Signatures with Office Seal

Category of Holiday home and Touring Officers Hostel/guest house

Location of Holiday Homes and Touring Officers Hostel/Guest house	Category
Delhi, Mumbai, Kolkata, Chennai, Goa, Shimla, Nainital, Mussoorie, Udaipur, Agra, Mysore	A
Cochin, Trivandrum, Ooty, Jaipur, Bangalore, Kanyakumari	B
All other cities/towns	C

Revised Booking Charges

FOR CATEGORY 'A'

Room / suite	Category of applicants/Visitors		
	1	2	3
Member of Parliament (Sitting / Ex.)	employee of State Govt./UTs/Central or state	Private Persons accompanying as guests of MPs/Govt. employees	
Central Govt. employee (serving/retired)	PSU/Autonomous Bodies/Others (serving/retired)		
VIP	Rs. 900	Rs. 1800	Rs. 2700
Double/Three Bed	Rs. 300	Rs. 600	Rs. 900
Four Bedded	Rs. 400	Rs. 800	Rs. 1200
Dormitory	Rs. 150	Rs. 300	Rs. 300

FOR CATEGORY 'B'

Room / suite	Category of applicants/Visitors		
	1	2	3
Member of Parliament (Sitting / Ex.)	employee of State Govt./UTs/Central or state	Private Persons accompanying as guests of MPs/Govt. employees	
Central Govt. employee (serving/retired)	PSU/Autonomous Bodies/Others (serving/retired)		
VIP	Rs. 600	Rs. 1200	Rs. 1800
Double/Three Bed	Rs. 200	Rs. 400	Rs. 600
Four Bedded	Rs. 250	Rs. 500	Rs. 750
Dormitory	Rs. 100	Rs. 200	Rs. 200

FOR CATEGORY 'C'

Room / suite	Category of applicants/Visitors		
	1	2	3
	Member of Parliament (Sitting / Ex.) Central Govt. employee (serving/retired)	employee of State Govt./UTs/Central or state PSU/Autonomous Bodies/Others (serving/retired)	Private Persons accompanying as guests of MPs/Govt. employees
VIP	Rs. 450	Rs. 900	Rs. 1350
Double/Three Bed	Rs. 150	Rs. 300	Rs. 450
Four Bedded	Rs. 200	Rs. 400	Rs. 600
Dormitory	Rs. 50	Rs. 100	Rs. 100

For booking at Demand Draft to be drawn in favour of

Shimla (Grand Hotel)	“Assistant Estate Manager, Grand Hotel, Shimla” payable at Shimla
Nainital, Mussurie, Agra, Goa, Udaipur, Ooty, Mysore, Kanyakumari, Trivandrum, Cochin, Bangalore, Chennai, Kolkata, Jaipur	“Assistant Director of Estates (Cash), New Delhi”, payable at New Delhi. (If rooms are booked from DoE, Delhi)
Mysore	Executive Engineer, Mysore Central Divn, CPWD, Mysore, payable at Mysore (if sending application for booking to EE, CPWD Mysore)
Ooty	Asstt. Estate Manager, Govt. of India, Shastri Bhawan, Chennai, payable at Chennai (if sending application for booking to AEM, Chennai)

Kanyakumari

Executive Engineer, Madurai Central Division I, CPWD, Madurai, payable at Madurai
(if sending application for booking to EE, CPWD Madurai)

Udaipur

For applications sent to Asstt. Engineer, CPWD, Udaipur :
“Executive Engineer, Jodhpur Central Division, CPWD, Jodhpur”, payable at Jodhpur

Mailing Address and Contact Nos.

of Allotting Authorities for advance booking

(For online application, the mailing address has been mentioned at the bottom of online application form generated by the computer system)

Shimla

Assistant Estate Manager, Grand Hotel, Shimla
0177-2658121 (Office)
0177-2652587 (Reception)
(For rooms at disposal of AEM, Shimla)

Nainital*

Agra*

Goa*

Mussurie*

Udaipur*

Shimla*

Ooty*

Mysore*

Kanyakumari*

Trivandrum*

Cochin*

Bangalore*

Chennai*

Kolkata*

Jaipur*

Assistant Director (Regions), Directorate of Estates, Room No.404-C Wing, Nirman Bhawan, New Delhi-110011
011-23062231
011-23062816 (Telefax)
*For rooms at disposal of Dte. of Estates, N.Delhi

Ooty

Assistant Estate Manager, Directorate of Estates, Shastri Bhawan, 26-Haddows Road, Chennai-600006
Tel: 044-28277759
044-28262120
www.tn.nic.in/estate

Mysore Executive Engineer, Mysore Central Tel/Fax-0821- 2470601
Division, CPWD, T.Narasipur Road,
Siddhartha Nagar, Mysore 570011

Kanyakumari Executive Engineer, Madurai Central Tel: 0452-2535940
Division I, CPWD, Madurai

Udaipur** Assistant Engineer, Telefax : 0294-2467118
Udaipur Central Sub-Divn. CPWD,

Residential & Office Complex,
** for rooms at Hiran Magri Sector 4, (Vaishali Apptt. Mod)
disposal of CPWD Manva Kheda Road, Udaipur, Rajasthan

Location of Holiday Homes

Shimla Grand Hotel, Mall Road, Shimla. Tele No. 0177-2652587 (Reception)

Nainital Holiday Home for the Central Government Employees, Khurpatal
(Nainital) Tele : 05942-240330

Agra Holiday Home for the Central Government Employees, Sikandara
Sector 15, Near Income Tax Colony, Agra

Goa Holiday Home for the Central Government Employees, Central
Government Residential/Office Complex, Bambolim,
[Opposite Goa Medical College Complex, Madgaon-Panjim Road], Goa
Tele : 0832-2458292 (office)

Ooty Holiday Home for Central Government Employees, Good Shed Road,
Near Railway Station, Udagamandalam (Ooty), Nilgiris, Tamilnadu

Mysore Central Government Residential Complex, T.Narasipur Road,
Siddhartha Nagar, Mysore 570011

Kanyakumari Holiday Home for Central Government Employees Kovalam Road
(near Light House), Kanyakumari Tele : 04652-246994

Mussorie Southwood Cottage in the ITBP campus (near library Chowk, Mall
Road, Oppo. Hotel Padmini Nivas, 300m before Library Chowk Car

Parking), Mussoorie. Tele: 0135-2632271
Udaipur Central Government Holiday Home, CPWD Residential/ Office
Complex, Hiran Magri Sector 4, (Vaishali Apptt. Mod), Manva Kheda
Road, Udaipur (Rajasthan)

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HOW TO APPLY

**FOR BOOKING AT GOA, SHIMLA, MUSSURIE, NAINITAL, OOTY,
KOLKATA, CHENNAI, BANGALORE, JAIPUR, MYSORE, UDAIPUR,
AGRA, AGRA, PLEASE APPLY ONLINE THROUGH INTERNET AS UNDER**

www.estates.nic.in

↓
HOLIDAY HOMES

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APPLY ONLINE

- Take a print of the application form generated by computer after filling details in the online application form. Payment is to be made by Demand Draft/Banker's Cheque. Application with Payments made by Cheque will be summarily rejected.
- This application form is to be verified by the applicant's office (Retired Government employees can apply only 15 days in advance. They should enclose copy of the PPO/Pensioner I.Card. Verification by office is not insisted).
- Enclose Pay Order/Demand draft/Banker's Cheque for the full amount of room charges etc.
- Deliver the complete application + Demand Draft/Banker's Cheque at IFC, Near Gate No. 2, Directorate of Estates, Nirman Bhawan, New Delhi. Envelops may be sent by post (preferably SPEED POST/REGISTERED POST) to Assistant Director (Regions), Room No. 404-C, C-Wing, Nirman Bhawan, New Delhi to ensure faster delivery.
- For Simla, DD/Banker's Cheque is to be drawn in favour of 'Assistant Estate Manager, Grand Hotel, Shimla' payable at Simla. For other cities, DD/Banker's cheque is to be drawn in the name of 'Assistant Director of Estates (Cash), New Delhi.
- Booking Status of application can be checked online after filling Booking Request ID

and Identity Card No.

- g) For booking at other cities, send applications direct to the Allotting authorities as mentioned in the COMPLETE LIST.
- h) Queries, if any, may be sent to concerned booking authority.

**FOR BOOKING IN HOLIDAY HOMES IN OTHER CITIES,
OFF-OFF-LINE APPLICATIONS CAN BE SENT IN PRESCRIBED FORM**

Holiday Home	Demand Draft for full amount to be drawn in favour of	Mailing address for Application
Shimla	“Assistant Estate Manager, Grand Hotel, Shimla” payable at Shimla for Simla quota	Assistant Estate Manager, Grand Hotel, Shimla Tele : 0177-2658121(Office) 0177-2652587 (Reception)
Mysore	Executive Engineer, Mysore Central Divn, CPWD, Mysore, payable at Mysore For Mysore quota	Executive Engineer, Mysore Central Division, CPWD, T.Narasipur Road, Siddhartha. Nagar, Mysore
Kanya-kumari	Executive Engineer, Madurai Central Division I, CPWD, Madurai, payable at Madurai For CPWD Madurai quota	Executive Engineer, Madurai Central Division I, CPWD, Madurai Tel.: 0462-246994

Remarks :

- [A] For applicants sending applications by Post to Nirman Bhawan, New Delhi. To ensure fast delivery of your applications, please ensure as under :
- a) please superscribe on the envelop “APPLICATION FOR BOOKING AT HOLIDAY HOME”.
- b) Address the envelop to Assistant Director (Regions), Room No. 404 C, C-Wing, Directorate of Estates, Nirman Bhawan, New Delhi 110011
- [B] Application may be delivered at : Dak Collection Counter, DoE Enquiry office/ Information Facilitation Centre, Near Gate No. 2, Nirman Bhawan, New Delhi - 11011.
- [C] Applicants are advised to first see the demand availability report before applying

for booking of guest houses, holiday homes, touring officers hostel. It will give them an idea regarding probability getting their request for booking of guest houses, holiday homes, touring officers hostel confirmed.

TOURING OFFICERS' HOSTELS

Cities	Demand Draft covering full amount to be drawn in favour of
Allahabad	Superintending Engineer, Allahabad Central Circle, payable at Allahabad
Agra	Executive Engineer, Agra Central Division, CPWD, payable at Agra
Ajmer	Executive Engineer, Ajmer Central Division, CPWD, payable at Ajmer
Bhopal	Executive Engineer, Bhopal Central Division, CPWD, payable at Bhopal
Delhi	Assistant Director of Estates (Cash), New Delhi payable at New Delhi
Bareilly	For booking of rooms at the disposal of Directorate of Estates, New Delhi
Thiruvananthapuram	Executive Engineer, Barreilly Central Division, CPWD, payable at Barreilly
Barreilly (for rooms at disposal of EE)	
Bangalore	Executive Engineer, Bangalore Central Division 2, CPWD, payable at Bangalore
Calicut	Executive Engineer, Calicut Central Division, CPWD, payable at Calicut
Chandigarh	Executive Engineer, Chandigarh Central Division 2, CPWD, payable at Chandigarh
Cochin (for rooms at disposal of EE, Cochin)	Executive Engineer, Cochin Central Division, CPWD, payable at Cochin
Dehradun	Executive Engineer, Dehradun Central Division, CPWD, payable at Dehradun

Gandhinagar Executive Engineer, Gandhinagar Central Division, CPWD, payable at Gandhinagar

Gangtok Executive Engineer, Gangtok Central Division, CPWD, payable at Gangtok

Guwahati Executive Engineer, Guwahati Central Division, CPWD, payable at Guwahati

Goa (for rooms at disposal of EE, Goa) Executive Engineer, Goa Central Division, CPWD, payable at Goa

Lucknow Executive Engineer, Lucknow Central Division 1, CPWD, payable at Lucknow

Nagpur Executive Engineer, Nagpur Central Division 1, CPWD, payable at Nagpur

Nasik Executive Engineer, Nasik Central Division, CPWD, payable at Nasik

Pune Executive Engineer, Pune Central Division 1, CPWD, payable at Pune

Indore Executive Engineer, Indore Central Division, CPWD, payable at Indore

Gwalior Executive Engineer, Gwalior Central Division, CPWD, payable at Gwalior

Hyderabad Executive Engineer, Hyderabad Central Division, CPWD, payable at Hyderabad

Jaipur (for rooms at disposal of EE) Executive Engineer, Jaipur Central Division 1, CPWD, payable at Jaipur

Jaipur (for rooms at disposal of Dte. of Estates) Assistant Director of Estates (Cash), New Delhi payable at New Delhi

Jaisalmer Executive Engineer, Jaisalmer Central Division, CPWD, payable at Jaisalmer

Kolkata (Kolkata quota) Executive Engineer, Kolkata Central Division 1, CPWD, payable at Kolkata

Kolkata Assistant Director of Estates (Cash), New Delhi payable at New

(N.Delhi quota) Delhi

Mumbai (Koliwada) Executive Engineer, Mumbai Central Division 2, CPWD, payable at Mumbai

Mumbai (Church Gate & Hyderabad Estate) Estate Manager, Government of India, Mumbai payable at Mumbai

Siliguri Executive Engineer, Siliguri Central Division, CPWD, payable at Siliguri

Varanasi Executive Engineer, Varanasi Central Division, CPWD, payable at Varanasi

Jammu Executive Engineer, Jammu Central Division, CPWD, payable at Jammu

Shillong Executive Engineer, Meghalaya Central Division, CPWD, payable at Shillong

Kullu Executive Engineer, Madhopur Central Division, CPWD, payable at Madhopur

Madhopur Executive Engineer, Jodhpur Central Division, CPWD, payable at Jodhpur

Udaipur, Jodhpur, Mt. Abu

Thiruvananthapuram (for rooms at disposal of EE) Executive Engineer, Trivandrum Central Division, CPWD, payable at Trivandrum

Chennai (Rajaji Bhawan) (for rooms at disposal of EE) Executive Engineer, Chennai Central Division 5, CPWD, payable at Chennai

Chennai (Rajaji Bhawan) (for rooms at disposal of Dte. of Estates, Delhi) "Assistant Director of Estates (Cash), New Delhi", payable at New Delhi.

Vijayawada (for rooms at disposal of EE, Vijayawada) Executive Engineer, Vijayawada Central Division, CPWD, payable at Vijayawada

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TERMS AND CONDITIONS

GOVERNING BOOKING OF ACCOMMODATION IN MINISTRY OF UD HOLIDAY HOMES AND TOURING OFFICERS' HOSTELS

Application for booking

1. **Incomplete applications :** The applications incomplete in any respect, or not accompanied with Demand Draft or not bearing the full amount of lodging charges, will be summarily rejected and returned by ordinary post.
2. **Applications not verified by the Administrative Division :** Such applications will not be entertained.
3. **Retired government servants:** Retired Government servants willing to avail the Holiday Home facilities should enclose self attested copy of the PPO. Retired government servants can be provided accommodation in Touring Officers' Hostels, after meeting the requirement of touring and serving officers, on charges applicable to private persons.
4. **Issue of Booking confirmation slips :** The applicants should collect the Booking slips from the office of the allotting authority themselves. Otherwise, the Allotting Authority will dispatch the booking slip by ordinary post, at the risk of the applicant. The Allotting authority shall not be responsible for their loss or delay in delivery by the postal authorities. Therefore, applicants are advised to enclose a self addressed, sufficiently stamped envelope to receive the booking slip. Confirmation in respect of online applications will however not be despatched as these can be downloaded online by quoting booking request ID and I.D. Card no.
5. **Priority in Booking :** Ordinarily, the booking is released on 'first-come first-served' basis. However, the Allotting authority has a right to assign priority in booking in following order:
 - a. Sitting Member of Parliament
 - b. Central Govt. employees (on official visits)
 - c. Serving Central Govt. employee (on leave, LTC or personal visits)
 - d. State/PSU employees (on duty/leave)
 - e. Others
6. **Emergency Quota :** The Allotting Authority is authorized to keep any room in reserve to meet urgent requirements of unforeseen nature or to accommodate VIPs and/or Senior Officers. The Allotting Authority is empowered to reduce the period of booking, or to cancel the booking altogether, or change the previously booked room, to meet such emergent requirements.

7. **Touring Officers' Hostels :** These hostels are meant primarily to facilitate the visiting officers during their official journeys. Therefore, the priority for booking in Touring officers' Hostels is given to such officers. However, rooms remaining vacant after fulfilling the requirement of touring officers, can be made available to accommodate the Government employees during their visit to outstations on LTC, leave, etc.
8. **AC Rooms :** For AC rooms, the AC charges, wherever prescribed, will be charged even if guests choose not to make use of the Air-conditioners.
9. **Rooms not occupied after Confirmed booking :** After the confirmed booking, if the room/suite remains unoccupied for a period exceeding two days, the booking shall stand cancelled. The Allotting authority is empowered to allow such room/suite to be occupied by other guests.
10. **Refunds :** There is no provision for refund of reservation charges even if the accommodation is not occupied or partly occupied or vacated early. No correspondence regarding refund of booking charges will be entertained. Demand drafts, erroneously prepared in excess of the payable charges, should be replaced before the release of booking. Such excess payment will not be refunded after depositing of the Demand draft in Government treasury.
11. **Booking of Additional room:** Only one room/suite will be booked in the name of one Government servant/family. Additional room/suite will be allotted, subject to availability, on payment of rent, applicable to private persons, in exceptional circumstances, at the sole discretion of the Allotting Authority. However, there will be no advanced reservation of additional rooms.
12. **Official Tour:** The booking on grounds of official visits will be made only on furnishing of a copy of the city-wise tour program or a certificate from the Controlling authority, indicating clearly the duration of the tour program. In the absence of such a certificate, the rates applicable as on personal visit will be charged.
13. **Booking in Holiday Homes/Hostels to officers on Transfer:** The officers joining on transfer/posting at a new station, will not be treated as on official tour, and will not be treated at par with touring officers. Accordingly, they will not be entitled to avail the lodging facility in Holiday Homes/Hostels at the rates applicable to touring officers, but on rates applicable as on personal visit.
14. **Period of booking:** Accommodation is provided for a period not exceeding 10 nights (5 nights in season period). In Holiday Homes/Guest Houses like Mussurie, Goa, Udaipur, etc. which have very few units but attract visitors

throughout the year, the period of stay has further been restricted to 3 nights maximum. In exceptional cases, accommodation in excess of this limit can be permitted with the prior approval of the Deputy Director, Directorate of Estates, New Delhi, wherever necessary, will obtain orders of the Director of Estates.

15. **Advance payment of room rent :** The Allotting authority is not obliged to provide accommodation in holiday home/hostel in cases where the applicant has not made advance payment of the room rent, along with the application form.

Online-applications

16. Only online applications shall be entertained for advance reservation for holiday homes where online facility has been commenced. Offline requests for advance reservation in such holiday homes will be summarily rejected.
17. Application will be considered for confirmation only after receipt of hard copy with requisite Demand draft, complete in all respects. Incomplete/unverified applications will not be entertained. Confirmation will be subject to availability.
18. Applications received after 10 days (including holidays) from the date of registration are liable to lose priority, assigned by Booking Request ID. Applications although registered but not received with DD within 20 days from the date of registration will be removed from the list of applicants.
19. Requests for Refunds/postponements after confirmation of booking, shall not be entertained.

Check-in

20. **Check-out time :** 9 AM ; Check-in time: 11 AM to 12:00 noon. However, to avoid inconvenience to the visitors who reach the destination early in the morning after night journeys, the occupants are advised to vacate the rooms at the earliest on the last day of stay.
21. **Right to Admission:** The entry to the Holiday Home/Touring Officers' Hostels will be strictly on production of valid Identity Card issued by the Government and the booking slip issued by the Allotting Authority. Occupation of room without booking slip/authority slip is not permitted.
22. **Booking not transferable:** Because of security considerations, the entry to the Holiday Home/Hostel will be restricted to the person whose name appears on the booking slip, and his/her dependent family members. The caretaking staff is authorized to disallow provision of accommodation if the applicant is not present physically at the time of checking in, even though he is carrying the confirmation slip. Likewise the entry of the additional persons accompanying the authorized

visitor can also be refused

23. **Dependent family members:** if not accompanying the Government servant, they must carry along with confirmation letter, (a) a photocopy of the Government servant's Identity card, (b) proof of their own identity specifying their relationship with the government servant, and (c) Certificate of Dependence issued by administrative authority of the applicant. Attested copy of the CGHS card containing their photographs can also be accepted for applicants covered under CGHS scheme.
24. **Retired Government servants availing the facility of Holiday homes:** As the entries in the Check-in/Arrivals Register are to be made by the Retired Government servant in their own writing, the presence of retired government servant is necessary at the time of checking in. A photocopy of the PPO should also be presented at the time of checking in.
25. **Number of guests:** The occupation of more than 4 persons (2 Adults and 2 children) in the double-bedded rooms is not permitted. The caretaking staff has been directed not to allow entry or provide service to the additional persons over and above the prescribed limit.
26. **Visitors without Identity Card:** Visitors carrying the booking slip but not carrying valid identity card issued by the Government, at the time of checking in, will be treated as private persons, and will be levied lodging charges as such. During Stay
27. **Facilities :** The caretaking staff will provide to the guests the following items only once at the time of occupation of the rooms : toilet soap (small) - one, washed towel - one, washed bed-sheet/bed-cover - one set, washed pillow covers - one set, fresh toilet-paper roll. The guests are advised to make their own arrangement for additional needs as per their requirement.
28. **Occupation after booking period :** Unless extended by the Allotting Authority in writing, the occupation of the room, after expiry of the booking period, will be unauthorized. Such occupant(s) are liable to face eviction by the caretaking staff without any prior notice, and imposition of damages.
29. **Washing charges :** The caretaker is authorized to charge washing charges @ Rs.15 per day per room from the occupants and issue receipt. The fund so collected will be kept in the custody of the JE concerned with maintenance of the Holiday Home/Hostel, and will be used for washing the towels, bed-sheets, curtains, quilts periodically.

