

# SOUVENIR

**PUNJAB DIVISIONAL ACCOUNTS OFFICERS/  
ACCOUNTANTS ASSOCIATION**



**Issued on the Eve of**

**27th Biennial General Conference**

**of**

**Punjab Divisional Accounts Officers/  
Accountants Association**

**Held at Chandigarh on October 28th, 2023**



## FOREWORD

We are feeling immense pleasure on the occasion of this 27th Biennial General Conference being held on 28th October 2023 at Chandigarh and also we are getting the opportunity to get release a Souvenir, which contains important Circular Letters, Instructions and Legal decisions. This material contained in the Souvenir will help the members and employees for better performance in their official working. We worked for two years for betterment of Cadre and tried to get solved many problems. We are thankful to the Dignitaries for their messages and also are grateful to all concerned who contributed and supplied useful material for publication of this Souvenir.

The last General House reported faith on us on 25.09.2021 and since then the Executive Body tried its best in the better interest of Cadre.

No doubt Credit also goes to extreme leadership of A.I.F., who got many achievements and still are trying their best to start the Cadre in Rs. 4600 Grade Pay in three Tier structure to get MACP and also efforts are in progress to get the N.F.U anomaly cleared. We hope that unity of Cadre will be maintained to show strength. We got full co-operation from all corners. We pay homage to our beloved colleague Sh. Bharat Bhushan, Sr. DAO and near & dear, who have left us. We should increase our knowledge and professional qualification for betterment of Cadre. Our Cadre is playing a very supportive role in between I.A&A.D and State PWD Authorities, with arduous nature of duties on a pivotal post. So we should acquaint ourselves with rules & provisions.

In this computerization era, we have to play more important role in e-office and e-financial functioning. So we need more power & independent office, to perform duties & responsibilities independently without fear and instruction. Hence we wish better future to all, with good health, prosperity and happiness. May God Bless you all with your families.

--Sd--

**Bikramjit Singh**  
President,  
Punjab DAOs/DAs Association

--Sd--

**Ashutosh Kumar Gupta**  
General Secretary  
Punjab DAOs/DAs Association

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## **Suggestions**

Suggestions for improvement, if any, may kindly be addressed in writing 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**

I am happy to know that the SOUVENIR is being released by the Punjab DAOs/DAs Association on its 27th Biennial General Conference on dated 28.10.2023, being held at Chandigarh.

The Cadre of Divisional Accountants is rendering its commendable services in three fold functions. They are safeguard against wasteful expenditure and to watch sanctions/ recoveries. They should be given more roles in increasing computerization in accounting, which will further enhance their control over financial transactions in State P.W.D.

The Souvenir will prove to be a handy source of important circulars and instructions issued by Govt. of India, State and the Worthy C&A.G. of India which will further enhance their performance.

I wish them all the success for the event.

A handwritten signature in blue ink, appearing to read 'Teg Singh'.

**(Teg Singh)**  
Accountant General (A&E)  
Punjab, Chandigarh.



## **MESSAGE**

I am happy to see that a SOUVENIR is commemorating the 27th Biennial General Conference to be held on dated 28.10.2023 of Punjab DAOs/DAs Association. The Cadre members will have an opportunity to interact with each other and to discuss work related problems in a cordial way.

This Cadre of DAOs/DAs has primary responsibility of proper compilation and maintenance of State PWD accounts and also to ensure that Public funds are judiciously utilized on sanctioned projects/ Schemes in consonance with rules and regulations, thus curtailing misuse of funds/ budget. I hope the Cadre will continue to shoulder responsibility sincerely and efficiently in their three fold functioning.

I convey my best wishes for success of event.

A handwritten signature in blue ink, consisting of a stylized 'S' followed by a horizontal line and a small flourish. Below the signature, the date '29/9/23' is written in blue ink.

**(Shish Ram)**  
Sr. Deputy Accountant General  
Works Admn.



## **