30. **Catering facility:** The catering charges wherever available will be settled by the guests with the caterer of the Holiday Home/household staff directly before check-out.
31. **Feed-back :** Any complaints/suggestions regarding maintenance, house-keeping, catering or misconduct on part of the caretaking staff should be brought to the notice of the Director of Estates, Nirman Bhawan, New Delhi, and/or the Allotting Authority in writing.
32. **Cooking** is strictly prohibited in the rooms of Holiday Homes/Hostels.
33. **Proper decorum :** The Guests are advised to maintain decency and decorum throughout the stay period. Causing inconvenience/disturbance to other inmates through noise or rowdy behaviour will be dealt with sternly. Consumption of intoxicants in the premises is strictly prohibited.
34. **Pets** are not allowed in the Holiday Homes/Touring Hostels.
35. **Damage to property :** The occupants will be liable to make good any damage/loss to property, fixture, fittings and furniture during the period of their stay in the Holiday Home/Hostel.
36. **Visitors of the Guests :** No unauthorized person(s) will be allowed to stay with or visit the Guests in the hostel/Holiday Home after 10 pm.
37. **Breach of conditions :** In case, the accommodation is not vacated on the expiry of the period or for breach of any terms and conditions stated above, the occupants will be summarily evicted physically, with force if necessary, without any notice, under Section 3-A of the Public Premises (Eviction of Unauthorized Occupants) Act of 1971, notwithstanding any other action that may be taken against him/her under the relevant Allotment Rules/Service Rules. They will also liable to pay market rate of licence fee as damages.

* * * * *

**Locations of Touring Officers' Hostels/Guest Houses of
Ministry of Urban Development**

- | | | |
|--------------|---------------|------------------|
| 1. Agra | 2. Ajmer | 3. Allahabad |
| 4. Bareilly | 5. Bangalore | 6. Bhopal |
| 7. Chennai | 8. Chandigarh | 9. Cochin |
| 10. Dehradun | 11. Delhi | 12. Gandhi Nagar |
| 13. Gangtck | 14. Guwahati | 15. Gwalior |

- | | | |
|-------------------------|----------------|------------------------|
| 16. Goa | 17. Hyderabad | 18. Indore |
| 19. Jaisalmer | 20. Jaipur | 21. Mussurie |
| 22. Jammu | 23. Jodhpur | 24. Kolkata |
| 25. Kozhikode (Calicut) | 26. Kullu | 27. Lucknow |
| 28. Madhopur | 29. Madurai | 30. Mt. Abu |
| 31. Mumbai | 32. Nagpur | 33. Nasik |
| 34. Neemuch | 35. Pune | 36. Thiruvananthapuram |
| 37. Shillong | 38. Siliguri | 39. Udaipur |
| 40. Varanasi | 41. Vijayawada | 42. Udhampur |

* * * * *

Copy of letter No. 169/3-PPG/2012 Dated 22.05.2012 addressed to all heads of department in IA & AD. Director General (Commercial).and Assistant Comptroller and Auditor general (p)

Subject : Communication of official and unauthorized information on social electronic media.

Sir/Madam,

It has been noticed that some government servants have been posting comments, views and opinions etc. on social media like "Face book" twitter etc on matter dealt with by them in the course of discharge of their official duties or are divulging officer information coming to their knowledge by virtue of their official appointments and also noticed that such comments, views, opinion etc are fraught with danger of creating embarrassing situation and legal complication for the department if persons having vested interest attempt or protect the comments views etc. of a particular Government Servant as views of the department.

On such electronic media sites any one can post his views and every body is free to see and read those views as the posting of information comments, views etc is like publishing in the press.

The competent authority has taken a serious view of the matter as the usage of social network platforms like " face book ", Twitter etc. during office hours is strictly prohibited and officers officials are advised not to post online comments pertaining to officials matters in public domain. Non adherence of these instruction would be viewed seriously entailing departmental action as per conduct rules.

It is requested that these instruction may please be brought to the notice of all

concerned. Wide publicity may be given by displaying it on all notice- boards, website important locations etc.

The receipt of the circular may please be acknowledge.

Yours Faithfully,
Sd/-
(Gurveen sidhu)
Principal Director (PPG)

Many of life's failures are people who did not realize
how close they were to success when they gave up.
-- Thomas Alva Edison

With Best Compliments From

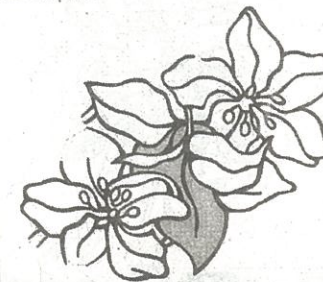


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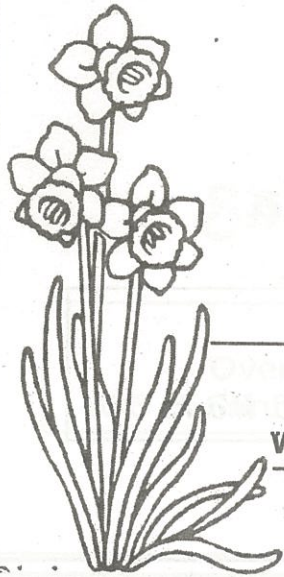
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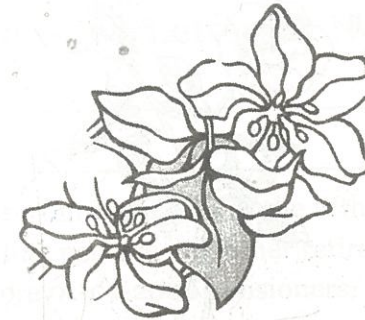
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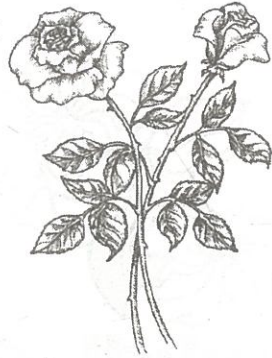
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SECTION - IV

Punjab Govt. Letters & Notifications

- | Sr. No. | Subject |
|---------|---|
| 1. | Implementation of the recommendation of the fifth Punjab pay Commission regarding pension and other retirements benefits. |
| 2. | Revision of pension of pre 01-01-2006 pensioners/ family pensioners/ of extraordinary pension. |
| 3. | Implementation of the recommendations of the fifth Punjab pay Commission Admissibility of family planning Allowance as an incentive for adoption of small family norms. |
| 4. | Grant of Special Allowances for certain categories of post in the officers other then those in the Punjab Civil Secretariat or equivalent offices. |
| 5. | Regarding entitlement of enhanced family pension payable to the family of a Government employee who dies in harness. |
| 6. | ਸਰਕਾਰੀ ਇਸਤਰੀ ਫਰਮਚਾਰਨਾ ਲਈ ਚਾਈਲਡ ਕੇਅਰ ਲੀਵ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ। |
| 7. | ਪੰਜਵੇਂ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਦੀਆਂ ਸਿਫਾਰਿਸ਼ਾਂ ਦੇ ਅਧਾਰ ਤੇ ਸਵਾਰੀ ਭਤਾ ਲਾਗੂ ਕਰਨ ਸਬੰਧੀ ਸਪਸ਼ਟੀਕਰਨ। |
| 8. | Implementation of the recommendations of the fifth Punjab pay commission regarding pension and other retirement benefits. |
| 9. | Grant of special Incremental to all Group- D Employees. Revision of pay scales of certain categories of employees. |
| 10. | Grant of House Building Advance and Conveyance Advance to Punjab Government Employees. |
| 11. | Revision of pay scales of certain categories of employees. |
| 12. | ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾ ਪੱਤਰੀਆਂ ਵਿੱਚ ਫੋਟੋ ਲਗਾਉਣ ਸਬੰਧੀ |
| 13. | ਮਿਤੀ 24-੯-੧੯੯੮ (ਏ.ਸੀ.ਪੀ. ਸਕੀਮ ੮, ੧੬, ੨੪, ੩੨) ਮਿਤੀ ੩-੧੦-੨੦੦੬ ਅਤੇ ੧੭-੪-੨੦੦੦ ਦੀ ਐਸ਼ੋਰਡ ਕੋਰੀਅਰ ਪ੍ਰੋਗਰੈਸ਼ਨ ਸਕੀਮ ਮਿਤੀ ੨੮-੫-੨੦੦੯ ਤੋਂ ਮੁੜ ਸੁਰਜੀਤ ਕਰਨ ਬਾਰੇ। |
| 14. | Grant of mobile phone allowance. |
| 15. | Revision of pay scales. |
| 16. | Revision of pay scales of certain categories of employees |

Punjab Govt.
Letters & Notifications

NO.3/23/09-3FPPC/571, GOVERNMENT OF PUNJAB, DEPARTMENT OF FINANCE, FINANCE PENSION POLICY AND COORINATION BRANCH), Dated, Chandigarh, the 13th June, 2012

To, All Heads of Department, Commissioner of Divisions, Registrar, High Court of Punjab and Harayana, District and Sessions Judges and Deputy Commissioners in the state.

Subject :- Implementation of the recommendation of the fifth Punjab pay Commission regarding pension and other retirements benefits.

Sir,

I am directed to invite a reference to the subject cited above and to say that vide Government letter no. 3/23/09-3FPPC/1358 dated 15th December, 2011, it was decided that the linkage of full pension with qualifying service of 33 years shall be dispensed with and a Government employee who has rendered minimum qualifying service of twenty five years, shall be entitled to full pension equal to 50 percent of emoluments last pay drawn or average emoluments, whichever is beneficial to him. Now certain quarters have sought clarifications from the department of finance regarding the method of calculation of proportionate pension in those cases where the actual qualifying service rendered by a retiree is less than 25 years.

2. The matter has been considered and it is clarified that in those cases where actual qualifying service rendered by a retiree is less than 25 years, the amount of proportionate pension shall be calculated by dividing the actual qualifying service (in six monthly periods) by fifty periods of 25 years). Suppose, a Government employee at the time of his retirement was drawing pay @ Rs.25000 per mensem which is more beneficial in his case as compared to his average emoluments and the actual qualifying service rendered by him at the time of his retirement on superannuation is 20 years (or say 40 six monthly periods), his proportionate pension shall be calculated as under :-

$$50\% \text{ of Rs. } 25000 \times 40/50 = 10,000 \text{ per mensem}$$

3. This letter shall be deemed to have come into force with effect from the 1st December, 2011

4. The other terms and conditions regarding grant of pension and other retirement benefits shall remain unchanged.

Yours faithfully,
(USHA SEHGAL)
Joint secretary finance

* * * * *

No. 3/39/09-3PPC/ 576, GOVERNMENT OF PUNJAB, DEPARTMENT OF FINANCE, FINANCE PENSION POLICY AND COORDINATION BRANCH, Dated, Chandigarh, the 13th June, 2012, To, All Heads of Departments, Commissioners of Divisions, Registrar, High Court of Punjab & Harayana, District and Sessions Judges and Deputy Commissioners in the state.

Subject ; Revision of pension of pre 01-01-2006 pensioners/ family pensioners/ of extraordinary pension.

Sir,

I am directed to invite a reference to the subject cited above and to say that Government letter no.3/39/09-3Fppc/885, dated 17.8.2009 as modified vide Government letter no.3/39/09-FPPC/201 DATED,22.02.2010, interlay provide that the revised pension of pre 1.12006 pensioners, in no case, shall be less than the 50% of the initial pay of the revised scale of pay corresponding to the pre revised scale of pay in which the pensioners had last worked. Subsequently, the scales of pay of certain categories of employees were revised by the Government, from certain specified dates, over and above the scales of pay mentioned in the schedule of the Punjab Civil Service Rules (revised pay) Rules, 2009. as a consequences of such re revision of scales of pay, a claim has been raised by some pensioners for revision of their pension with reference to the revised scales of pay from the specific dates of such revision on the analogy of Para 4.2 of government letter no. 3/23/09-3FPPC/885, Dated 17.08.2009 as the modified and supplemented vide Government letter no. 3/39/09-3FPPC/201 dated 22.02.2010.

2. The matter has been considered in the light of the prevailing of the government and it is retired that as per Para 4.2 of Government letter no. 3/23/09-3FPPC/885, dated 17.08.2009, as modified and supplemented vide government letter no. 3/39/09-3FPPC/201 dated 22.08.2009, the pension of the pre-1.1.2006 pensioners is to be revised only once with reference to the initial pay of revised scale of pay as on 1.1.2006, and the subsequent re revision of scales of pay has no co-relation, whatsoever, with the of such pensioners. Similarly, the pension of those pensioners, who are retiring from 1.1.2006 onwards, is relatable only to the 'pay' drawn in the admissible scale of pay at the time of their retirement and it has no co- relation, whatsoever, with the re- revision of pay scales from any subsequent date. It is, therefore, request that necessary action in the matter may please be taken accordingly.

Yours Faithfully,
(USHA SEHGAL)
Joint secretary finance

* * * * *

No. 3/3/2010-5FP2/ 215, GOVERNMENT OF PUNJAB, DEPARTMENT OF FINANCE, (FINANCE PERSONNEL BRANCH- II), Dated, Chandigarh, 21st May, 2010

To, All Heads of Department, Commissioners of Divisions, Registrar High Court of Punjab and Harayana, District and Sessions Judge and Deputy Commissioners in the State.

Subject: Implementation of the recommendations of the fifth Punjab pay Commission Admissibility of family planning Allowance as an incentive for adoption of small family norms.

Sir,

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 the effect from 1st May, 2010, Family Planning Allowances Equal to the Amount of one increment on the revised basic pay 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 Governments an incentive for adoption of small family norm.

2. It has been further decided that with effect from 1st may, 2010 family planning allowance equal to the amount of two increment on the revised basic pay shall be admissible to group C&D employees of Punjab Government as an incentive for adoption of small family norm.

3. It has also been decide that the amount of family planning allowance already drawn by any category of employees before 1st may, 2010 shall continue to be drawn to a subject to a minimum of Rs. Per month with effect from 1st may, 2010.

4. It is clarified that at the Punjab Government Employees who adopted small family norms from 1.1.2006.to 30.4.2010 will also continue to drawn family planning allowances equal to the amount of one increment to the pre revised basic pay subject to a minimum Rs.210/- per month with effect from 1st may, 2010.

5. All other terms and condition governing the grant of family planning allowance is already notified by the Government of Punjab, Department of Health & Family Welfare Shall Continue to be in force.

Yours Faithfully,
(Surrender Kaur)
Under Secretary Finance

* * * * *

No. 3/9/2011/ 5FP11/207 , GOVERNMENT F PUNJB, DEPARTMENT OF FINANCE,
(FINANCE PERSONEL II BRANCH) Dated, Chandigarh, the 19th May2011

To, All the Heads of the Departments, Registrar, Punjab and Harayana High Court, All
the Commissioners of Divisions, All the Deputy Commissioners and All the Sub
Divisional Officers (Civil) In the state of Punjab.

**Subject:- Grant of Special Allowances for certain categories of post in the
officers other than those in the Punjab Civil Secretariat or equivalent
offices.**

Sir/Madam,

I am Directed to invite a reference to the subject cited above and to say that the
governor of Punjab is pleased to decide that the following categories of posts in the
offices other than those in the Punjab civil secretariat or Equivalent offices, shall be
entitled to special allowance at the rates mentioned below:-

Sr. No.	Name of the post	Rate per mensem (Rs.)
1.	Senior Assistant	480
2.	Junior Auditor/ Auditor	480
3.	Senior Scale Stenographer	480
4.	Junior Assistant	300
5.	Junior Scale stenographer	300
6.	Stenc typist	240
7.	Clerk	240

2. These order shall come into force with effect from the 1st June, 2011
3. For the Sake of removal of doubt it is clarified that these orders shall not be
applicable to those Categories of employees who are in receipt of secretariat alliance
in terms of Government letter no. 3/10/10-5FP2/459-464, Dated the 13th October,
2010, as amended from time to time.
4. The Punjabi version of these order will follow in due course.

Yours Faithfully,
Under Secretary finance (j)

* ** *** ***** ** * ** * ** *

No.3/39/09-3FP11/ ~13, GOVERNMENT OF PUNJAB, DEPARTMENT OF
FINANCE, (FINANCE PENSION POLICY AND COORDINATION BRAN.) Dated

Chandigarh, the 23 Dec. 2011

To, All Heads of Departments, Registrar, Punjab and Haryana High Court, All
Commissioners of Divisions, All Deputy Commissioners in the State, District and
Session Judges and All The Sub-Divisional Officers (Civil) in the State of Punjab.

**Subject:- Regarding entitlement of enhanced family pension payable to the
family of a Government employee who dies in harness.**

Sir/Madam,

I am directed to invite a reference to Government letter no. 3/39/09-3FP11/944,
dated the 25th July, 2011, on the subject cited above and to say that the Governor of
Punjab is pleased to decide further as under:-

2. The rate of family pension in respect of employees who die in harness, during the
first fifteen years from the date of death or till the Government employee would have
attained the age of sixty five 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 of Rs. 6000

3. The rate of family pension in respect of employees who die in harness, after first
fifteen years from the date of his death or till the Government employee would have
attained the age of sixty five had he survived, whichever period is less, shall be as
follows»

Pay in the Revised Pay Structure Rate of Enhanced Family Pension per mens em

Pay upto Rs. 10,000 40% of pay

Pay above Rs. 10,000 30% of pay subject to minimum of Rs. 4000

4. These enhanced rates mentioned in para 2 above shall not apply in those cases
where the period of ten years for payment of enhanced family pension, in terms of para
2 of the letter under reference, stood completed before the first day of December, 2011
and the family was receiving family pension at the rates mentioned in para 3 thereof.

5. These orders shall come into force w.e.f.01-12-2011.

6. The other provisions of the letter under reference shall remain unchanged.

7. Necessary amendment(s) in the rules will be made in due course.

8. Punjabi version of this letter will follow in due course. . Yours faithfully,

(Usha Sehgal)

Joint Secretary Finance

ਨੰ.੬/੨੬/੨੦੧੧ਐਫ.ਪੀ.੩/੨੦੪੬, ਪੰਜਾਬ ਸਰਕਾਰ, ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, (ਪੀ.ਪੀ.੩ ਸ਼ਾਖਾ), ਸੇਵਾ ਵਿਖੇ, ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀ, ਰਾਜਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ, ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰਜ਼, ਜ਼ਿਲ੍ਹਿਆਂ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼ ਅਤੇ ਉਪ ਮੰਡਲ ਮੈਜਿਸਟਰੇਟ। ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ ੨੨੧੨੨੦੧੧

ਵਿਸ਼ਾ : ਸਰਕਾਰੀ ਇਸਤਰੀ ਕਰਮਚਾਰਨਾ ਲਈ ਚਾਈਲਡ ਕੇਅਰ ਲੀਵ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ ਜੀ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮੈਂ ਆਪ ਦਾ ਧਿਆਨ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵਲ ਦਿਓਉਂਦੇ ਹੋਏ ਆਪ ਨੂੰ ਸੂਚਿਤ ਕਰਾਂ ਕਿ ਸਰਕਾਰੀ ਇਸਤਰੀ ਕਰਮਚਾਰਨਾਂ ਨੂੰ ਚਾਈਲਡ ਕੇਅਰ ਲੀਵ ਦੇਣ ਸਬੰਧੀ ਮਾਮਲਾ ਸਰਕਾਰ ਦੇ ਵਿਚਾਰ ਅਧੀਨ ਰਿਹਾ ਹੈ ਅਤੇ ਇਸ ਮਾਮਲੇ ਉੱਤੇ ਵੇਰਵੇ ਸਹਿਤ ਵਿਚਾਰ ਕਰਨ ਉਪਰੰਤ ਪੰਜਾਬ ਸਰਕਾਰ ਵਲੋਂ ਸਰਕਾਰੀ ਇਸਤਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਇਹ ਛੁੱਟੀ ਨਿਮਨ ਲਿਖਤ ਅਨੁਸਾਰ ਪ੍ਰਵਾਨ ਕੀਤੀ ਗਈ ਹੈ :

ੳ) ਉਹ ਸਰਕਾਰੀ ਇਸਤਰੀ ਕਰਮਚਾਰਨਾਂ ਜਿਨ੍ਹਾਂ ਦੇ ਬਚੇ ਨਾਬਾਲਿਗ (੧੮ ਸਾਲ ਤੋਂ ਘਟ) ਹੋਣ, ਸਾਰੀ ਸੇਵਾ ਦੌਰਾਨ ਵਧ ਤੋਂ ਵਧ ਇਕ ਸਾਲ (੩੬੫ ਦਿਨ) ਦੀ ਚਾਈਲਡ ਕੇਅਰ ਲੀਵ ਲੈ ਸਕਣਗੇ।

ਅ) ਇਹ ਛੁੱਟੀ ਵਧ ਤੋਂ ਵਧ ਦੋ ਬਚਿਆਂ ਤਕ ਦੀ ਦੇਖਭਾਲ ਕਰਨ ਅਤੇ ਉਨ੍ਹਾਂ ਦੀਆਂ ਜ਼ਰੂਰਤਾਂ ਲਈ ਜਿਵੇਂ ਕਿ ਪ੍ਰੀਖਿਆ ਦੇਣ ਲਈ ਜਾਂ ਬਿਮਾਰੀ ਆਦਿ ਦੀ ਸੂਰਤ ਵਿਚ ਲੈ ਸਕਣਗੇ। ਇਸ ਸਬੰਧੀ ਡਾਕੂਮੈਂਟਰੀ ਸਬੂਤ ਵੀ ਪੇਸ਼ ਕਰਨਾ ਹੋਵੇਗਾ।

ੲ) ਇਸ ਛੁੱਟੀ ਦੌਰਾਨ, ਕਮਾਈ ਛੁੱਟੀ ਦੇ ਕੇਸਾਂ ਅਨੁਸਾਰ, ਬਣਦੀ ਯੋਗ ਲੀਵ ਸੈਲਰੀ ਐਡਮਿਸੀਬਲ (Admissible) ਹੋਵੇਗੀ।

ਸ) ਅਜਿਹੀ ਛੁੱਟੀ ਇਕ ਤੋਂ ਵਧ spell ਵਿਚ ਮਾਣੀ ਜਾ ਸਕੇਗੀ, ਪਰ ਇਕ ਕੈਲੰਡਰ ਸਾਲ ਵਿਚ ੩ spell ਤੋਂ ਵਧ ਛੁੱਟੀ ਨਹੀਂ ਦਿਤੀ ਜਾਵੇਗੀ।

ਹ) ਇਹ ਛੁੱਟੀ ੧੫ ਦਿਨਾਂ ਤੋਂ ਘਟ ਨਹੀਂ ਦਿਤੀ ਜਾਵੇਗੀ।

ਕ) ਜੇਕਰ ਕੋਈ ਇਸਤਰੀ ਕਰਮਚਾਰਨ ਅਣਅਧਿਕਾਰਤ ਤੌਰ ਤੇ ਗੈਰ ਹਾਜ਼ਰ ਰਹਿੰਦੀ ਹੈ ਅਤੇ ਚਾਈਲਡ ਕੇਅਰ ਲੀਵ (CCL) ਦੇਣ ਲਈ ਬੇਨਤੀ ਕਰਦੀ ਹੈ ਤਾਂ ਉਸ ਨੂੰ ਕਿਸੇ ਵੀ ਹਾਲਤ ਵਿਚ ਇਸ ਛੁੱਟੀ ਦਾ ਲਾਭ ਨਹੀਂ ਦਿਤਾ ਜਾਵੇਗਾ।

ਖ) ਇਹ ਛੁੱਟੀ ਅਕਾਂਉਟ ਨੂੰ ਡੈਬਿਟ ਨਹੀਂ ਹੋਵੇਗੀ, ਪਰ ਇਸ ਛੁੱਟੀ ਸਬੰਧੀ ਛੁੱਟੀਆਂ ਦਾ ਖਾਤਾ ਨਿਰਧਾਰਤ ਪ੍ਰਫਾਰਮੇ (ਕਾਪੀ ਨਥੀ) ਅਨੁਸਾਰ ਮੈਨਟੇਨ ਕੀਤਾ ਜਾਵੇ ਅਤੇ ਇਸ ਦਾ ਸਬੰਧਤ ਕਰਮਚਾਰਨ ਦੀ ਸੇਵਾ ਪਤਰੀ ਵਿਚ ਇੰਦਰਾਜ ਵੀ ਕੀਤਾ ਜਾਵੇ।

ਗ) ਇਹ ਛੁੱਟੀ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ ਜਿਲਦ੧, ਭਾਗ ੧ ਦੇ ਰੂਲ ੮.੧੫ ਦੇ ਉਪਬਧਾਂ ਦੇ ਸਨਮੁਖ ਇਕ ਹਕ ਵਜੋਂ ਕਲੇਮ ਨਹੀਂ ਕੀਤੀ ਜਾ ਸਕੇਗੀ।

ਘ) ਇਹ ਛੁੱਟੀ ਕਮਾਈ ਛੁੱਟੀ ਦੀ ਤਰ੍ਹਾਂ ਹੀ ਮਨਜ਼ੂਰ ਕੀਤੀ ਜਾਣੀ ਹੈ। ਇਸ ਦੀ ਪੂਰਵ ਪ੍ਰਵਾਨਗੀ ਸਮਰਥ ਅਥਾਰਟੀ ਪਾਸੋਂ ਪ੍ਰਾਪਤ ਕੀਤੀ ਜਾਵੇਗੀ।

ਙ) ਸਮਰਥ ਅਧਿਕਾਰੀ ਵਲੋਂ ਲੋਕ ਹਿਤ ਵਿਚ ਇਹ ਛੁੱਟੀ ਨਾਮੰਜੂਰ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ ਅਤੇ ਪਹਿਲਾਂ ਮੰਨਜ਼ੂਰ ਕੀਤੀ ਛੁੱਟੀ ਕੈਸਲ ਵੀ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

ਐਪਰ ਨਿਮਨ ਲਿਖਤ ਸ਼੍ਰੇਣੀਆਂ ਦੀਆਂ ਕਰਮਚਾਰਨਾ ਇਸ ਛੁੱਟੀ ਦੀਆਂ ਹਕਦਾਰ ਨਹੀਂ ਹੋਣਗੀਆਂ

੧) ਜਿਨ੍ਹਾਂ ਵਿਰੁਧ ਅਨੁਸਾਸਨੀ ਕਾਰਵਾਈ ਚਲ ਰਹੀ ਹੈ ਜਾਂ ਉਹ ਮੁਅਤਲੀ ਅਧੀਨ ਹਨ।

੨) ਜਿਹੜੇ ਪਰੋਬੇਸ਼ਨ ਪੀਰੀਅਡ ਅਧੀਨ ਹਨ, ਪਰ ਜੇਕਰ ਕਿਸੇ ਅਜਿਹੇ ਮੈਡੀਕਲ ਕਾਰਨਾ ਕਾਰਨ ਜਿਥੇ Aminor children ਦੀ ਦੇਖਭਾਲ ਦੀ ਤੁਰੰਤ ਜ਼ਰੂਰਤ ਹੋਵੇ ਤਾਂ ਛੁੱਟੀ ਮੰਜੂਰ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵਲੋਂ ਕਰਮਚਾਰਨ ਦੀ ਬੇਨਤੀ ਤੇ ਮੈਰਿਟ ਤੇ ਵਿਚਾਰ ਕਰਦੇ ਹੋਏ ਚਾਈਲਡ ਕੇਅਰ ਲੀਵ ਇਸ ਸਰਤ ਤੇ ਮੰਜੂਰ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ ਪਰ ਮੈਡੀਕਲ ਸਰਟੀਫਿਕੇਟ ਘੱਟੋ ਘੱਟ ਸਿਵਲ ਸਰਜਨ ਤੋਂ ਪ੍ਰਤੀ ਹਸਤਾਖਰ ਹੋਵੇ।

੩) ਜਿਹੜੇ ਦਿਹਾੜੀਦਾਰ/ਵਰਕਰਚਾਰਡ/ਕੰਟਰੈਕਟਰ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤ ਹਨ।

੨. ਇਹ ਹਦਾਇਤ ਆਪਣੇ ਅਧੀਨ ਸਮੂਹ ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆ ਦਿਤੀਆਂ ਜਾਣ।

੩. ਇਹ ਪਤਰ ਵਿਤ ਵਿਭਾਗ ਦੀ ਪ੍ਰਵਾਨਗੀ ਜੋ ਉਨ੍ਹਾਂ ਦੇ ਅੰ:ਵਿ:ਪੰ:ਨੰ:੧/੨੮/੨੦੦੯੩ਵਿਪ੍ਰ/ਸਪੈਸ਼ਲ ਮਿਤੀ ੨੨੧੨੨੦੧੧ ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਹੋਈ ਹੈ, ਉਪਰੰਤ ਜਾਰੀ ਕੀਤੀ ਜਾਂਦਾ ਹੈ।

ਕੁਲਦੀਪ ਸਿੰਘ

ਅਧੀਨ ਸਕਤਰ ਪ੍ਰਸੋਨਲ

* *

੩/੯/੨੦੧੧ਐਫ.ਪੀ.੨/੧੪੮-੪੯, ੨੫-੪-੧੨, ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿਤ ਵਿਭਾਗ, (ਵਿਤ ਪ੍ਰਸੋਨਲ ੨ ਸ਼ਾਖਾ), ਸੇਵਾ ਵਿਖੇ, ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਾਰੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀ, ਰਾਜਸਟਰਾਰ ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ, ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜਜ, ਸਮੂਹ ਡਿਪਟੀਕ ਮਿਸ਼ਨਰਜ਼ ਅਤੇ ਸਬ ਡਵੀਜ਼ਨਾਂ ਦੇ ਅਧਿਕਾਰੀ।

ਵਿਸ਼ਾ : ਪੰਜਵੇਂ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਦੀਆਂ ਸਿਫਾਰਿਸ਼ਾਂ ਦੇ ਅਧਾਰ ਤੇ ਸਵਾਰੀ ਭਤਾ ਲਾਗੂ ਕਰਨ ਸਬੰਧੀ ਸਪਸ਼ਟੀਕਰਨ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿਤ ਵਿਭਾਗ ਦੇ ਗਸਤੀ ਪਤਰ ਨੰ.੩/੯/੨੦੧੧ਐਫ.ਪੀ.੨/੨੧੨, ਮਿਤੀ ੧੯.੫.੨੦੧੧, ਨੰ.੩/੯/੨੦੧੧ਐਫ.ਪੀ.੨/੨੧੭, ਮਿਤੀ ੨੦.੫.੨੦੧੧, ਨੰ.੩/੯/੨੦੧੧ਐਫ.ਪੀ.੨/੨੨੨, ਮਿਤੀ ੨੦.੫.੨੦੧੧, ਨੰ.੩/੯/੨੦੧੧ਐਫ.ਪੀ. ੨/੩੧੮, ਮਿਤੀ ੧੬.੬.੨੦੧੧, ਨੰ.੩/੯/੨੦੧੧ਐਫ.ਪੀ.੨/੬੯੯, ਮਿਤੀ ੨੩.੧੧.੨੦੧੧ ਦੀ ਲਗਾਤਾਰਤਾ ਵਿਚ ਸਪਸ਼ਟ ਕਰਾਂ ਕਿ ਛੁੱਟੀਆਂ ਦੌਰਾਨ (ਅਚਨਚੇਤ ਛੁੱਟੀਆਂ ਤੋਂ ਇਲਾਵਾ) joining time ਅਤੇ ਮੁਅਤਲੀ ਸਮੇਂ ਦੌਰਾਨ ਰਾਜ ਸਰਕਾਰ ਦੇ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਸਵਾਰੀ ਭਤਾ ਮਿਲਣਯੋਗ ਨਹੀਂ ਹੈ। ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ।

ਇਸ ਪਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਵਿਸ਼ਵਾਸ਼ਪਾਤਰ

(ਜਸਬੀਰ ਕੌਰ) ਅਧੀਨ ਸਕਤਰ ਵਿਤ

ਨੰ.੬/੩/੨੦੧੧ਪਵਿ.ਬ.੨/੪੫੦, ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿਤ ਵਿਭਾਗ, (ਵਿਤ ਬਜਟ ਸ਼ਾਖਾ), ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ ੧੨ ਜੂਨ, ੨੦੧੨, ਸੇਵਾ ਵਿਖੇ ੧. ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀ, ੨. ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼ ਅਤੇ ਰਾਜ ਦੇ ਉਪ ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ); ੩. ਰਜਿਸਟਰਾਰ ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ;

ਵਿਸ਼ਾ : ਸਾਲ ੨੦੧੨੧੩ ਦੇ ਜਨਰਲ ਪ੍ਰੋਵੀਡੈਂਟ ਫੰਡ ਅਤੇ ਕੰਟਰੀਬਿਊਟਰੀ ਪ੍ਰੋਵੀਡੈਂਟ ਫੰਡ ਤੇ ਵਿਆਜ ਦੀ ਦਰ ਨਿਸ਼ਚਿਤ ਕਰਨ ਸਬੰਧੀ।

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸਾਲ ੨੦੧੨੧੩ ਲਈ ਜਨਰਲ ਪ੍ਰੋਵੀਡੈਂਟ ਫੰਡ, ਕੰਟਰੀਬਿਊਟਰੀ ਪ੍ਰੋਵੀਡੈਂਟ ਫੰਡ ਅਤੇ ਹੋਰ ਅਜਿਹੇ ਫੰਡਜ਼ ਅਧੀਨ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਵਲੋਂ ਜਮ੍ਹਾਂ ਹੋਈ ਰਾਸ਼ੀ ਤੇ ਮਿਤੀ ੦੧੦੪੨੦੧੨ ਤੋਂ ਵਿਆਜ ਦੀ ਦਰ ੮.੮% ਸਲਾਨਾ ਹੋਵੇਗੀ।

ਵਿਸ਼ਵਾਸਯਾਤਰ
(ਕਸ਼ਮੀਰਾ ਸਿੰਘ)

ਬਜਟ ਅਫਸਰ ਕਮ ਉਪ ਸਕਤਰ, ਵਿਤ

* * * * *

No. 3/23/09-3FPC/1358, GOVERNMENT OF PUNJAB, DEPARTMENT OF FINANCE, (FINANCE PENSION POLICY AND COORDINATION BRANCH), Dated, Chandigarh, the 15th December, 2011

To, All Heads of Department, Commissioners of divisions, Registrar, high court of Punjab and Harayana, District and Session Judges and Deputy commissioners in the state.

Subject : Implementation of the recommendations of the fifth Punjab pay commission regarding pension and other retirement benefits.

Sir,

I am directed to invite a reference to Para 3.1 of government letter no. 3/23/09-3FPPC/879, dated 17th August, 2009 on the subject cited above and to say that the governor of Punjab is pleased to decided that the linkage of full pension with qualifying service of 33 years shall be dispensed with once a government has rendered minimum qualifying service of twenty five years, pension shall be admissible equal to 50% of emoluments received during the last 10 months, whichever is beneficial to him.

2. Nothing in this communication shall apply to the employees governed by the new pension scheme.

3. These orders shall come into force with effect from 1st December, 2011.

4. The others term and conditions regarding grant of pension and other retirement benefits shall remain unchanged.
5. Necessary amendment in rules shall be made in due course.
6. Punjabi version of these orders shall follow in due course.

Yours faithfully,
(USHA SEGHAL)

Joint secretary finance

* * * * *

Form, Superintending Engineer, Water Supply and Sanitation Circle, Sangrur.
To, Superintending Engineer, Water Supply and Sanitation Circle. Amritsar/
Gurdaspur/ Hoshiarpur/Jalandhar/ Ludhiana/ Patiala/ Faridkot/Ferozepur/
Bathinda/ Chandigarh, No. E/ W/ C 1943-1952 Dated 27-2-2012

Sub : Grant of special Incremental to all Group- D Employees. Revision of pay scales of certain categories of employees.

Ref : Govt. of Punjab, Dept of finance personnel-2 Branch) No. 5/10/09-5fpi/797 dated : 14.11.2011 and no.5/10/09-5FPI/1023 Dated: 15.12.2011

On the above subject clarification has been sought from this office regarding amount of additional increment.

It is clarified as under:-

The Punjab Govt. vide notification under references has clarified as under:

a.) The additional increment admissible under these orders shall be calculated in accordance with rule no 9 of the Punjab civil services (Revised pay) Rule, 2009.

Rule no 9 of the Punjab civil services (Revised pay) Rule, 2009 is elaborated below :

The rate of increment in the revised pay structure will be three percent of the sum of the pay in the pay by hand and grade pay applicable, which will be rounded of to the next multiple of 10. The amount of increment will be added to the existing in the pay by pay hand.

Govt. has further clarified in the notification dated. 14.11.2011 as under :-

b.) The additional increment under these orders shall be admissible only to those employees, who are in the Govt. service before 1st December, 2011. in others wards, the employees who join Government service on or after the frist day of December, 2011. shall not be entitled to the benefit of additional increment admissible under those orders.

So it is crystal clear that 3% increment is admissible on the emoluments (pay in pay hand +grade pay) drawn by the employee before 1st December, 2011 and newly appointed employees drawing pay 4900 + G.P 1300 =6200 + (3% INCREMENT 190) = 6390 shall be fixed at 6950/-

Superintending Engineer,
Water Supply and Sanitation circle,
Sangrur.

* * * * *

No. FD Loans:2006/S.O.1./P.38/9148 Dated 14-7-06 GOVERNMENT OF PUNJAB, DEPARTMENT OF FINANCE (LOAN CELL), SCO 110 -11,SECTOR 17- C, CHANDIGARH.

To, All Heads of Departments, Commissioners of Divisions, Registrar, Punjab & Haryana High Court, Distt. & Session Judges, Deputy Commissioners in the State of Punjab. Dated, Chandigarh the

Subject: Grant of House Building Advance and Conveyance Advance to Punjab Government Employees.

Sir

I am directed to invite your kind attention towards this office letter No. FD(Loans) 2005/ S01/P-32/l 729, dt. 3.2.2005, vide which Scheme for providing of HBA/Conveyance advance to Pb. Govt. employees through Bank of Punjab (now Centurion Bank of Punjab) was circulated. This scheme could not prove successful due to undue delay in sanctioning and disbursement of loans and delay in crediting the instalments in their loan accounts recovered from the salary of the Govt. employees due to circumstances beyond their control.

2. To remove these bottlenecks, the Punjab Govt. has decided that Govt. employees be allowed to avail loan on account of House Building Advance and Conveyance Advance from any Bank/ Financial Institution of their choice, after obtaining the requisite approval under Conduct Rules from the competent authority.
3. In the event of death of Government Employee, the Government shall make payment of loans along with interest outstanding against the deceased government employee for which he would have been eligible at the time of his death under Chapter 10 of Punjab Financial Rules Vol. 1 /instruktions. The payment shall be made according to following limits :

House Building Advance

Purchase of plot:	55 basic pays plus Dearness pay or maximum Rs.5 lacs or the balance amount of loan including interest, which ever is less.
Purchase/Construction of House:	110 basic pays plus Dearness pay or maximum Rs.10 lacs or the balance amount of loan including interest, which ever is less.
Enlargement /repair/ Renovation:	40 basic pays plus Dearness pay or maximum Rs.5 lacs or the balance amount of loan including interest which ever is less.

In the event of death of loanee, the maximum amount that may be paid to the Bank/Financial Institution will be limited to Rs.10 lacs (Rs. Ten Lacs only) or the balance amount of loan including interest which ever is less for all the above purposes.

Conveyance Advance

Car Advance	30 basic pays including Dearness pay or maximum Rs.5 lacs or balance amount of loan including interest which ever is less.
Motor Cycle/Scoter / Moped Advance	Rs 40000/- or the balance amount of loan including interest which ever is less.

The maximum amount payable to the Bank/Financial institution will be limited to Rs.5 lacs (Rs.Five Lacs only)) or the balance amount of loan including interest which ever is less for conveyance purposes.

The payment of outstanding amount of loan alongwith interest shall be made direct to the Concerned Bank/Financial Institution subject to the fulfillment of following conditions:

- i) That the Government employee is survived by his wife/husband as the case may be or unemployed sons, daughters, father, mother minor brothers and sisters entirely dependent upon the deceased as certified by the Deputy Commissioner concerned.
- ii) That the amount of loan was utilized by the deceased employee for the intended purpose.

iii) The balance outstanding amount at the time of death of the Government Employee, had the employee paid the instalments as per schedule, shall be paid. These details will be obtained from the concerned bank.

iv) Sanctioning authority shall ensure that the deceased Government employee was eligible to obtain loan (I-T •A and Conveyance) as per provisions contained in chapter 10 of Punjab Financial Rules volume I and instructions issued from time to time.

3. Concened loanee employee will repay the instalments of loan directly to the concened Bank/Financial Institution..
4. In case of death of Govt. employee while in service, the power to sanction payment of balance amount of loan including interest to the concened Bank/Financial Institution as per terms and conditions mentioned above are delegated to the Head of Departments. The expenditure on this account will be debited to the concened salary Head of Account (Proforma for sanction of payment is enclosed).
5. Wherever above instructions are silent, rules contained in chapter X of Punjab Financial Rules Vol. 1 shall be applicable.
6. You are requested to please comply with these instructions in letter & spirit and also circulate these instructions to all Govt. employees. Further all efforts may made to expedite the processing of applications for permission to raise loan by Govt. employee. In the event of death of Govt. employee in harness, you are requested to make balance payment to the concerned Bank/Financial Institution at the earliest after observing formalities under rules/instructions.

Yours Sincerely,

Megh Raj

Special S cretary Finance

Cum Director (T &A)

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No. 5/10/09-5FPI/1556, Government of Punjab, Department of Fianace (Finance Personnel-I Branch), Dated, Chandigarh, the 23rd Dec. 2011.

To, All Heads of Departments, Commissioners of Divisions, Registrar, High Court of Punjab and Haryana, District and Session Judges and Deputy Commissioners in the State.

Subject : Revision of pay scales of certain categories of employees.

Sir,

I am directed to invite a regerence to Punjab Government Notification No. 5/10/09-SFP1/207, dated 27-5-2009 and to say that the Governor of Punjab is pleased to decide that the scales of pay of the following categories of posts shall stand revised further as under with effect from the 1st December 2011 :

Name of the post	Pre-revised scale	Revised scale of pay			Revised scale of pay		
		Pay Band	Grade Pay	Initial Pay	Pay Band	Grade Pay	Initial Pay
1	2	3	4	5	6	7	8
Junior Technician	3120-5160	5910-20200	1900	7810	5910-20200	2400	9880
Technician Gr.-II	4020-6200	5910-20200	2400	9880	5910-20200	2800	11170
Technician Gr.-I	4550-7220	5910-20200	3000	11470	10300-34800	3200	13500
Chargeman Gr.-II	4550-7220	5910-20200	3000	11470	10300-34800	3200	13500
Assistant Foreman							
Chargeman Gr.-I	5000-8100	10300-34800	3200	13500	10300-34800	3600	14430
Foreman r.-II	5000-8100	10300-34800	3200	13500	10300-34800	3600	14430
Foreman Gr.-I	5480-8925	10300-34800	3600	14430	10300-34800	3800	14590
Junior Draftsman	4020-6200	5910-20200	2400	9880	10300-34800	3200	13500
Draftsman	5800-9200	10300-34800	3800	14590	10300-34800	4200	16290
Restorer	3120-5160	5910-20200	1900	7810	5910-20200	2400	9880
Record Supervisor	4020-6200	5910-20200	2400	9880	5910-20200	2800	11170
Accountant	5800-9200	10300-34800	3800	14590	10300-34800	4400	17420

2. The pay in the above mentioned revised scales of pay effective from the 1st December 2011, shall be fixed prospectively and there shall be no element, whatsoever, of retrospectivity in this regard and there will be no question of payment of arrears or of fixation of pay on notional basis from any previous date.
3. The employees working in the above mentioned posts shall NOT be entitled to any Sepcial Grade Pay in terms of Government circular letter No. 5/10/09-5FPI/807, dated 14th November 2011.
4. The necessary amendments in the rules will be made in due course.

Yours faithfully,

Jasbir Kaur

Under Secretary Finance

ਪੰਜਾਬ ਸਰਕਾਰ, ਆਮ ਰਾਜ ਪ੍ਰਬੰਧ ਵਿਭਾਗ, (ਸਕੱਤਰੇਤ ਲੇਖਾ-੩) ਨੰ: ੬/੯੨/੨੦੧੦/੨੨੩/੫੧੨੬-੨੮, ੨੦-੪-੧੨

ਵਿਸ਼ਾ : ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾ ਪੱਤਰੀਆਂ ਵਿੱਚ ਫੋਟੋ ਲਗਾਉਣ ਸਬੰਧੀ

ਸਮੂਹ ਵਿਸ਼ੇਸ਼ ਸਕੱਤਰ/ਸਕੱਤਰ/ਨਿੱਜੀ ਸਕੱਤਰ/ ਨਿੱਜੀ ਸਹਾਇਕ ਜੋ ਕਿ ਮੁੱਖ ਮੰਤਰੀ ਅਤੇ ਮੰਤਰੀ ਸਾਹਿਬਾਨ/ਸੰਸਦੀ ਸਕੱਤਰ/ਸਮੂਹ ਸਕੱਤਰ/ਪ੍ਰਬੰਧਕੀ ਸਕੱਤ.ਸਪੈਸ਼ਲ ਸਕੱਤਰ/ਵਧੀਕ ਸਕੱਤਰ/ਸੰਯੁਕਤ ਸਕੱਤਰ/ਉਪ ਸਕੱਤਰ/ਅਧੀਨ ਸਕੱਤਰ ਅਤੇ ਸੁਪਰਡੰਟ ਗਰੇਡ-੧ ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ ਕਿਰਪਾ ਕਰਕੇ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੋਚਲ ਕਰਨ।

੨. ਸਕੱਤਰੇਤ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾ ਪੱਤਰੀਆਂ ਵਿੱਚ ਬਹੁਤ ਸਾਰੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਫੋਟੋ ਨਹੀਂ ਲੱਗੀਆਂ ਹੋਈਆਂ। ਸਕੱਤਰੇਤ ਵਿਖੇ ਆਡਿਟ ਕਰਨ ਆਈ ਪਾਰਟੀ ਨੇ ਸਾਲ ੨੦੦੯-੧੦ ਦੌਰਾਨ ਆਡਿਟ ਕਰਨ ਸਮੇਂ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾ ਪੱਤਰੀਆਂ ਚੈਕ ਕੀਤੀਆਂ ਅਤੇ ਉਹਨਾਂ ਨੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾ-ਪੱਤਰੀਆਂ ਵਿੱਚ ਤਾਜਾ ਫੋਟੋ ਲਗਵਾਉਣ ਲਈ ਕਿਹਾ ਹੈ। ਇਸ ਸਬੰਧ ਵਿੱਚ ਅੰ.ਵਿ.ਪੱ.ਨੰ. ੬/੯੨/੨੦੧੦-੨ ਲੇ ੩/੧੭੫-੧੭੬, ਮਿਤੀ ੨੧-੧੨-੨੦੧੦ ਅਤੇ ਨੰ. ੬/੯੨/੨੦੧੦-੨ ਲੇ ੩/੯੯੨੩-੨੪, ਮਿਤੀ ੧੩-੧-੨੦੧੧ ਜਾਰੀ ਕੀਤਾ ਗਿਆ ਸੀ। ਪਰ ਵੇਖਣ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਹਾਲੇ ਵੀ ਬਹੁਤ ਸਾਰੇ ਕਰਮਚਾਰੀਆਂ ਨੇ ਸੇਵਾ ਪੱਤਰੀ ਵਿੱਚ ਫੋਟੋ ਨਹੀਂ ਲਗਾਈ। ਇਸ ਲਈ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਮੁੜ ਹਦਾਇਤ ਕੀਤੀ ਜਾਵੇ ਕਿ ਉਹ ਆਪਣੀ ਫੋਟੋ ਨਿੱਜੀ ਪੱਧਰ ਤੇ ਸੁਪਰਡੰਟ ਲੇਖਾ-੩ ਸਾਖਾ ਵਿੱਚ ਦੇਣ।

ਰਣਜੀਤ ਕੌਰ
ਸੁਪਰਡੰਟ

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ਪੰਜਾਬ ਸਰਕਾਰ, ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ (ਪ੍ਰਸ਼ੋਨਲ ਪਾਲਸੀ-੧ ਸ਼ਾਖਾ) ਨੰ: ੭/੬੦/੨੦੦੬-੫ ਪੀ.ਪੀ.੧/੮੭੬-੭੭

ਸੇਵਾ ਵਿਖੇ, ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀ, ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ, ਜਿਲਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ ਅਤੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼ ਅਤੇ ਸਮੂਹ ਉਪ ਮੰਡਲ ਮੈਜਿਸਟ੍ਰੇਟ (ਸਿਵਲ) ਪੰਜਾਬ। ਮਿਤੀ ੨੦-੧੨-੨੦੧੧

ਵਿਸ਼ਾ : ਮਿਤੀ ੨੫-੯-੧੯੯੮ (ਏ.ਸੀ.ਪੀ. ਸਕੀਮ ੮, ੧੬, ੨੪, ੩੨) ਮਿਤੀ ੩-੧੦-੨੦੦੬ ਅਤੇ ੧੭-੪-੨੦੦੦ ਦੀ ਐਸ਼ੋਰਡ ਕੈਰੀਅਰ ਪ੍ਰੋਗਰੈਸ਼ਨ ਸਕੀਮ ਮਿਤੀ ੨੮-੫-੨੦੦੯ ਤੋਂ ਮੁੜ ਸੁਰਜੀਤ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ / ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਦਵਾਉਂਦੇ ਹੋਏ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਸ ਵਿਭਾਗ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: ੭/੬੦/੨੦੦੬-੫ ਪੀ.ਪੀ. ੧/੧੫੯੬੩ ਮਿਤੀ ੩-੧੧-੨੦੦੬ ਰਾਹੀਂ ੪, ੯ ਅਤੇ ੧੩ ਸਾਲਾ ਐਸ਼ੋਰਡ ਕੈਰੀਅਰ ਪ੍ਰੋਗਰੈਸ਼ਨ ਸਕੀਮ (ਏ.ਸੀ.ਪੀ. ਸਕੀਮ) ਮਿਤੀ ੧-੧੧-੨੦੦੬ ਤੋਂ ਲਾਗੂ ਕੀਤੀ ਗਈ ਸੀ ਅਤੇ ਇਹ ਸਕੀਮ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ੭/੩੭/੯੮-੫ ਪੀ.ਪੀ.੧/੧੨੮੫੧, ਮਿਤੀ ੨੫-੦੯-੧੯੯੮ ਰਾਹੀਂ ਪਹਿਲਾਂ ਜਾਰੀ ੮-੧੬-੨੪-੩੨ ਸਾਲਾਂ ਏ.ਸੀ.ਪੀ. ਸਕੀਮ ਦੀ ਆਪਸ਼ਨਲ ਸੀ। ਇਨ੍ਹਾਂ ਸਕੀਮਾਂ ਤੋਂ ਇਲਾਵਾ ਮਿਤੀ ੩੧-੧੨-੧੯੯੫ ਨੂੰ ੨੨੦੦-੪੦੦੦ ਦੇ ਸਕੇਲ ਵਿੱਚ ਸਿੱਧੀ ਭਰਤੀ ਰਾਹੀਂ ਆਉਂਦੇ ੧੧ ਕੈਟਾਗਰੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਲਈ ਵੱਖਰੇ ਤੌਰ ਤੇ ਲਾਗੂ ੪-੯-੧੪ ਸਾਲਾ ਏ.ਸੀ.ਪੀ. ਸਕੀਮ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ, ਮਿਤੀ ੧੭-੪-੨੦੦੦ ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੀ ਗਈ ਸੀ। ਇਨ੍ਹਾਂ ਸਾਰੀਆਂ ਏ.ਸੀ.ਪੀ. ਸਕੀਮਾਂ ਨੂੰ ਇਸ ਵਿਭਾਗ ਦੇ

ਗਸ਼ਤੀ ਪੱਤਰ ੭/੭੦/੦੯-੫ ਪੀ.ਪੀ. ੧/੭੪੮ ਮਿਤੀ ੩-੨-੨੦੧੦ ਰਾਹੀਂ ਮਿਤੀ ੨੭-੫-੨੦੦੯ ਤੋਂ ਰੋਕ ਦਿੱਤਾ ਰੱਖ ਲਿਆ ਗਿਆ ਸੀ ਕਿਉਂਕਿ ਪਵੇਂ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਦੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਦੇ ਸਨਮੁੱਖ ਇਨ੍ਹਾਂ ਦੀ ਥਾਂ ਤੇ ਨਵੇਂ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਐਸ਼ੋਰਡ ਕੈਰੀਅਰ ਪ੍ਰੋਗਰੈਸ਼ਨ) ਰੂਲਜ਼ ਬਣਾਉਣ ਸਬੰਧੀ ਮਾਮਲਾ ਸਰਕਾਰ ਦੇ ਵਿਚਾਰ ਅਧੀਨ ਸੀ। ਇਹ ਰੂਲਜ਼ ਇਸ ਵਿਭਾਗ ਦੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਮਿਤੀ ੨੨-੯-੨੦੧੧ ਰਾਹੀਂ ਮਿਤੀ ੨੮-੫-੨੦੦੯ ਤੋਂ ਲਾਗੂ ਕੀਤੇ ਗਏ ਸਨ। ਪਰੰਤੂ ਬਾਅਦ ਵਿੱਚ ਨੋਟੀਫਿਕੇਸ਼ਨ ਮਿਤੀ ੧੭-੧੧-੨੦੧੧ ਰਾਹੀਂ ਮਿਤੀ ੧-੧੨-੨੦੧੧ ਤੋਂ ਰੀਪੀਲ ਕਰ ਦਿੱਤੇ ਗਏ ਸਨ ਅਤੇ ਨਾਲ ਹੀ ਇਸ ਵਿਭਾਗ ਦੇ ਉਕਤ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: ੭/੬੦/੨੦੦੬-੫ ਪੀ.ਪੀ. ੧/੧੫੯੬੩ ਮਿਤੀ ੩-੧੧-੨੦੦੬ ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੀ ਪਹਿਲੀ ਏ.ਸੀ.ਪੀ. ਸਕੀਮ ਨੂੰ ਮਿਤੀ ੦੧-੧੨-੨੦੧੧ ਤੋਂ ਮੁੜ ਸੁਰਜੀਤ ਕਰਨ ਦਾ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਸੀ।

੨. ਹੁਣ ਸਰਕਾਰ ਵੱਲੋਂ ਇਸ ਮਾਮਲੇ ਤੇ ਮੁੜ ਵਿਚਾਰ ਕਰਦੇ ਹੋਏ ਮਿਤੀ ੩-੧੧-੨੦੦੬ ਦੀ ਏ.ਸੀ.ਪੀ. ਸਕੀਮ ਨੂੰ ਮਿਤੀ ੧-੧੨-੨੦੧੧ ਦੀ ਬਜਾਏ ਮਿਤੀ ੨੮-੫-੨੦੦੯ ਤੋਂ ਮੁੜ ਬਹਾਲ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਅਤੇ ਇਸ ਸਕਮ ਦੇ ਤਹਿਤ ਬਣਦਾ ਲਾਭ ਪ੍ਰਾਪਤ ਕਰਨ ਵਾਲੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਬਣਦੇ ਬਕਾਏ ਦੀ ਅਦਾਇਗੀ ਵੀ ਕੀਤੀ ਜਾਵੇਗੀ। ਇਸ ਤਰ੍ਹਾਂ ਸੋਦੀ ਹੋਈ ਨਵੀਂ ਸਕੀਮ ਭਾਵ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਐਸ਼ੋਰਡ ਕੈਰੀਅਰ ਪ੍ਰੋਗਰੈਸ਼ਨ) ਰਲਜ਼ ੨੦੧੧, ਜੋ ਕਿ ਮਿਤੀ ੨੨ ਜੁਲਾਈ ੨੦੧੧ ਦੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੀ ਗਈ ਸੀ, ਰੱਦ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਮਿਤੀ ੨੫-੯-੧੯੯੮ ਅਤੇ ਮਿਤੀ ੧੭-੪-੨੦੦੦ ਨੂੰ ਜਾਰੀ ਕੀਤੀਆਂ ਏ.ਸੀ.ਪੀ. ਸਕੀਮਾਂ ਵੀ ਮਿਤੀ ੨੮ ਮਈ ੨੦੦੯ ਤੋਂ ਮੁੜ ਬਹਾਲ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ।

੩. ਉਪਰੋਕਤ ਤੋਂ ਇਲਾਵਾ ਪੀ.ਸੀ.ਐਸ. (ਕਾਰਜਕਾਰੀ ਸ਼ਾਖਾ) ਅਤੇ ਕੁਝ ਹੋਰ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਅਧਿਕਾਰੀਆਂ ਤੇ ਲਾਗੂ ਡਾਇਨੈਮਿਕ ਏ.ਸੀ.ਪੀ. ਸਕੀਮ ਦੇ ਤਹਿਤ ਦਿੱਤਾ ਜਾਂਦਾ ਲਾਭ ਕ੍ਰਮਵਾਰ ੪-੯-੧੪ ਸਾਲ ਦੀ ਸੇਵਾ ਪੂਰੀ ਕਰਨ ਦੀ ਮਿਤੀ ਤੋਂ ਬਾਅਦ ਆਉਣ ਵਾਲੇ ਜਨਵਾਰੀ ਮਹੀਨੇ ਦੀ ਪਹਿਲੀ ਤਰੀਕ ਤੋਂ ਦੇਣ ਦੀ ਬਜਾਏ ਹੁਣ ਇਹ ਲਾਭ ੪-੯-੧੪ ਸਾਲ ਦੀ ਸੇਵਾ ਮੁਕੰਮਲ ਹੋਣ ਉਪਰੰਤ ਤੁਰੰਤ ਮਿਤੀ ਤੋਂ ਦਿੱਤਾ ਜਾਵੇਗਾ। ਇਹ ਫੈਸਲਾ ਮਿਤੀ ੧ ਦਸੰਬਰ ੨੦੧੧ ਤੋਂ ਲਾਗੂ ਹੋਵੇਗਾ।

ਵਧੀਕ ਸਕੱਤਰ ਪ੍ਰਸ਼ੋਨਲ

* ** ** * * * * *

No. 3/28/2011-4FPPII/824, GOVERNMENT OF PUNJAB, DEPARTMENT OF INANCE (Finance Personnel/2 Branch), Dated, Chandigarh, 23rd Deember, 2011
To, All Head of Departments, Commissioners o divisions, Registrar, High court of Punjab and Harayana, District and Sessions Judge and Deputy commissioners in he state.

Sub :- Grant of mobile phone allowance.

Sir, I am directed to invite a reference to government circular latter no. 3/28/2011-4FPPII/612, Dated 3rd October, 2011, and to say that the governor of Punjab is pleased to decide that the fixed mobile phone allowance admissible to group-C and Group- D employees of the state government shall be embanced to Rs. 250/- (Rupees two hundred fifty only) per mensum.

2. The other terms and conditions for grant of mobile phone allowances shall remain Unchanged.

3. These orders shall be effective from the 1st December, 2011

Yours Faithfully,
(JASBIR KAUR)
Under Secretary Finance

* * * * *

No.5/10/09-5fpi/275, GOVERNMENT OF PUNJAB, DEPARTMENT OF FINANCE, (FINANCIAL PERSONNEL BRANCH-1), Dated, Chandigarh, the 21st December, 2011
To, The Chief Electrical Inspector, Punjab, Chandigarh.

Sub :- Revision of pay scales.

Sir,
I am directed to invite a reference to Punjab Government Notification no. 5/10/09-5FPI/207, Dated 27.5.2009 and to say the governor of Punjab is pleased to decide the most of auditor in the chief Electrical Inspectorate shall be re designated. As senior auditor (Non- SAS) and its scale of pay shall be revised as under with effect form the 1st December, 2011:-

Pre revised scale of pay	revised scale o pay w.e.f 1.1.2006			Revised scale of pay w.e.f. 1.12.2011		
	pay band	grade pay	initial pay	pay band	grade pay	initial pay
5800-9200	10300-34800	3800	14590	10300-34800	4800	18250

- The pay in the above mentioned revised scales of pay effective from the 1st December, 2011 shall be fixed prospectively and there shall be no element, whatsoever, of retrospectively in this regarded and there will be no question of payment of arrear or of fixation of pay on national basis from any previous date.
- The employees working on the above noted posts shall not be entitled to any specimen grade pay in terms of government circular letter no. 5/10/09-5FPI/807, dated, 14th November, 2011.
- The necessary amendments in the rules will be made in due course.

Yours Faithfully,
(JASBIR KAUR) Under Secretary finance

No.5/10/09-5 FPI/983, GOVERNMENT OF PUNJAB, DEPARTMENT OF FINANCE, (FINANCE PERONNEL I BRANCH), Dated, Chandigarh, the 15th December, 2011
To, All Heads of departments, Commissioners of divisions, Registrar, High Court of Punjab and Harayana, District and session Judges and Deputy commissioners in the state.

Sub :- Revision of pay scales of certain categories of employees.

Sir,
I am directed to invite a reference to Punjab Government notification no. 5/10/09-5FPI/207, dated 27.5.209 and circular letter no. 5/114/09-5FPI/655 Dated 3.10.2011 and to Say that the Governor of Punjab is pleased to decide that the scales of pay the following categories of posts shall stand revised as under with effect from the 1st December 2011 :-

Sr. no.	Name of the post	revised scale of pay w.e.f 1.10.2011			revised scale of pay w.e.f. 1.12.2011		
		pay band	grade pay	initial pay	pay band	grade pay	initial pay
1.	2.	3.	4.	5.	6.	7.	8.
1.	Clerk	5910-20200	2400	9880	10300-34800	3200	13500
2.	Junior assist	10300-34800	3200	1350	10300-34800	3600	14430
Notes :- (i) The total number of posts of clerks in a cadre shall continue to be bifurcated into the posts of clerks and junior assistant in the ratio of 50: 50 (ii) The posts of junior assistant shall continue to be filed up by placement to the extent of 100% our of the clerks who have experienced of working as such for a minimum period of 5 years in the cadre of the department in which he is working at the time of placement.							
3.	Steno typist	5910-20200	2400	9880	10300-34800	3200	13500
Note - The starting pay of the steno typist shall be fixed by allowing one increment on the initial pay of the revised scale of pay of the post							
4.	Junior Steno	10300-34800	3200	13500	10300-34800	3600	14300

- The pay in the above mentioned revised scales of pay effective from the 1st

December, 2011, shall be fixed prospectively and there shall be no element, whatsoever of retrospectivity in this regard and there will be no question of payment of arrears or of fixation of pay on national basis from any previous date.

3. The special allowances granted to the above noted categories of posts vide Government letter no. 3/9/2011-5FPPII/207, Dated 19th may, 2011 shall cease to be payable 1st December 2011

4. The employees working on the above mentioned post shall not be entitled to any special grade pay in terms of Government circular letter no. 5/10/09-5FPPII/807, Dated 14th November, 2011.

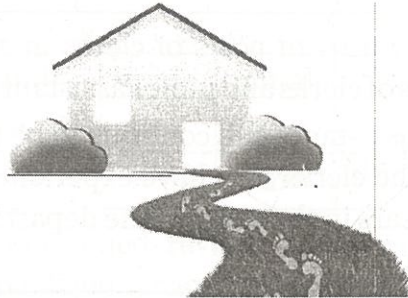
5. The Necessary amendments in the rules will be made in due course.

Yours Faithfully,
(JASBIR KAUR)

Under secretary finance.

* * * * *

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Cricket	: गोल गुत्तम लकड बट्टम दे दनादन प्रतियोगिता
Cricket Test Match	: पकड डंडू मार मंडू दे दनादन प्रतियोगिता
Table Tennis	: अष्टकोणी काष्ठ फलक पे ले टकाटक दे टकाटक
Lawn Tennis	: हरित घास पर ले तडातड दे तडातड
Light Bulb	: विद्युत प्रकाशीत कांच गोलक
Tie	: कंठ लंगोट
Match box	: अग्नि उत्पादन पेटी
Traffic Signal	: आवन जावन सूचक झंडा
Tea	: दुग्ध जल मिश्रित शर्करा युक्त पर्वतीय बूटी
Train	: सहस्र चक लौह पथ गामिनी / अग्नि रथ
Railway Station	: अग्नि रथ विराम स्थल
Rail Signal	: लौह पथ आवत जावत लाल रक्त पटिका
Button (in clothes)	: अस्त व्यस्त वस्त्र नियंत्रक
Mosquito	: गुंजनहारी मानव रक्त पिपासु जीव
Cigarette	: धूम शलाका
All Route Pass	: यंत्र तंत्र सवत्र गमन आज्ञा पत्र

A politician thinks of the next election.

A statesman, of the next generation.

-- James Freeman Clarke

SECTION - V

Case Law & Arbitration

Sr. No. Subject

1. Treating absence from duty one day as leave without pay and break in service without a show cause notice is not sustainable.
2. Recovery of excess amount paid due to incorrect fixation of pay is permissible after giving due notice to the employee.
3. Non-Payment of final pension and other retiral benefits pending regularization of period of suspension, not justified.
4. It is necessary for the Disciplinary Authority to consider the representation of the charged officer and then only come to the conclusion as to the truth or otherwise of the charges.
5. Where transfer of an employee is a colorable exercise of power emanating from malice against the employee, the same cannot be sustained.
6. Non-intimation about absence results in unauthorized absence but this does not empower the authorities to proceed with the enquiry without complying with Rule 14 (4) of CCS (CCA) Rules
7. A Tribunal can interfere with a transfer order where it is found to be arbitrary and punitive in nature.
8. The Appellate Authority must give a personal hearing to the delinquent employee before disposing of the appeal.
9. Payment of subsistence allowance during the suspension period is a fundamental right under Article 309 of the Constitution
10. Compassionate ground appointment is to be considered on human and sympathetic consideration to the family of the deceased employee.
11. An employee can withdraw his / her VRS request prior to the exact date of their request for Voluntary Retirement.
12. Departmental enquiry, if prolonged for a long time causes mental agony to the employee and may lead to cancellation of such enquiry by a competent court
13. An charge-sheeted employee for misconduct should, without fail, attend the enquiry proceedings on the dates informed to him by the Enquiry Officer.
14. Before initiation of Departmental Proceedings against an employee on the reported charge of unauthorized absence, the department concerned should follow rules and regulations and adhere to the principle of natural justice
15. Regarding Information under the Right to Information Act, 2005.

Section - V
Case Law & Arbitration

Treating absence from duty one day as leave without pay and break in service without a show cause notice is not sustainable.

Held: This is an application praying for a direction to quash the order, dated 10-2-1998, issued by the respondent authority whereby it has been directed to treat the absence of the applicants on 28-01-1998 as leave without pay and also break in service.

The impugned order, dated 10-02-1998 speaks that the applicants absented themselves from duty on 28-01-1998 and also participated in the rally at Gorakhpur and, therefore, there was a direction for break in service as also grant of leave without pay for the said day. The applicants assert that they were on duty on 10-02-1998 on refusal of leave.

It is significant to note that in any view of manner, we get a definite impression that there was no show- cause notice issued to the applicants before passing the impugned order. It goes without saying that the real impute of the impugned would be that, due to break in service, they would be deemed to have been removed and re-employed, and accordingly, there will be loss of their past services. The applicants would be put to pecuniary loss not only because of treating the relevant date as leave without salary but also because of fixation of pension and retrial benefits. This would certainly be an infringement of the civil right to the applicants and in that view of the matter the impugned order having been passed without an opportunity to show cause was in utter violation of the principle of natural justice. We are of the view that on this score alone the impugned order was not sustainable in law.

This OA must succeed and accordingly is allowed. The impugned order, dated 10-02-1998 is quashed and set aside. The respondents would, however, be at liberty to pass an appropriate order in regard to the absence of the applicants on 28-01-1998, under due process of law after giving opportunity to defend themselves, This liberty would be availed of by the respondents only when the relevant records positively speaks that they abstained from duty assigned on the relevant date and also had actively participated in any unlawful activity at Gorakhpur and otherwise any such exercise would be deemed to be vexation, more so, when the applicants are on the verge of retirement on superannuation.

(Sheo Parsi Prasad Rai and other v/s Union of India and others, 10/2001. Swamysnews 70, (Patna) date of Judgment 02-02-2001)

* * * * *

Recovery of excess amount paid due to incorrect fixation of pay is permissible after giving due notice to the employee, especially when the employee had given an undertaking to return the excess amount if the incorrect pay fixation is proved based on records

Facts: The Applicant was promoted as Scientist F in Physical Research Laboratory (PRY) by Order, dated 16-5-1997 and her pay was fixed at Rs 5,250 per month in Fifth Pay Commission scales of pay with effect from 1-7-1997. When the Fifth Pay Commission scales of pay was introduced as on 1-1-1996, her pay was fixed at the stage of Rs 13,500 in the pay scale of Rs 12,000-16,500. After grant of her next increment on 1-1-1997 in Fifth Pay Commission scale of pay her pay was fixed at the stage of Rs 13,875. Her pay as Scientist F was fixed at ~ 14,700 in the scale of pay of Rs 14,300-18,300 by Order, dated 11-12-1997. She superannuated from service on 31-3-1999. Audit pointed out that her pay should be fixed at the stage of ~ 14,300 p.m. as on 1-7-1997; instead it was fixed as Rs14, 700 p.m. with effect from 1-7-1997. Hence by Order, dated 3-7-2001 the Respondents refixed her pay on that basis and calculated pay, pension, commuted value of pension, gratuity and encashment of leave. The exact amount of excess paid to her as per above calculation was communicated to her by Letter, dated 9-7-2001. Considering her reply, dated 25-7-2001, the Respondents requested her to repay the excess amount paid failing which interest will be levied for that amount. But by another representation, she stated that her pay fixation of Rs 14,700 as on 1-7-1997 is correct. That was considered and replied to her by Letter, dated 24-6-2002 sustaining the excess amount of Rs 39,588 paid to her and stated that she can repay the excess amount in 12 instalments with simple interest of 12% from July, 2001.

The main contention of the Applicant is that, her pay is correctly fixed referring to Fifth Pay Commission. She was issued notice of recovery after 3! years after her retirement which is gross delay, even if the error is accepted on face value. Interim order of stay is sought for in this OA.

In the rejoinder she stressed that she is no way responsible for the error if any, committed in her pay fixation.

The Respondents in their reply state that her pay fixation was done as per FR 22 (I) (a) (1). The genuine mistake committed in her pay fixation is sought to be corrected by the recovery order. She cannot get herself enriched by protecting the money given to her by mistake. In fairness, she should refund the excess paid to her. The Tribunal considered the various submissions on both sides.

The Order, dated 24-6-2002 refer to her undertaking to refund the excess, if any

paid. That pleading is not taken by the Respondents but confirmed now when brought to their notice. It means that she approached the court without clean hands. In the case of M Aligarh Muslim University and others v. Mansoor Ali Khan [2000 SCC (L&S) 965], it was held that "useless formality" theory would depend on the facts of a particular case.

The fixation of pay under FR 22 (I) (a) (1) in this case was done on 1-1-1996 when RS (RP) Rules does not arise. In 1999 her replacement scale of pay on Fifth Pay Commission was fixed, when the Applicant was not Scientist 'F' on 1-1-1996. Hence that fixation is contrary to rules. That error was reconsidered and notice is issued for recovery of excess paid. The Applicant placing reliance on five decisions of High Court of Gujarat submitted that she made no misrepresentation while fixing her pay as Scientist 'F'. Hence recovery is not warranted.

The Tribunal analyzed the reasons given in those cases against recovery. The Tribunal also analyzed the reasons given in two Apex Court judgments referred to by Respondents for sustaining the recovery. The Full Bench of the Tribunal in the case of All India Postal Employees' Union, Postmen and Group 'D' v. U. O.J. [2005 (2) ATJ 193] after considering various issues answered that "in case the Applicants have given an undertaking that on re-fixation of their pay and scale, if any, excess amount is due and can be recovered, it can be recovered from them".

Even though some other citations are quoted, it is not essential to analyze all of them. Held: "The Applicant has given an undertaking that if the pay fixation is found to be wrong, she will refund the amount. In view of this undertaking, the decision cited by the learned Counsel of the Applicant do not apply to the facts of this case and the Applicant was required to refund the aforesaid amount."

Even though opportunity was given to her to refund the money, she chose not to refund in spite of her undertaking and hence levy of interest on the excess paid, cannot be held to be unjustified. She approached the forum with unclean hands.

In view of the above, this OA is dismissed.

[Dr. Sheela Kusumgar v. Union of India and another, 5/2011, date of judgment 22-9-2009.]

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Non-Payment of final pension and other retiral benefits pending regularization of period of suspension, not justified.

Facts: Applicant has prayed for a direction to the respondents to pay final pension with immediate effect with the arrears and interest of 18% per annum. He has also prayed that the respondents may be directed to pay gratuity and leave encashment and other retiral benefits with interest. Applicant was serving as Class IV employee in the Office of Commandant, Central Ordnance Factory at Agra. Applicant retired from service after completing the age of 60 years on 28-02-1995. In counter-affidavit, it has been stated that the applicant was involved in a criminal case. He was detained in judicial custody exceeding 48 hours and he was put under suspension from 01-11-1978 to 16-12-1978 vide order, dated 24-05-1979. The trial of the applicant was held in the Court of the III Additional Judge, Agra and he was convicted vide judgment, dated 21-01-1981. He filed an appeal in High Court in which he was granted bail. The appeal is still pending and during pendency of appeal applicant has retired. Applicant is being paid a provisional pension but for regular pension no steps could be taken as appeal of the applicant is still undecided and the period of suspension can be regularized only after the appeal of the applicant is decided. Until the period of suspension is regularized applicant cannot be granted pension and other retiral benefits.

Held: It is not disputed that no order was passed against the applicant either dismissing or removing from service and he was allowed to retire on 28-02-1995. No disciplinary proceedings were initiated against him which may be continued even after his retirement. Since after retirement more than four years have already passed, the departmental proceedings cannot be initiated even after obtaining sanction of the Hon'ble President of India. The respondents have raised that as period of suspension has not been regularized, he is not entitled for pension. In my opinion, this plea raised cannot be accepted for the reason that suspension does not cause any discontinuation or break in service. The legal consequence of the order of suspension is that, applicant is not allowed to work on the post and he is paid subsistence allowance as per rules which may vary from time to time. Thus, even if the period of suspension remains unregularized, the pensionary benefits cannot be denied to the applicant. At the most, applicant could be deprived of the salary of suspension period, that too after full-fledged departmental proceedings which had not been done in this case. In these circumstances, in my opinion the stand taken by the respondent is not justified and there appears no legal hurdle in granting pension to the applicant with all retiral benefits for which he may be entitled. However, as the applicant was involved in a criminal case under Section 147, IPC and has been convicted, the delay on the part of the

respondents appears to be on the basis of misconception of the legal position and the delay is not also such that the interest may be awarded to the applicant.

[Gyasi Ram v. Union of India and another, 8/2001, SwamysneS 63, (Allahabad), date of judgment 12-12-2000]

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It is well settled law that it was necessary for the Disciplinary Authority to consider the representation of the charged officer and then only come to the conclusion as to the truth or otherwise of the charges.

Held: The applicant was working as an Attache (Administration) in the Embassy of India, Belgrade. Disciplinary enquiry under Rule 14 of the CCS (CCA) Rule was initiated against him for certain acts of misconduct. The Enquiry Officer, found that the charges were not established. The Disciplinary Authority, however, disagreeing with the findings of the Enquiry Officer, found the applicant guilty of the charges and imposed the penalty of reduction to a lower scale in the time scale of pay for a period of five years with cumulative effect in the impugned order, dated 14-10-1996. But the proceedings, dated 27-9-1994, giving reasons for disagreement have been issued by the Director, who admittedly, is a Junior Officer to the Disciplinary Authority who is the Joint Secretary. He had considered the findings of the Enquiry Officer and had recorded certain reasons for disagreement and afforded an opportunity to the applicant to make representation

In the present case, the impugned order appears to be erroneous for two reasons, viz. (a) the reasons for disagreement have not been recorded by the Disciplinary Authority and (b) it had not considered the representation made by the applicant in response to the reasons for disagreement. The law is well settled that it was necessary for the Disciplinary Authority to consider the representation of the charged officer and then only come to the conclusion as to the truth or otherwise of the charges. Otherwise it would be an empty formality. In the circumstances, the OA succeeds. The impugned order is set aside. The Disciplinary Authority is directed to consider the Enquiry Officer's report afresh and pass fresh order in accordance with law. This should be done within a period of two months from the date of receipt of a copy of this order.

[K.G. Mohanachandran v: Union of India, 7/200, SwamysnewS 74, (PB, New Delhi), date of judgment 25-8-2000], O.A.No.1801 of 1997

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Where transfer of an employee is a colorable exercise of power emanating from malice against the employee, the same cannot be sustained.

Held : Applicant's case is that, while working as a Postgraduate Teacher (PGT) Chemistry in Kendriya Vidyalaya No. 1 (Air Force) Jodhpur, she has been transferred to Kendriya Vidyalaya, Nagrota (Jammu) vide respondent's letter, dated 26-11-1999. She has been relieved on 29-11-1999, and her representation against transfer has been rejected vide respondent's letter, dated 7-1-2000. The applicant has joined her new place of posting under protest. Contention of the applicant is that, she had been transferred out of Jodhpur, because of malice of the Principal, Kendriya Vidyalaya NO.1 (Air Force) Jodhpur and bias on the part of the Commissioner, KV Sangathan, New Delhi.

The respondents have tried to make out a case that applicant was forcing the students to take tuitions from her. In support of their contentions, respondents filed complaints. All these complaints bear dates in August-September, 1999, All these complaints appear to be bogus as in most of them the identity of the complainant is not verifiable. The applicant had been working in that School since 30-11-1994. It looks strange that all the complaints have emerged during the incumbency of the Principal.

To us it appears to be a case of personality clash between the Principal and the applicant and to prove his might the Principal made out a case against the applicant and got her transferred to Nagrota. We also find that even the Commissioner has not applied his mind to the situation and transferred the applicant to Nagrota without providing a substitute in Jodhpur School. What was the necessity of transferring the applicant to Nagrota (Jammu) alone and not to any other place has also not been explained by the respondents. Apparently, the Commissioner has passed the orders in collusion with the Principal.

We, therefore, conclude that transfer of the applicant from Jodhpur to Nagrota is a colourable exercise of power emanating from malice against the applicant. In the circumstance, transfer of the applicant to Nagrota cannot be sustained. Accordingly, the original application is allowed. Impugned order, dated 26-11-1999, is declared illegal and quashed. The applicant would be brought back to her previous place of posting, i.e., Jodhpur within one month from the date of receipt of this order. The applicant would also be entitled to a cost of Rs. 2,000.

[Sudha Joshi (Smt.) v. Union of India and others, 4/2001, SwamysneS 98, (Jodhpur), date of judgment 11-8-2000.], O.A.No. 43 of 2000

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Non-intimation about absence results in unauthorized absence but this does not empower the authorities to proceed with the enquiry without complying with Rule 14 (4) of CCS (CCA) Rules

Facts : The applicant who was a Fireman in Naval Armament Depot, Bombay, under respondents, was apprehended and arrested by the Bombay Police on 20-7-1990 and detained and charged under TADA, 1987; he was, thereafter, constantly in jail and not allowed to communicate with anyone outside except family members who called on him. Applicant contends that he has told the members to inform respondents about his arrest. Applicant goes on to say that he was acquitted in the special case of 42/91 and, thereafter, he went to resume duty. However, he was informed that he had been removed from service for long unauthorized absence. Applicant then alleges that the enquiry on which basis he was punished with removal from service, was done behind his back and hence, he was denied natural justice. The respondents strongly make the point that the enquiry was not conducted behind the back of the applicant and gave details of the efforts made by them to contact and serve notices on the applicant at his known permanent and local addresses. These were returned by the Postal Authorities with appropriate remarks. Finally, a notice was published in Marathi Newspaper on 12-4-1992. It was after the postal notices that enquiry was conducted and hence the enquiry, having been done after following due procedure of notice, was fully legal. There was no violation on the part of the respondents of the principle of natural justice.

Held: We agree with the contention of the learned Counsel for the respondents that it was the duty of the applicant to intimate the respondents for his absence and arrest also, which the applicant failed to intimate. Not to intimate about absence results in unauthorized absence, but it does not mean that the respondents can proceed with the enquiry by non-complying Rule 14(4) of CCS (CCA) Rules. In a similar way, if the applicant fails to intimate about his arrest, it may be a misconduct, but by omission to do so, his right to have charge sheets, etc., is no way suspended or affected and respondents are not relieved of the responsibility from serving the charge sheet, etc., on the applicant, Failure to comply with Rule 14 (4) vitiates the proceedings ab initio.

A perusal of Rule 14 (4) of the CCS (CCA) Rules makes it clear that the Disciplinary Authority is duty-bound to deliver or cause to be delivered to the Government servant, a copy of the articles of charge and the statement of imputations by which each of the articles of the charges is proposed to be sustained.

In this case there is an endorsement of the Postal Authorities 'Not known' and 'Not claimed. Regarding 'Not claimed' it is suffice to state that the applicant was in jail during the said period. Hence it cannot be treated that the applicant knowingly avoided the

services or refused to accept the said letter. Regarding 'Not known', it is suffice to state that Postal Authorities were not able to serve for want of complete address or inspite of their best effort to trace the addressee. Thus there was no proper service of the Article of charge, the statement of imputation of misconduct or misbehavior and a list of documents and witnesses.

We have taken judicial notice of a recent judgment of the Hon'ble Supreme Court in the case of Union of India and others v. Dinantha Karekar and others [AIR 1998 SC 2722]. The Apex Court here has held that actual service of charge sheet is essential and theory of communication cannot be invoked. The ratio of this case is applicable to the case before us.

As the applicant was not served with the charge sheet, the penalty order and appellate order are quashed and set aside, case remitted back to the Disciplinary Authority to proceed further after serving the charge sheet in accordance with law. Thus the respondents after following the procedure beyond this stage are competent to take a decision on merits. Respondents will be competent to take a decision as to how the period from the date of dismissal to the date of decision is to be treated. Meanwhile, it is not intended that the applicant would be reinstated.

[Nikumar P. Walawalkar v. Union of India and another, 9/2000, SwamysnewS42, (Mumbai), date of judgment 19-1-2000.], O.A.No.274 of 1995

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A Tribunal can interfere with a transfer order where it is found to be arbitrary and punitive in nature.

Held : This OA has been filed challenging the transfer of the applicant from Mumbai to Pune as per the impugned order, dated 11.7.1997 and the subsequent orders, dated 18-11-1997, 19-11-1997 and 20-11-1997 passed thereof. The applicant at the time of filling the OA has carried out the transfer order. The OA has been filed with a prayer to declare the transfer as illegal and to post the applicant back to Mumbai.

The official respondents have averred that the transfer order has been passed in the interests of the administration. The official respondents were, therefore, asked to produce the relevant files dealing with the transfer of the applicant and the same have been made available. On going through the files, it is noted that the foundation of transfer is the complaints received against the applicant from the various sources viz., various Employees Unions, CGHS Staff and reports from the Additional Director,

CGHS about the working and behavior of the applicant. It is noted that the complaint received in 1994 from All India Post and Telegraphs Administrative Officers' Association was sent to the Additional Director for remarks and explanation of the applicant. She had also submitted her explanation. However, for the other complaints sent by the Additional Director, there appears to be no reference of having called the explanation of the applicant. If there are complaints about the work and behavior of an official, it is conceded that in the interest of administration, it may be imperative to immediately shift the official from the scene pending investigation into complaints and taking necessary departmental action against him if the if the investigation/inquiry prima facie establishes the truth of the complaints. Transfer in such a situation may be a forerunner but cannot be used as a substitute for such a follow-up action on the complaints to get rid of the problem. In the present case, from the file it is noted that the Director (CGHS) while forwarding the proposal to Secretary for approval of transfer of the applicant based on the complaints received, had recorded :-

"It is also for consideration whether the transfer is the solution for a person stated to misbehave with patients as well as SC/ST personnel in CGHS, Mumbai. I feel that we should get an enquiry report and then proceed against her departmentally. Submitted for kind consideration."

With these remarks, file had moved to DGHS and Secretary for approval of transfer proposal. However, I do not find any order to conduct inquiry into the complaints as proposed by the Director, CGHS. This shows that transfer had been ordered just on the complaints and demand made by one Association for the applicant's transfer. In the face of these facts, the transfer is to be held punitive in nature as this has been used as a tool to shift the applicant out of Mumbai based on the complaints without establishing the truth of the same. As held by the Supreme Court in Union of India v. S.L. Abbas [(1993) 4 SCC 357] and N.K. Singh v. Union of India [1994 SCC (L & S) 1304], Court/Tribunal should exercise restraint in interfering with the transfer order as a transfer is an exigency of service. However, in present case, I find that the action of transfer is arbitrary and punitive in nature. The impugned transfer order, therefore, deserves to be interfered with.

In the result, the impugned transfer orders are set aside. The applicant will be posted back at Mumbai as Sr. CMO against one of the available vacant posts.

[Prabhat Keshav Abhyankar (Mrs.) Dr.V. Union of India and others. 9/2000, SwamysnewS 65, (Mumbai), date of judgment 24-1-2000.], O.A.No.1014 of 1997

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The Appellate Authority must give a personal hearing to the delinquent employee before disposing of the appeal.

Held : We have gone through the appellate order passed by the Appellate Authority and we find that the Appellate Authority also acted mechanically and the applicant was not allowed any personal hearing before the disposal of the appeal filed by the charged official and the Appellate Authority also did not consider the representation against the enquiry report filed by the charged official. The Hon'ble Apex Court has held in the case of Ramchander v, Union of India and others [1986 (2) SLR 608] decided on 2-5-1986, that the Appellate Authority must give a personal hearing to the applicant before disposing of the appeal and it was necessary to provide an opportunity of personal hearing and the matter has been clarified by the Hon'ble Supreme Court stating that now, before the penalty is imposed no opportunity of personal hearing is given to the appellant to represent against the penalty proposed to be imposed upon the charged official. So personal hearing is essential in order to give further opportunity to the applicant to represent his case and in view of the circumstances, we find that the Appellate Authority also denied to the applicant reasonable opportunity of being heard in this for the purpose of rendering fair justice to the applicant Therefore, the order of punishment, dated 19-4-1991 and the report of the Enquiry Officer as well as orders of the Appellate Authority and Revisional Authority are liable to be quashed and we direct the respondents to reinstate the applicant in service with all consequential benefits as admissible to him. forthwith. Since allegations are of serious nature and departmental proceedings against other officers involved are pending till date, liberty is given to the respondents to start a de novo enquiry against the applicant on the basis of the charge sheet and to pass appropriate orders in accordance with the rules.

[Kedar Mistry v. Union of India and others, 5/2000 Swamysnews 59, (Calcutta), date of judgment 3-9-1999.], O.A. No.353 of 1996

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Payment of subsistence allowance during the suspension period is a fundamental right under Article 309 of the Constitution.

Held: This is an application for quashing the orders of the Government of India, Ministry of Finance, Department of Revenue, New Delhi, dated 13/14-4-1993, by which the applicant is compulsorily retired with immediate effect with a direction to the

respondents to reinstate the applicant to her original post of Deputy Commissioner of Income Tax with continuity of service with all consequential benefits, i.e., full back salary, allowance, promotion with effect from 13-4-1987. The ground for setting aside the ex party order is that, the applicant was not paid subsistence allowance during her suspension period, i.e. 13-7-1987 till the impugned order, dated 13/14-4-1993 is passed. On 16-1-1989, the Enquiry Officer has recorded the fact that he has received the letter, dated 10-1-1989 on 13-1-1989, from the charged officer raising number of objections regarding the enquiry proceedings which he referred to the Disciplinary Authority for necessary action and till the receipt of the reply the hearing is adjourned. On 16-2-1989, the inquiry Officer has recorded the order sheet which is as under :

"Since all the objections have now been met with and the one pertaining to the subsistence allowance is dependent upon the CO furnishing the requisite nonemployment certificate, the PH can now be fixed and the inquiry is fixed for 7-4-1989.

On perusal of the order sheet, dated 31-3-1989, we find that a letter which was sent by the charged officer to the Enquiry Officer, dated 22-3-1989, was dealt with by the Enquiry Officer and copy of the letter, dated 9-2-1989, sent by the Under Secretary, Department of Revenue to the charged officer vide Registered Post A/D which the charged officer claimed to have not received was ordered to be sent to the charged officer. The relevant part of the order is under:

"However, as per the request of the charged officer, I am enclosing a copy of the said letter with regard to the objection of the charged officer that furnishing of Non-Employment Certificate by her is dependent upon a mandatory order granting subsistence allowance. I have been informed that the Ministry of Finance, Department of Revenue, has already passed such an order on 17-7-1987, which has been sent to the charged officer at Jamshedpur and which fact was also intimated to her vide Memorandum F. No. C-14011/27/87-V & L (Pt.) deciding on the appeal on the order of suspension. This Memorandum was sent to the charged officer at her Bombay address. I am also enclosing herewith copies of both these communications. The hearing was ordered to proceed as scheduled on 7-4-1989".

The above facts lead us to conclude that the order regarding payment of subsistence allowance was passed on 17-7-1987, but it might not have been communicated to the applicant earlier to 7-4-1989. Hence at the best, the applicant can claim that since she was not aware of the order of passing of the subsistence allowance, she did not claim the subsistence allowance by producing the non-employment certificate. But afterwards, there was no reason for the applicant to allege the said fact when she did not file any

non-employment certificate to the respondents which was necessary to receive the subsistence allowance.

It is worth mentioning that during the whole enquiry she did not obtain the subsistence allowance. If she had submitted the non-employment certificate, had there been a refusal to pay the same without any reason, we must have held that non-payment of subsistence allowance has prejudiced the defence case. The right to subsistence allowance accrues as soon as the applicant is suspended but payment of the subsistence allowance depends on the fact that the applicant submits a non-employment certificate. As it was not submitted by the applicant, even though there was no payment of subsistence allowance, now the applicant is stopped to challenge the same as it is due to her inaction in not receiving the same.

We agree with the learned Counsel for the applicant that in view of judgment of Apex Court that payment of subsistence allowance within suspension period is a fundamental right under Article 309 of the Constitution. Keeping in view the above proposition, we are of the considered view that the applicant intentionally avoided to receive the subsistence allowance by not filing the non-employment certificate probably with a view either to drag on the disciplinary proceedings or to take such a plea after conclusion of the disciplinary proceedings if an occasion arises therefore. We are of the considered opinion that there is no merit in the OA which is liable to be dismissed and is dismissed accordingly.

[Jayanti S. Aiyar (Smt.) v. Union of India and another, 8/2001, Swamysnews 70](Mumbai), date of judgment 19-12-2000., O.A.No.343 of 1998

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1. **Compassionate ground appointment is to be considered on human and sympathetic consideration to the family of the deceased employee**
2. **Each case should be reviewed on its own merit and consideration should not be allowed to any number of years**
3. **If the family continues to be under financial distress, there should be no limit of maximum number of years for which an application may be considered**
4. **Compassionate ground request may be taken up with other Ministries / Departments / Offices and not restricted only to that department wherein the ex-employee had worked to provide appointment**

Facts: The Applicant herein was medically decategorized and hence compulsorily retired from service with effect from 10-3-2003. He was working in Employees State Insurance Corporation at Indore and compulsorily retired under Rule 56 (J) of CCS (Pension) Rules. At that time of compulsory retirement, he had put in 27 years of service. By his Application. Dated 11-6-2003, he requested the corporation to employ his son in a Group 'C' post on compassionate ground which request was turned down by Order, dated 20-6-2006. That order was earlier challenged in O.A. No. 910 of 2006. That OA was disposed of directing the Respondents to reconsider his case and give a detailed reply. The impugned Letter, dated 20-6-2006 was also set aside. The Respondents after reconsidering the case rejected his request by Order, dated 9-3-2009 which is challenged in this OA.

The Applicant submits that ESIC in all regions conjointly constitute the said Corporation. He quoted two cases wherein the compassionate appointment had been offered outside Madhya Pradesh and hence not considering case anywhere in India where vacancies exist is discriminatory and violative of Articles 14 and 16 of the Constitution. The vacancies to be filled up by compassionate ground is restricted to 5% in Groups 'c' and 'd' and hence his case has to be considered elsewhere also outside Madhya Pradesh. He also quoted two cases where compassionate appointment was provided outside the state. As ESIC is a national unit, vacancies available in all units in the country has to be clubbed to calculate the 5% of vacancies earmarked for compassionate appointments. DoP&T on 9-10-1998 also advised all to give compassionate appointment in other Ministries also if the parent Ministry is not having vacancies to accommodate a person on compassionate ground. Such instruction is available in Clause 7 (f) and 7 (e) of the scheme. But the Respondents failed to consider such other available avenues to accommodate the son of the Applicant on compassionate ground.

Held: "At this stage, it may be noted that the compassionate appointment should not be kept in the realm of chance and to become a gaming exercise subject to the availability of vacancies and the maximum number of years. It should be based on human and sympathetic consideration to the family of the deceased employee. Each case should be reviewed on its own merit and consideration should not be allowed to any number of years. If the family continues to be under financial distress, there should be no limit of maximum number of years for which an application may be considered."

The Tribunal took note of observation in earlier cases delivered by Apex Court. In the case of Smt. Sushma Gosain and others v. Union of India and others [1989 SCC (L&S) 662], it was held that appointment on compassionate ground should be

considered without delay and if required even by creating supernumerary posts.

In the case of Mukesh Kumar v. Union of India and others [2007 AI R (SC) 3077], set aside the refusal of appointment on compassionate ground by lower courts and referred back the case for reconsideration. In the case of Smt. Phoolwati v. Union of India and others [1991 AIR SC 469], it was said that compassionate ground appointment should not be delayed unnecessarily.

In view of what is stated above, the impugned order, dated 9-3-2009 was quashed. It was further directed to reconsider the case of the Applicant for grant of Compassionate Appointment to his son in any Group 'C' or 'D' posts under ESIC within a period of three months from date of receipt of this order. His formal appointment on finding him fit should be considered within one month thereafter.

[Miirza Akhtar Beg v. Director-General, ESIC and others, 5/2012], O.A.No 171 of 2010

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An employee can withdraw his / her voluntary retirement request prior to the exact date of their request for Voluntary Retirement. In no case, advance date, prior to the date of the employee requesting for Voluntary Retirement can be ordered for Voluntary Retirement request

Facts: The Applicant herein, who was initially appointed as LDC in the office of the Commandant, National Defence Academy, Kadakwasla, Pune in May, 1967 and promoted as UDC in the year 1994, sought for Voluntary Retirement for health reasons with effect from 1-10-2006 by her request Letter, dated 21-8-2006. The Respondents, however, accepted her request for Voluntary Retirement with effect from 30-9-2006, one date prior to her request date for Voluntary Retirement, by the Respondent's Letter, dated 5-9-2006. However, she submitted a Letter, dated 11-9-2006 withdrawing her request for Voluntary Retirement on the ground that her health condition had improved to enable her to work till her actual date of retirement, which fell on 31-1-2008. However, her request for withdrawing the Voluntary Retirement was turned down by the impugned Order, dated 29-9-2006 and she was relieved from service on 30-9-2006. That relief order is challenged in this OA.

The Applicant submits that she is entitled to withdraw her request for Voluntary Retirement prior to the date of Voluntary Retirement. As her health condition had improved, she requested for withdrawal of her Voluntary Retirement and- also due to

the reason of financial loss.

The Respondents submit that provisions of Rule 48 (2) of CCS (Pension) Rules, 1972, clearly prohibits withdrawal of Voluntary Retirement without special approval of the Competent Authority. The Respondents also doubted the veracity of her statement of improving her health condition in 21 days after submission of her request for Voluntary Retirement. The Applicant may be knowing her date of actual retirement and on that basis she will not lose retiral benefits except that she would not be eligible for commutation of a part of her pension.

The Tribunal studied the letters of her request for Voluntary Retirement, request for withdrawal of her notice for Voluntary Retirement and the impugned Order, dated 29-9-2006. All those letters are reproduced in the judgment. The Tribunal read provisions of Rule 48 of CCS (Pension) Rules, 1972 on which both the parties are relying to sustain their pleadings. The Rule 48, "Retirement on completion of 30 years of qualifying service", is reproduced in the judgment.

Analyzing the above said Rule, the Tribunal made the following 'observation:

"From the scheme of retirement, as reflected in Rule 48, it is evident that a Government servant, on completion 000 years of qualifying service, is entitled to seek retirement from service. A notice in writing is required to be given to the Appointing Authority by the concerned Government servant at least three months before the date on which he / she wishes to retire. Reciprocally, such a power is also conferred upon the Government to retire a person after he has put in 30 years of service by giving at least three months' notice of retirement in public interest or three months' pay and allowances in lieu of such a notice. Sub-rule 2 of the Rule 48 provides that a Government servant, who has elected to retire and has given necessary intimation to that effect to the Appointing Authority, shall be precluded from withdrawing his election subsequently except with specific approval of such authority. However, such request for withdrawal should have been made within the intended date of his Voluntary Retirement."

In this case, the Applicant is eligible to invoke provisions of Rule 48 as she had completed almost 38 years of service. If so, whether the Applicant is entitled to withdraw her request for Voluntary Retirement and such withdrawal notice is received, whether the Government refuse to accept such withdrawal letter?

Supreme Court had already stated that withdrawal of Voluntary Retirement before completion of 3 months' period is permissible. Whenever this legal position is violated, the Courts had quashed the refusal of the Government to retire is inconsistent as stated in number of judgments of Apex Court.

In the case of Balram Gupta v. Union of India and another [1988 SCC (L&S) 126], the refusal of withdrawal of Voluntary Retirement of the Applicant in that case by Government was held to be incorrect even though the refusal to withdraw voluntary retirement by the Government was upheld by the High Court. The judgment contains a long note in regard to this case indicating as to how the Apex Court upheld the withdrawal of the Voluntary Retirement notice in that case.

In a similar case J.N. Srivastav v. Union of India and another [1998 SCC (L&S) 1251], the withdrawal of Voluntary Retirement of the Appellant in that case was upheld. However, the plea of "No Work No Pay" was rejected and the pensionary benefits are allowed taking the number of years served till actual date of retirement. The Appellant was deemed to have been in service till his superannuation as the request for withdrawing Voluntary Retirement was rejected illegally. The relevant portion of that judgment as above is reproduced in the judgment.

The Tribunal noted the case and also the date of request for Voluntary Retirement on 1-10-2006 on which date she requested for Voluntary Retirement. It also noted her statements of her improved health which was rejected by the Respondents without any medical advice. Her financial loss, if allowed her request for Voluntary Retirement when she had withdrawn the request was also noted. Such a decision of the Respondents to allow her to retire voluntarily is untenable in law and on fact. Hence the impugned letter, dated 29-9-2006 is illegal and arbitrary.

In view of what is stated in this case, the Competent Authority failed to use his discretion properly in retiring her under Rule 2 of Rule 48 of CCS (Pension) Rules, 1972. The Applicant has given valid reasons for withdrawing her request for Voluntary Retirement and assured to perform her duties well till her actual date of retirement. In this factual backdrop, the action of the Respondents cannot be upheld. Hence the Applicant is deemed to have continued in service till 31-1-2008.

Further, even though she requested for Voluntary Retirement from 1-10-2006, the Respondents retired her on 30-9-2006, i.e., one day before the date of her request which is not permissible and such an order is not permissible also under the provisions of Rule 48.

In view of the above, the OA is allowed and the Applicant is deemed to have been continued in service till her actual date of superannuation, i.e., up to 31-1-2008. She is entitled to all benefits including back-wages for the intervening period. Her pensionary benefits are to be revised accordingly within a period of 3 months from the date of receipt of this order. Thus the OA is allowed as above.

[Smt. Shaila Verma v. Secretary, Ministry of Defence and another, 5/2012, (Bombay),

date of judgment 12-9-2011.], O.A.No.548 of 2006.

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Departmental enquiry against an employee, especially a retired one, if prolonged for a long time causes mental agony to the employee and may lead to cancellation of such enquiry by a competent court

Facts: The Applicant was issued with a charge memorandum, dated 15-1-1991 containing 21 articles of charge under Rule 14 of CCS (CCA) Rules. His promotion was withheld. Hence filed O.A. No. 58 of 1992 for his promotion which was partly allowed by Order, dated 4-11-1992 holding that he is eligible for relief. Another O.A. No. 73 of 2009 was filed challenging the afore-noted memorandum. He retired on 31-7-1994. During the pendency of O.A. No. 73 of 2009, the Enquiry Officer submitted his findings and hence the OA was finally disposed of by Order, dated 20-7-2000 with costs pointing out delay in finalizing the proceedings advising the department to conclude the proceedings very early. By Order, dated 20-9-2000 I, penalty of withholding pension permanently and also withholding the remaining portion of gratuity permanently was awarded. Said order was challenged in O.A. No. 107 of 2002 which was allowed on examination and the penalty order was set aside. The case was remitted back to Disciplinary Authority to get advice from CVC and after getting reply from CVC take such action as deemed appropriate. An opportunity was afforded to the Applicant by Order, dated 18-4-2007 to make representation as the Disciplinary Authority disagreed with the Inquiry Officer's findings in respect of Articles XI and XXI of the charge memo containing 21 Articles of Charge. A representation was preferred as stated above on 1-6-2007 and also further representation to Chief Commissioner of Income Tax R-2 herein, on 24-12-2008 for resolving his grievances. Another Representation, dated 28-9-2009 was also filed. Hence the present OA is filed.

His grievance is the abnormal delay in disposing of his case even though he superannuated on 31-7-1994 and thereafter 15 years are over. Due to utter violation of direction in O.A. No. 107 of 2002, dated 12-8-2003 no action was taken to dispose of his case.. Even after his representation, no action is taken even after an elapse of 3-1/2 years. He argued of abandoning the charge-sheet due to abnormal delay on the part of Respondents. It was contended that he suffered mental agony on account of delay in finalizing the Disciplinary Proceedings and is very essential to put an end to the inquiry. The Respondents emphasized the need to continue~ the proceedings of the charge-memo and stated that there is no delay on their part willfully. They relied on the case of

Union of India and others v. Swathi S. Patil (Civil Appeal No. 3881 of 2007) of Mumbai High Court to sustain their position. They also agreed that if the final order is not passed within the extended period, the proceedings may be deemed to have terminated.

The Tribunal recalled the events of proceedings as stated above. The Tribunal quoted the case of State of A. P v. N Rajhakishan [1998 (4) SCC 154] to state that the delinquent employee has a right for very early conclusion of disciplinary proceedings to avoid his mental agony and monetary loss if the proceedings are prolonged without his fault.

The Applicant is 75 years old and his representation was not disposed of. This abnormal delay in disposing of his representation and his age factor indicates that the authorities are not serious in pursuing the charge memo issued against the Applicant. Prejudice is caused to the Applicant unless it is shown that delay is due to the Applicant. Mere bald statement of procedural formalities caused. the delay is not acceptable. In the case of P V Mahadevan v. M.D., Tamil Nadu Housing Board [AIR 2006 SC 207], it was observed that mental agony due to protracted disciplinary proceedings is itself a punishment. That observation is squarely applicable in this case which is pending over 15 years after the retirement of the Applicant. It is not proper to continue such an agony. It may be said that the Respondents by their own conduct have abandoned the said proceedings. To continue the proceedings at the fag end of his life is unwarranted and hence it is necessary to drop. curtail and to put an end to the inquiry. No reason to enlarge the Respondents further time to conclude the disciplinary proceedings when there is no end to the suffering of the Applicant.

In view of what is said above, the Tribunal held that the Respondents by their own conduct have abandoned the proceedings and there is no justification in keeping the departmental proceedings initiated vide Memo. dated 15-1-1991 pending against the Applicant. Accordingly, the said proceedings are closed. The OA is thus allowed.

[D.M. Joshi v. Union of India and others, 3/2012, date of judgment 30-11-2010.], O.A.No.239 of 2009

* * * * *

An employee who is charge-sheeted for misconduct should, without fail, attend the enquiry proceedings on the dates informed to him by the Enquiry Officer. Otherwise, his absence for enquiry may lead to his tacit approval of charges levelled against him and an adverse finding against the

charge-sheeted employee may follow leading to award of appropriate punishment to him based on the gravity of proved charges

Facts: The Applicant herein was a Sr. Accountant in the Office of Accountant-General (A&E), Assam. He was suspended on 11-4-2007 followed by issue of a charge-sheet, dated 26-3-2008 for his misconduct. An enquiry was conducted and he did not attend the enquiry, probably on non-payment of suspension allowance. Sr. Deputy Accountant-General (Admn.) removed him from service. Against that order, this OA is filed. It is not necessary to state the charges levelled against him as these charges are discussed in the order of the Tribunal. It is enough if the reasoning of the Tribunal in disposing of the case is noted.

Two important questions arise in this OA namely, (i) the competence of Sr. Deputy Accountant-General (Admn.) to issue the suspension order, dated 23-6-2008 and (ii) Scope to interfere in this case of ex parte disciplinary proceedings on the ground of violation of principles of natural justice in not paying him subsistence allowance.

Based on the reference to Comptroller and Auditor-General Manual of standing orders (Administration) Volume II, it is established that for all Group 'C' posts in Indian Audit and Accounts Department, Senior Deputy Accountant-General/Deputy Accountant-General/Officers or equivalent rank is the Appointing Authority. The Applicant was promoted by Senior Accountant-General by Order, dated 30-3-1993 as "Senior Accountant". Hence Article 311 (I) of the Constitution provides for removal of the Applicant by R-4 herein. Hence his removal is in order.

As regards the payment of Suspension Allowance, it is the responsibility of the suspended official to submit a certificate to the effect that he is not employed anywhere from which employment he is getting remuneration. He did not comply with that requirement. On submission of that certificate on 21-9-2007, he was paid Subsistence Allowance on 4-10-2007. Whether non-payment of Subsistence Allowance had caused prejudice to his case was examined. In the case of Indra Bhanu Gaur v. Committee, Management of M M Degree College and others [2004 (I) SCC 281], it was held that the prejudice, if any should be brought out by the suspended employee. The Applicant could not substantiate that nonpayment of subsistence allowance is deliberate and not due to his fault. Hence no prejudice is caused to him due to non-payment of subsistence allowance.

His non-attending of the enquiry is deliberate as the officer conducting the enquiry is few yards from his office where he was working. He did not explain his conduct for not attending the enquiry.

He was asked to submit the report of CGHS or CCS (Conduct) Rules and also a

period of one month was given to submit his explanation on the enquiry report supplied to him. It is also noted by Tribunal that enquiry proceedings containing the queries put to witnesses and their reply were also sent to the delinquent employee. Thus ample opportunity was given to explain his conduct as held in Indira Bhanu Gaur case (supra). He totally defied the instructions and showed total indifference in extending co-operation. Hence on that score also, he has no grievance to decide his case in his favour.

On perusal of penalty order, it revealed that if such stringent punishment is not awarded to a delinquent employee of his character, insubordination will creep in the administration which is injurious. The stand of the Applicant is not conducive to proper administration of an office. Taking into account all the factors as above, the Tribunal concluded that he had been afforded all opportunities of hearing, punishment imposed is neither shocking nor disproportionate and there was no violation of principles of natural justice. The enquiry proceedings and order of D.A. were based on overwhelming evidences brought on record. The judgment cited by the Applicant is irrelevant to his case.

In the result, it was held that there is no merit in this OA. Hence the OA is dismissed. [Shri Bimalendu Gupta v. Secretary, Ministry of Home Affairs and others, 3/2012, date of judgment 18-6-2010.), O.A.No.170 of 2008

* * * * *

Before initiation of Departmental Proceedings against an employee on the reported charge of unauthorized absence, the department concerned should follow rules and regulations and adhere to the principle of natural justice

Facts: The Applicant herein, a Fitter in the Ordnance Factory, Yeddumailaram, Medak District, A.P., was reported to have absented unauthorizedly from duty from 13-3-2006 to 13-12-2006, i.e., for 276 days for which a charge-sheet was issued as per rule. The Applicant, even though submits that he informed the authorities for absence due to orthopedic sickness, the Respondents did not accept that version. Hence he was charge-sheeted which resulted in his removal from service by G. M. of the Factory vide Order No. 15/1 004NLC/2007/02, dated 28-3-2008. On appeal, the punishment was reduced to that of compulsory retirement by Ordnance Factory Board vide Order No. 668/ APPEAL/ AYHQ/OFPM (V.S.), dated 3-11-2008 which was also upheld by Order No. 22 (6)/11/ 2009/D (Fy- II), dated 8-7 -2009 by the Secretary of Defence

Production. Hence this OA is filed for setting aside the punishment orders and reinstate him into service with all consequential benefits.

The judgment provides a lengthy speaking order considering the submission of both parties and their rejoinder. Such submissions are common in all disciplinary cases. Hence the final analysis of the Tribunal with result thereof is only necessary to be noted. The Tribunal held:

Held: "The main question that arises for our consideration in this OA is, whether the decision of the Respondents (R-I, 2 and 3) in treating the period of absence of the Applicant for 296 days as unauthorized absence?"

It is a fact that the Applicant was absent from 13-3-2006 to 13-12-2006, i.e., 276 days without leave or prior permission on account of visiting his parents at Sangareddy on 12-3-2006 and fell ill and admitted to District Hospital. He also states that he intimated the officials through his colleagues requesting for treatment of the sickness period as leave which was denied by Respondents. Hence the period of absence was treated as unauthorized resulting in imposing of punishment of compulsory retirement from service.

It is true that there is no piece of evidence to show that the Applicant intimated his sickness to the concerned and hence treated as unauthorized absence. But the Respondents at the same time failed to issue any show cause notice to the Applicant during the period of absence, i.e. 276 days. The Respondents being a model employer ought to have issued a Show-cause notice to the Applicant during the period of absence and should have taken appropriate action against the Applicant treating that period of absence. After a careful consideration of the pleadings and material papers on record, we find that the Respondents without following the due procedure and without observing the principles of natural justice, initiated the departmental proceedings against the Applicant and imposed the punishment of compulsory retirement which is contrary to the rules and also not sustainable under law.

On perusal of the 2nd medical opinion taken by Respondents, it is revealed that they themselves made a contradictory statement about 2nd medical opinion as well as disease of the Applicant.

Since the Respondents failed to follow the rules and regulations and also the principles of natural justice before initiation of Departmental proceedings against the Applicant, we are unable to uphold the action of the Respondents in imposing the punishment of compulsory retirement from service of the Applicant."

In view of the above, the orders of D.A. and Appellate Authority, dated 28-3-2006 and 3-11-2008 respectively, so also the Order, dated 8-7 -2009 of the revisi nary

authority are quashed and set aside. The Applicant should be reinstated in service by regularizing the absence period of 276 days as per rules. But the Respondents are at liberty to take a decision regarding back-wages from the date of compulsory retirement till date.

Thus the O.A. is allowed.

[Shri V Saibabu v. Secretary, Department of Defence Production and others, 3/2012, date of judgment 31-8-2010.], O.A.No.728 of 2009.

* * * * *

No.1/7/2009(R, Government of India, Ministry of Personnel, Public Grievances & Pensioner, Department of Personnel & Training. North Block, New Delhi, Dated the 20th May, 2011.

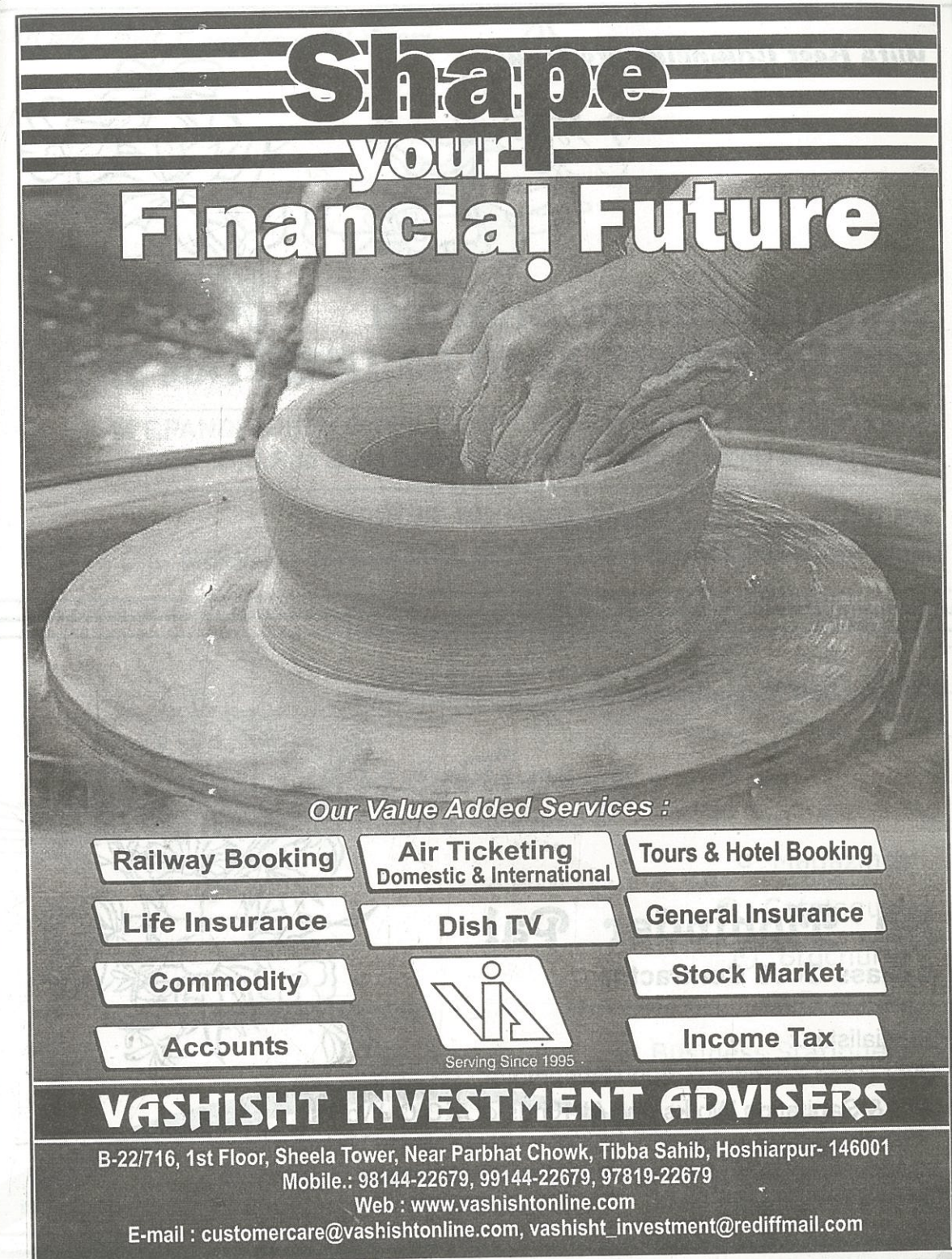
Subject : Dalsion dated 03.04.2008 of the High Court of Bombay at Goa in Writ Petition No. 419 of 2007 In the case of Dr. Ceisa Pinto Vs. Goa State Information Commission regarding Information under the Right to Information Act, 2005.

The undersigned is directed to invite attention to this Department's Office Memorandum of even number dated 1 June, 2009 on the subject mentioned above (copy enclosed) and to say that some persons have observed that the High Court of Bombay at Goa in the above referred case did not use the word 'like' In the Judgement and that inclusion of this word in the O.M. before the word 'why' is creating confusion. It is hereby stated that the word 'like' used before the word 'why' in line 3 of the O.M. may be treated as deleted. The relevant part of the Judgement is again being quoted below :

"The definition of Information cannot include within its fold answers to the question "why" which would be same thing as asking the reason for a justification for a particular thing. The public information authorities cannot expect to communicate to the citizen the reason why a certain thing was done or not done in the sense of a justification because the citizen makes a requisition about information. Justifications are matter within the domain of adjudicating authorities and cannot properly be classified as information."


2. This may be brought to the notice of all concerned.

(K.G. Verma) Director
Tele : 23092158



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Section - VI
Miscellaneous

कविता

यशोदा की बेटी

मैं यशोदा की वह बेटी
जिसे न नंद बाबा ने बचाया
न वसुदेव ने
दोनो पिता थे और
दोनों ने मिलकर मारा मुझे
यह तो अच्छी बात नहीं

सोती रही यशोदा माता
उसे तो यह भी नहीं पता
उसने जना था बेटी या बेटा

बेटे की रक्षा के लिए मारी गई बेटी
बेटा जुग-जुग जिए
बेटा राज करे
कह-कह कर मारी गई बेटी

कंस मामा ने तो बाद में मारा
उसके पहले हत्या की मेरी
मेरे पिता ने कंस मामा के
हाथों में सौंपकर
कंस मामा ने तो
पत्थर पर पटका था केवल।

बेटी हूं जानकर
गिड़गिड़ाई मां देवकी
मरी मैं
बचा तुम्हारा बेटा
जगत उद्धारक,
मैं मरी कृष्ण के लिए

अब मरती हूं किसी
मोहन, मुन्ना, दीपक के लिए
इन्ही कुल दीपकों के लिए
बुझती रही मैं बार-बार
ताकि कुल रहे उजियार
जीएं जागें गाती रही मैं
तब भी
मरती रही मैं

क्योंकि मैं बेटी थी तुम्हारी
मुझे तो मरना ही था
तुम न मारते पिता तो
कोई दुर्योधन मारता मुझे
सभा के बीच साड़ी खींच
मुझे तो मरना ही था।

My great concern is not whether you have failed,
but whether you are content with your failure.

-- Abraham Lincoln

सैनिक का खत

एक सैनिक जो कम उमर में शहीद हो गया..
 और मरते वक्त उसने अपनी माँ को क्या खत लिखा होगा....!!
 सीमा पे एक जवान जो शहीद हो गया,
 संवेदनाओं के कितने बीज बो गया,
 तिरंगे में लिपटी लाश उसकी घर पे आ गयी,
 सिहर उठी हवाएँ, उदासो छा गयी,
 तिरंगे में रखा खत जो उसकी माँ को दिख गया,
 मरता हुआ जवान उस खत में लिख गया,
 बलिदान को अब आसुओं से धोना नहीं है,
 तुझको कसम है माँ मेरी की रोना नहीं है।
 मुझको याद आ रहा है तेरा उंगली पकड़ना,
 कंधे पे बिठाना मुझे बाहों में जकड़ना,
 पगडंडियों की खेतों पे मैं तेज भागता,
 सुनने को कहानी तेरी रातों को जागता,
 पर बिन सुने कहानी तेरा लाल सो गया,
 सोचा था तूने और, कुछ और हो गया,
 मुझसा न कोई घर में तेरे खिलौना नहीं है,
 तुझको कसम है माँ मेरी की रोना नहीं है।
 सोचा था तूने अपने लिए बहू लाएंगी,
 पोते को अपने हाथ से झूला झुलाएंगी,
 तुतलाती बोली पोते की सुन न सकी माँ,
 ऑचल में अपने कलियाँ तू चुन न सकी माँ,
 न रंगोली बनी घर में न घोड़े पे मैं चढ़ा,
 पतंग पे सवार हो यमलोक मैं चल पड़ा,
 वहाँ माँ तेरे ऑचल का तो बिछौना नहीं है,
 तुझको कसम है माँ मेरी की रोना नहीं है।
 बहना से कहना राखी पे याद न करे,
 किस्मत को न कोसे कोई फरियाद न करे,
 अब कौन उसे चोटी पकड़ कर चिढ़ाएगा,
 कौन भाई दूज का निवाला खाएगा,
 कहना के भाई बन कर अबकी बार आऊँगा,
 सुहाग वाली चुनरी अबकी बार लाऊँगा,
 अब भाई और बहना में मेल होना नहीं है,
 तुझको कसम है माँ मेरी की रोना नहीं है।
 सरकार मेरे नाम से कई फंड लाएंगी,
 चौराहों पे तुझको तमाशा बनाएंगी,
 अस्पताल स्कूलों के नाम रखेगी,
 अनमोल शहादत का कुछ दाम रखेगी,
 पर दलाओं की इस दलाली पर तू थूक देना माँ,
 बेटे की मौत की कोई कीमत न लेना माँ,
 भूखे भले मखमल पे हमको सोना नहीं है,
 तुझको कसम है माँ मेरी की रोना नहीं है।..



शायद जिन्दगी बदल रही है!!

जब मैं छोटा था, शायद दुनिया
 बहुत बड़ी हुआ करती थी..
 मुझे याद है मेरे घर से स्कूल
 तक का वो रास्ता,
 क्या क्या नहीं था वहां,
 चाट के ठेले, जलेबी की दुकान,
 बर्फ के गोले, सब कुछ,
 अब वहां मोबाइल शाप,
 विडियो पार्लर हैं,
 फिर भी सब सूना है..
 शायद अब दुनिया सिमट रही है...

जब मैं छोटा था,
 शायद शामें बहुत लम्बी हुआ करती थीं...
 मैं हाथ में पतंग की डोर पकड़े,
 घंटों उड़ा करता था,
 वो लम्बी साइकिल रेस,
 वो बचपन के खेल,
 वो हर शाम थक के चूर हो जाना,
 अब शाम नहीं होती, दिन ढलता है
 और सीधे रात हो जाती है.
 शायद वक्त सिमट रहा है..

जब मैं छोटा था,
 शायद दोस्ती बहुत गहरी हुआ करती थी,
 दिन भर वो हुजूम बनाकर खेलना,
 वो दोस्तों के घर का खाना,
 वो लड़कियों की बातें,
 वो साथ रोना...
 अब भी मेरे कई दोस्त हैं,
 पर दोस्ती जाने कहाँ है,
 जब भी ट्रैफिक सिग्नल पे मिलते हैं
 हाए हो जाती है,
 और अपने अपने रास्ते चल देते हैं,
 होली, दीवाली, जन्मादिन,
 नए साल पर बस मैसेज आ जाते हैं,
 शायद अब रिश्ते बदल रहे हैं..

जब मैं छोटा था,
 तब खेल भी अजीब हुआ करते थे,
 छुपन छुपाई, लंगडी टांग, पोषम पा,
 कट केक, टिप्पी टीपी टाप.
 अब इंटरनेट आफिस, से फुसत ही नहीं मिलती..
 शायद जिन्दगी बदल रही है.
 जिन्दगी का सबसे बड़ा सच यही है..
 जो अक्सर कबरिस्तान के बाहर
 बोर्ड पर लिखा होता है...
 मंजिल तो यही थी,
 बस जिंदगी गुजर गयी मेरी यहाँ आते आते

जिन्दगी का लम्हा बहुत छोटा सा है...
 कल की कोई बुनियाद नहीं है
 और आने वाला कल सिर्फ सपने में ही है..
 अब बच गए इस पल में..
 तमन्नाओं से भरी इस जिंदगी में
 हम सिर्फ भाग रहे हैं..
 कुछ रफतार धीमी करो, मेरे दोस्त,
 और इस जिंदगी को जियो...
 खूब जियो मेरे दोस्त, और
 औरों को भी जीने दो..

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

सपनों की सुबह

हर सुबह
जब दफतर जाती हुई भीड़
का एक हिस्सा बनकर
दो-चार होती हूँ सड़क के ट्रेफिक से
तब अंतमन में दबी एक सुप्त सी आशा
हौले से सिर उठाने लगती है ..

जब कभी देखती हूँ किसी को
सुबह-सुबह जोगिंग करते
या बालकनी में बैठ, चाय सुड़कते,
अखबार पलटते ..
तो ईर्ष्या की नन्ही सी चिंगारी
सुलग जाती है मन में
और फिर दबी सी वह आशा
फिर सिर उठाने लगती है ..

क्या कभी ऐसा होगा! जब
मेरा समय होगा सिर्फ मेरा अपना
और होगा सब कुछ वैसा जैसे मैं चाहूँ..
जब मैं सोना चाहूँ,
न हो अलार्म की टन-टन
जब मैं कुछ पढ़ना चाहूँ,
न हो बर्तनों की खडखडाहट
ना हो सुबह की आपाघापी
ना हो शाम की खींचा तानी
बस घर हो सपनों के घर जैसा और
मैं बन जाऊँ उस घर की रानी

बस के घचके के साथ ही जाग जाती हूँ
अपने टूटे सपने के किरचें समेटे
टूटी आशा को फीकी हँसी में समेटते
जानती हूँ मेरी ये सोच बेमानी है,
हर मिडिल क्लास नारी की
बस यही कहानी है ..

जहाँ सपने सिर्फ सपने होते हैं
और यथार्थ हर सपने पर भारी है ..
उस पर नारी की दोहरी जिम्मेवारी है
सब कुछ निभाकर भी बेचारी है ...

रोज सुबह इसी सपने के साथ
शुरू करती हूँ दिन अपना
और फिर दिखा देती हूँ माचिस उसे ..
और.. हर नई सुबह फिर थाम लेती हूँ
उम्मीद भरे सपने का दामन
की वो सुबह कभी तो आएगी ..
.... भारती पंडित



To, (1) Madam Upinderjeet Kaur, Cabinet Minister, Department of Finance, Govt. of Punjab, Chandigarh. (2) The Principal Secretary, Department of Finance, Govt. of Punjab, Chandigarh.

Sub:- Regarding loss sustained to State Govt. in execution of works due to adoption of splitting in work cost.

Respected Sir,

With your kind permission, we working as Sr. Divisional Accounts Officer/Divisional Accounts Officer in the three wings of PWD offices i.e. B&R, Water Supply & Sanitation and Irrigation of the State, would like to bring in your kind notice the following irregularities which effect the State exchequer as well as quality of projects:-

1. It is submitted that the deduction of sale tax @ 2% of the work done was commenced in the year 1998, when the State Govt. had brought the work contract under the ambiguity of sale tax. This deduction remained continued upto 31.03.2005. Vat act 2005 came in existence w.e.f. 01.04.2005. As per this act, the deduction @ 4% of the work done was commenced w.e.f. 01.04.2005, in respect of works whose contract value exceeds Rs. 5.00 lacs. In other words, there was no deduction on this account for the contracts having value less than 5.00 lacs.

2. In Public Works Department presently the works are being executed through contractors. There are two modes to get the work done through contractors. One is through agreement & other is through work order. The agreement document is to be executed in respect of works having value more than 1.00 lac.

(i) This Documents favors the State Govt. as it watches the State Interest in long run. For the better quality of work, there is provision of employment of technical staff by the contractor on the work at his own expense.

(ii) To avoid any unhealthy incidents on work, there is provision for insurance of staff by the contractor on the work at his own expense.

(iii) The spirit of getting bank guarantee @ 5% of work is there in the agreement.

(iv) The advertisement/publication of tenders for the agreement works is must i.e. the spirit of wide competition is there in the agreement works.

(v) The provision of getting the work done on behalf of first allottee in case he fails to comply with the terms and conditions of agreement, is there in agreement.

All these factors differentiates the agreement work from the work order work since all these formalities are missing in work order works.

3. In Public Works Department the works having estimated cost less than 5.00 lacs comes under the provision of Vat tax 2005, regarding non deduction of Vat @ 4%. But the works having value more than 5.00 lacs are generally splitted up and are being allotted to different agencies. Thus the sub units of work is being allotted to different agencies either through agreements or through work orders. When the value of sub unit of work, which assumed as contract value, is less than Rs. 5.00 lacs, the contractor seeks the support of Vat act & objects the deduction of Vat @ 4%. Some district level officers of Sale tax department have approved the contention of contractors with the remarks that Vat @ 4% is deductible only in respect of works contract of value 5.00 lacs or more.

4. Thus the system of splitting up of work into sub units had resulted into severe implications.

(i) The contractor managed the deduction of Vat @ 4%, thereby causing huge loss to Govt.

(ii) The work order does not forces the contractor to employ technical staff on the work, which indirectly affects the quality of work.

(iii) The work order does not forces the contractor to get the insurance of govt. technical staff done at his cost, which indirectly affects the liability of state towards his technical staff.

(iv) Due to non advertising/publication of works, the spirit of competition crushed in work order system & the benefit of deduction of rate due to competition among the contractors remains within the contractors. By the introduction of e-tendering in departments, there are instances of huge rebate varing from 20% to 35% are there.

(v) The department has no alternative to get the work done from the agency out of the bank guarantee/security of first agency/contractor.

We request you kind honour to kindly intervene in the matter so that the instructions watching the interest of State be routed to all higher authorities. It is submitted that our colleagues working in PWD Divisions are helpless and they have to act with reference to the allotment letters on record issued by the competent authority. In future if audit or higher office takes the non deduction of 4% Vat out of work contracts under value 5.00 lacs, our cadre member may not be held responsible as this is the outcome of the system adopted in variation to the prescribed one by the executing agency. Our association is very keen to bring so many matters regarding financial exchequer in your kind notice personally if your honourable deems it appropriate, we are ready to share the same on the date being conveyed to us.

With profound regards.

President
Punjab DA/DAO's Associations,
Chandigarh.

- C.C. (1) To The Accountant General A&E Punjab, Chandigarh.
To Secretary, Department of Public Works, Govt. of Punjab, Chandigarh.
- (2) To Secretary, Department of Irrigation, Govt. of Punjab, Chandigarh.
- (3) To Secretary, Department of Water Supply & Sanitation, Govt. of Punjab, Chandigarh.

President
Punjab DA/DAO's Associations,
Chandigarh.

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To, The Principal Accountant General, Accounts and Entitlements (A & E), Punjab, Chandigarh. (WORKS ADMN. SECTION)

Subject: - Promotion to the Post of Divisional Accounts Officer-II.

Reference :-your office letter W.Admn./Prom/D.A.O-II/12-13/848 dated 05-07-2012

Respected Madam,

In reference to your office letter No W.Admn./Prom/D.A.O-II/12-13/848 dated 05-07-2012 on the above cited subject, it is again humbly submitted that your above letter states that Divisional Accountant's who had completed 5 years service including probation period as on 24/12/2002 were promoted as D.A.O-II by the review DPC, where as the Hon'ble Rajasthan High Court judgment on basis of which the C.A.G office has directed to conduct the review DPC clearly states that eligibility for promotions as D.A.O-II is 3 year of service including the probation period. Further, as per IA&AD (Divisional Accounts Officer Grade-II) Recruitment (Amendment) Rules, 2002, which came into force on the date of their publication i.e. 23.11.2002, the eligibility for promotion as D.A.O.II had been changed from 5 years to 3 years. It is submitted that association feels that Misinterpretation of the said Judgment and orders of Honorable

C.A.G of India as well as non-implementation of above mentioned amended Recruitment Rules 2002 has clearly defeated the purpose of Review DPC so conducted is being intimated to association.

As far as knowledge of field ,Only one DA Sh Ranbir Singh was promoted as DAO II retrospectively as a result of review DPC conducted in compliance to The CAG of India letter No 302-NGE (App) /21-2006 dated 11-05-2006 whereas all the DAs of 1998 batch, who had cleared their DAGE before 24.12.2002, were eligible for promotion as DAO II as they had completed more than three years of service as DA before the cut-off date i.e. 24.12.2002. And as per Gradation Lists, more than 17 vacancies were available during that period and as such the Divisional Accountants of 1998 batch were eligible for notional promotion before cut-off date i.e 24.12.2002 subject to the availability of vacancies but were not notionally promoted as DAO-II w.e.f. 24.12.2002.

Hence, it is requested that in compliance to the orders of The CAG of India in pursuance of the Hon'ble Rajasthan High Court judgment and also in view of the amended Recruitment Rules 2002, the eligible Divisional Accountants of 1998 batch may kindly be considered for notional promotion to the post of DAO II by convening review DPC/reopening the review DPC already conducted (as considered appropriate), with effect from 2002-2003 onwards and in respect of consequent promotions from DAO II to DAO I and DAO I to Sr. DAO to date.

An early action in this regard is requested.

Thanking you in anticipation,

General Secretary
Pb. DAO/DA Association

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To, The Principal Accountant General (A & E), Punjab, Chandigarh

Sub: Dual charges 2012.

Ref: Your office order No.W/Admn./112/P&T/12-13/994 dt.20.07.12.

Respected Madam,

As per above reference dual charges orders have been issued. This time administration has given additional charges out of District Headquarters also. It is brought to the notice of administration that DAO/DA is already working in stressed atmosphere and has to handle his tedious work culture where he has been posted. Now

administration has given him charge out of District Headquarters also.

In such circumstances it would be very difficult to manage divisions out of District. In view of above, it is requested that owing to circumstances in which DAO/DA is working dual charge issued/ordered outside Headquarters should be withdrawn (except in request cases) and such vacant divisions may please be filled through locally available DAO's/DA's at same HQ because there are such cases in which a local DAO/DA is exempted/ignored and DAO/DA from other HQ has been allocated additional charge.

General Secretary

* * * * *

To, The Chief Engineer (North), Water Supply & Sanitation Department, Patiala.

Subject : Regarding throwing the responsibilities of Pension Sanctioning Authority /DDO on D.A.O`s against codal rules.

Ref.:Your office letter No. 12278 Dated 29.03.2012.

With reference to your office letter under reference, it is intimated that by trying to make the D.A./D.A.O.`s cadre responsible for the delay/lapses in sanction of Pensionary benefits of retirees your office has altogether ignored the codal rules and instructions of Government which clearly define the Pension Sanctioning Authority responsible for any delay/ lapse in release of Pensionary Benefits of retirees. The Pension sanction authority is DDO or the authority competent to fill the post vacated by the retiring Government servant but unfortunately your office is shielding the Divisional Officers / Executive Engineers and trying to throw the constitutional/ codal responsibilities on our cadre members so that our cadre members may not perform their duties which are entrusted on them by Accountant General i.e. by our cadre controlling authority and as per codal rules by involving our cadre members in jobs related to your department's clerical and field staff including DDO`s.

The office of Principal Accountant General (Audit) Punjab vide his letter No. Works/Persistent irregularities /2003-04/453-54 dated has clearly stated that, "As per codal provisions, it is the sole responsibility of Divisional Officer to get the accounts of division maintained in proper form, as he is the executive, drawing and disbursing officer and DAO attached with the division is to assist and guide him" The Accountant General (A&E) Punjab, Chandigarh vide his

letter No. W.Admn/120-DA Assosn./11-12/26-28 dated 13-04-2012 addressed to Secretaries of all the three wings of PWD has also requested to provide adequate and experienced staff in PWD divisions so that the cadre of DAO's may perform their duties and any financial/other irregularity is avoided. It is also clarified in the same letter that being the head of Accounts Branch, they (DAO's) have to exercise different check to ensure proper utilization of funds allocated for different works to be executed by that division & this requires posting of sufficient, qualified and experienced staff in accounts branch so that the cadre of DAO's may perform their duties and any financial/other irregularity is avoided. The office of A.G. Punjab being the cadre controlling authority of DAO/DA's has to keep a strict watch on their performance which depends on the staff posted in the divisions.

Your office is well aware of the ground/field realities that in most of division of your department throughout the state there is acute shortage of staff and the retired, workcharged staff like pump operators/tech. staff are un officially working on the important seat of Accounts Branches. These un authorized workers and retired officials cannot be held responsible for any lapses/irregularities and are writing cashbooks, cheques and handling other important and confidential works like tendering etc without any fear of rules under the undefined authority and consents of DDO's. Under such situations our cadre members find themselves helpless. The official/unauthorized staff holding the important seat of establishment has to work under the direct influence of workers unions and under these circumstances the irregularities cannot be checked alone by our cadre members. The details of such officials etc can be provided in the meeting with your good self at any time.

In view of above facts, it is requested to withdraw the under reference controversial letter which is shielding the DDO's and throwing their responsibilities on our members illegally.

General Secretary

A copy of above is forwarded to the following for further necessary action please:-

1. The Accountant General (A&E) Punjab Chandigarh.
2. The Secretary, Water Supply & Sanitation Department Punjab, Chandigarh with the request to arrange to withdraw the letter of Chief Engineer (North) under reference as the same is against rules and to avoid litigation at later stage please.

General Secretary

To, The Principal Accountant General, O/o A.G. Punjab (A & E), Chandigarh.

Sub:- Annual General Transfers -2012

Ref:- Your office letter No. W.Admn/112/AGT/DAO/DA/12-13/- Dated 17/04/2012

It is submitted that the DAO/ DA's due for transfer (on completion of tenure) have been intimated regarding submission of their option forms. Along with the option forms, the specimen of performance evaluations forms have also been annexed along with. This performance Evaluation form was introduced vide your Office Order No. W.Admn/2010-11/78 dt. 25/03/2011. This office order was issued in light of the CAG of India, New Delhi letter No. 1008-NGE (App)-10-2010/Vol-II dt. 23/08/2010. From the perusal of the guidelines issued by HQ vide their letter dt. 23/08/2010 it is clear that your office had framed/ circulated order dt. 25/03/2011 in the context defined in para 3 (e) regarding parameters for consideration by the standing committee.

For your ready reference the contents of para 3(e) are reproduced as under :-

"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".

In this para, the HQ had desired to review the performance of DAO's in proper and timely submission of accounts. The parameters for the review of performance in proper & timely submission defined in your Office Order dt. 25/03/2011 seems not relevant. The association submits as under:-

So far as the time limit defined for submission of monthly A/c in Accounts Code Vol-III is concerned, it is 10th of succeeding month. These parameters are based on the ideal conditions i.e. the parameter which have been defined for staff strength, submission of a/c by Sub Division/ Division in time, closing of Cash Books by DDO's in time, closing of Cash Book by DDO's after reconciliation with the banks statements etc. In PWD Department there is 3-tier system i.e. one document is to be routed by 3- persons as per codal provisions. With reference to the number of Sub Divisions under the Administrative control of Division, the clerk/ Sr. Clerk/ Jr. Asstt. are to be posted in accounts branch for each Sub Division. The another important member of establishment in accounts branch is Sr. Asstt. The papers regarding works are routed through auditor/ clerks, DAO and Executive Engineer and the papers of establishment are routed through Sr. Asstt., DAO and Executive Engineer. Presently status of staff in PWD Divisions is not in conformity with the established norms. The papers submitted

by the lower staff to DAO/DA's are further submitted to the Executive Engineer. Thus in existing circumstances the delayed submission of monthly account is not attributable to middle person i.e. our cadre members. This issue may kindly be re-examined. Moreover, problem of posting of adequate and efficient staff when was brought to your notice, this fact was fully endorsed and vide your office letter no.26-28 dated 13.4.2011 all secretaries were requested to look into matter.

Besides above, P.W.A code rule 3.2.1, Para 2.12, 2.14 of Pb.DFR clearly states responsibility of DDO regarding responsibility of timely submission of monthly accounts. Association is of view that when DDO in fields are not evaluated by state gov. regarding timely submission of monthly accounts assessing of DAO/DA regarding this puts additional pressure on them.

Similarly the same fate is for the Form PWA-26. This form is to be compiled by auditor after verification of CTR from Treasury Office. For this subject also DAO is not liable to be examined as its submission is not entirely within his preview. Moreover, as per letter annexed responsibility of DDO in making PWA 26 has been written by your office.

Thirdly as per as reconciliation is concerned, it is carried out Quarterly instead of monthly as presumed in the performas of option. This reconciliation is just the comparison of department figures posted in A.G. Office from monthly accounts submitted by divisions i.e. the both records are based on one parameter which in monthly accounts. Some times, it happen the person from division office when attends the A.G. Office for reconciliation, he is being advised to collect the copy of reconciliation on his next visit due to non availability of concerned officer/ official. Association is of view that when officials at your office are not evaluated by regarding reconciliation, assessing of DAO/DA regarding this puts additional pressure on them.

Further there is reference of closing cash balance. The closing cash balance of cash book is purely a subject matter of officer /official maintaining the cash book i.e DDO, instead of DAO.

In the light of facts explained above, inclusion of parameters in your Office Order dated 25/03/2011 in the light of HQ instructions are purely arbitrary and not fact based and are liable to be set-aside.

Regarding submission of options, our cadre members have been advised to execute their option strictly as per their status only. The option exercise by any member for the station having division not at par with his status will be treated as "No option". In the existence of this scenario the persons facing family problems etc. even interested in light divisions i.e. below their status will be barred for application, whereas the

instructions of CAG dated 23/08/2010 have given equal consideration for request cases. It is requested that the request cases may be considered under the title of request cases irrespective of the status.

In view of above explained facts it is requested to review the option letter issued alongwith performance evaluation forms. The letter regarding AGT 2012 was dispatched after 17/04/2012 and most of our cadre members have not yet received their communication, whereas the cut off date for submission of option i.e. 30/04/2012 is very early and the same may also kindly be extended upto 15/05/2012.

In the light of facts explained above, inclusion of performance evaluators parameters and 'no option criteria' and extension of requests date may kindly be reviewed please.

General Secretary,

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To, The Pr. Accountant General (A&E), Punjab Chandigarh., No. 172, Dated 14-09-2012

Subject : Key Functional Areas/Key Result Areas in respect of Sr. DAO/DAO-I/ DAO-II/DA

Reference : Your office letter No. WorksA/C-I/KFA/KRA/2012-13/..... dated(Signed on 03-09-2012 addressed all cadre members (By Name) of Punjab DA/DAO Association

It is submitted that a new reference titled as "Key Functional Areas/Key Result Areas in respect of Sr. DAO/DAO-I/ DAO-II/DA" has been addressed to all cadre members (By Name) of Punjab DA/DAO Association by the Accounts officer (Works) of your office. The copy of one letter is enclosed for ready reference.

Vide this letter the head Quarter has planned to assess the performance of all the DAO's /DA's on the basis some items defined in the self styled performa/ Check list. In the said performa, twelve number issues have been defined by the performa generating officer. For all the issues, the Head Quarter has initiated to make the DAO's/DA's responsible whereas for these issues the DA's/DAO's are not responsible even in light of the correspondence made by the A.G. office to the State Authorities as defined in the

fore coming paras. The Point wise brief explanation is as under please.

Sr. No. Views of the Punjab DAO's/DA's Associations

1 The submission of complied monthly account in the complete form by the 10th of the following month is feasible if (i) the monthly account by the SDE's to the Division by 26th of the relevant month (ii) The cash books are closed by the Divisional officer on the last day of the month (iii) Proper/ Adequate/ Sufficient staff is provided by the state Government in the accounts section (iv) Cheque issue statement issued and CTR verified by the District Treasury office concerned. The Delay in submission is generally for the reasons explained above and their occurrence/ existence is beyond the control of our cadre members. For assigning the DAO's/ DA's responsible for the generation of that documentation in the schedule time, the removal of hindrance of which is not with in the preview of DAO/DA, will entirely be a hindrance in true assessment of our cadre members. Hence this issue is liable to be reviewed.

2 The reconciliation of expenditure/ receipt Figures is between the Executive Engineer and your office. Hence to make the DAO's/DA's responsible for this, is not maintainable. There is provision for the reconciliation of expenditure figures under all heads by the Head of Departments with your office, in those cases the Head of Department is responsible for any deviation from the codal provisions, not the persons/officials working in A.G. office for the compilation of State Accounts. Hence this issue is also liable to be re-examined.

3 to 8 In these paras the H.Q. himself deviated from the contents of letter No. Works A/C II/Form-26/Balances/2011-12/3 to 13 dated 29-4-2011, the contents of which are reproduced as under:-

In this connection it is pointed out that despite protracted correspondence, Form PWA-26 i.e. 'Schedule of settlement with Treasuries' in respect of your Division is awaited since i.e. For months (upto 01/2011) which is a serious matter. Its timely submission is of utmost importance as non-submission may conceal frauds and misappropriation of funds. The Article 89 of Account Code Vol.III clearly states that after expiry of the month, the Divisional officers would effect settlement with all the treasuries in respect of transactions of entire division and thereafter should prepare form PWA-26 which is to be submitted as per Article 213 and 230, every month to this office alongwith ' Consolidated Treasury Receipts' and 'Certificate of Cheques Encashed duly signed by the District Treasury officer concerned. This scheduled is part of Monthly Account itself and thereof is required to be submitted every month

therewith. As per codal provisions, the DDO has to submit the same and in case of any fraud, embezzlement or misappropriation of funds, the entire responsibility lies with the DDO.

In the letter dated 29.04.2011 the H.Q. had made Divisional officer responsible for the clearance/ submission of form PWA-26 and its balances thereof. Presently the onus of responsibility has been shifted from DDO to DAO/DA whereas the then Hon'able Accountant General (A&E) Punjab Chandigarh vide his letter No. W.Admn/120-DA Association/11-12/26-28 dated 13-04-2012 requested to all the three secretaries of PWD Wings as under:-

“Divisional Accounts officers/ Divisional Accountants are posted by this office in different divisions and entrusted the duties of Accounts complier, Auditor and Financial Advisor of the Executive Engineer. Being the heads of Accounts Branch, they have to exercise different check to ensure proper utilization of funds allocated for the different works to be executed by that division. This requires posting of sufficient qualified experienced staff in accounts branch so that they may perform their duty and any financial/ other irregularity is avoided.

This office being the cadre controlling authority of DAO/DA cadre has to keep a strict watch on their performance which depends on the staff posted in the divisions.”

In light of contents of letters referred above, the Association feels that the at random change in the strategy of opinion of A.G. office is harming/ humiliating in nature to the cadre of DAO's/DA's hence liable to be examined before enforcing its implementation.

9 to 10 Since many years the information of “ No A.G. memo is pending” is being sent by the division office to the Head office. This information is different from the information maintained in A.G. office. Only amount of pending A.G. memos is conveyed, no particulars/ copy of A.G. memo is supplied by the A.G office. To make the clearance without record is impossible hence this issue may kindly be examined before enforcement for implementation.

11 to 12 To transfer the amount outstanding under head 8443 deposits to the head revenue is an administrative matter. There might be cases that an agency submits its claim and this office would not be able to meet with his claim after his payable amount stands credited to revenue. The inability of the Department to refund the amount may result in litigation. Hence it is proposed that this matter should be referred to the State Government for formulation of a policy after

getting it vetted from the Legal Department.

As for as the "minus balances " appearing in the schedule of deposits represents "excess expenditure incurred than the funds received". In such cases either the funds are to be demanded from funds providing authority or the responsibility of the officer to be fixed who is responsible for incurring the expenditure beyond the funds received. All this matter is purely Administrative matter and needs exhaustive guidelines to avoid any Administrative/ Legal complications. It is added that your office is also of the opinion that for the Administrative matters, DAO's/DA's are not responsible as communicated vide letter No. Works.Admn/120-DA Association/ 12-13/343-44 dated 16-05-2012 to the Secretary, Water Supply and Sanitation Department, Govt. of Punjab Chandigarh. Hence this issue liable to reviewed before enforcing its implementation.

On the basis of facts/ circumstances explained above, it is requested that the letter referred above requires its re-examination as this letter is of harming nature for the cadre members. The Association seeks time for exhaustive discussion on the matter on the convenience of Hon'able Pr. Accountant General (A&E), Punjab Chandigarh. It is also requested that the instruction issued by the H.Q. on the issue cited above may also be supplied. It may also be examined that those instructions are only for the officers/officials working in the Head Offices or for all the Centre Govt. officers/officials including officers working in State Govt. offices since cadre of DAO/DA is comprised of officers/officials.

With regards.

(Rajesh Kumar Bhargav)

President

Punjab DAO/DA Association

Copy of A.G.Pb (A&E) letter No. Works Admn./GC./10-11/130-31 Dated 30-04-10, addressed to Executive Engineer, Panchayati Raj P.W(C&M) Div. Jalandhar with copy to Sh G.C.Bhairon, Retd.Sr DAO, # No.544,Green Model Town, opp. Indra Colony,Jalandhar.

Subject:- Regarding leave encashment in r/o Sh G.C.Bhairon, Sr DAO

(Retd.)

Reference:- Your letter No.PRD/J/10/648 dated 12-04-10.

In this connection, it is stated that as per Govt.of India Notification No.11012/1/2009-Esst(L) dated 01-12-2009 conversion of H.P.L.into E.L. is not allowed in the case of retirees who retired before 01-12-2009. Hence he is not entitled for this benefit. The said Rule is applicable from the date of Notification.

Sd-

Sr.Accounts Officer(W Admn)

(Note:-The said case was reopened by the Pb.DAO/DA`s Association, through Sh G.C.Bhairon and during May 2012,the representation was submitted to A.G.office as under:-)

Copy of letter dated 28-05-2012,from sh. G.C.Bhairon,(Retd) Sr.DAO, to Sr.Accounts Officer(W Admn) o/o A.G.Pb.A&E,Chandigarh.

Subject:-Regarding encashment of half pay leave.

Reference:- Your office letter No. Works Admn./GC./10-11/130-31 Dated 30-04-10

Sir,

I, Gurdev Chand Bhairon, retired (Superannuation)as Sr.DAO on 31-03-2008 from the o/o Executive Engineer, Panchayati Raj P.W(C&M) Div. Jalandhar. As per my earned leave account in the service book, the leave at credit was short of 300 days and hence I was granted encashment of 43 days at the time of Superannuation retirement.

In the light of 6th pay commission recommendations, the Govt of India has allowed the encashment of HPL standing at the credit of Govt.employee along with the encashment of EL, in case EL is short of 300 days. Initially this provision/ amendment was made effective w.e.f.01-09-2008. Afterwards the said benefit was extended to the employees w.e.f.01-01-2006. Such reference of guidelines is there in the Bahri's Hand Book-2011 at page 191-192.I am enclosing the photocopy of page 191-192 for ready reference.

The Executive Engineer, Panchayati Raj P.W(C&M) Div. Jalandhar had submitted my service book vide his office letter No648 dated 12-04-2010 for the encashment of half pay leave but the same was not allowed vide your office letter referred above.

I request your kind honor for issuing necessary office order regarding encashment of 257 days H.P.L.

With regards

Dated 28-05-2012.

Yours faithfully
Gurdev Chand Bhairon

Copy of A.G.Pb (A&E) letter No. Works Admn./ 12-13/826 Dated 29-06-2012, addressed to Sh G.C.Bhairon, Retd.Sr DAO, # No.544, Green Model Town, Jalandhar.

Subject:- Regarding encashment of half pay leave

Please refer to your letter dated 28-05-2012 regarding encashment of Half Pay Leave. In this connection it is requested that the case may be sent through your last DDO for further necessary action.

Sd-

Sr. Accounts Officer(W Admn)

With Best compliments from :



Sh G.C.Bhairon
Sr. DAO (Retd.)

544, Green Model Town, Opp. Indra Colony, Jalandhar.

OBITUARY

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

1. Sh. Karnail Singh Bachhal Sr DAO
2. Sh. S.K.Phull Sr.DAO.
3. Sh. Sanjiv Kumar DAO-II

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

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

With sincere sympathy

PDAODA

When I despair,
I remember that all through history the way of truth
and love has always won.

There have been tyrants and murderers and
for a time they seem invincible, but in the end,
they always fall -- think of it, always.

- Mohandas K. Gandhi

**Punjab Divisional Accounts Officers/Accountants Association
Receipt & Payment Account
for the Year 2011-12 (i.e.. As on 31-03-20012)**

Sr. No.	Receipt During the Year	Amount (In Rs.)	Sr. Payment During the Year No.	Expenditure During Year 2011-12	Amount (In Rs.)
1	Opening Balance as on 31-03-2011 i) Cash in hand Rs. 78.67 ii) Bank Balance Ac N. 1 Rs. 26975.00 iii) Bank Balance Ac N. 2 Rs. 7416.85	34470.52	1	Expenditure During Year 2011-12 i) Expenses Rs. 23060.00 ii) Cash Deposit Rs. 78.67	23138.67
2	Receipt During the Year 2011-12 i) Subscription Rs. 12240.00 (102 x Rs. 120) ii) Interest Rs. 2263.00 Rs. 1205 (Bank Ac N. 1) + Rs.1058 (Bank Ac N.2) iii) Bank Balance Ac N. 2 Rs. 12019.00 iv) Misc. Receipt (60+79) Rs. 139.00	26661.00	2	Closing Balance as on 31-03-2012 i) Cash in hand Rs. 0.00 ii) Bank Balance Ac No. 1 (Canara Bank A/c) Rs. 17499.00 iii) Bank Balance Ac N. 2 (PNB A/c) Rs. 20493.85	37992.85
	TOTAL	61131.52	TOTAL		61131.52

Sd/-
Auditor

Sd/-
Finance Secretary

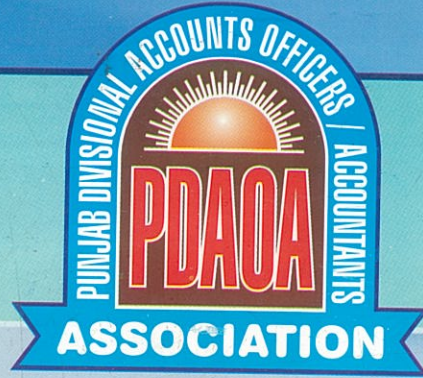
Sd/-
President

List of Office Bearers of PDAOA

(As on 01/10/2012)

Sr.No.	Name	Designation	Mob. No.
1	Sh Rajesh Kumar Bhargava	President	09417675681
2	Sh Bikramjit Singh	General Secretary	09888220777
3	Sh Adarsh Kumar Sharma	Sr.Vice President	09815022814
4	Sh Y.C.Malhotra	Vice President	08146554150
5	Sh Naresh Kumar	Joint Secretary-I	09888011578
6	Sh Sunil Kapoor	Joint Secretary-II	09915576775
7	Sh Tejpal Singh	Organising Secretary	09417135755
8	Sh Vishal Gupta	Financial Secretary	09815970238
9	Sh Karaj Singh	Assistant Secretary-I	09463703199
10	Sh Om Parkash	Assistant Secretary-II	08699290848
			09888700894
11	Sh Sita Ram	Laision Officer	09417350542
12	Sh Kumar Sudhir Ranjan	Auditor	09779918123
13	Smt Sneh Lata	Executive Member	09888872068
14	Sh Maninder Singh	-do-	09417660563
15	Sh Mananjay Kumar	-do-	09855757514
16	Sh Rajnish Kumar	-do-	09779743252

A politician thinks of the next election.
A statesman, of the next generation.
-- James Freeman Clarke



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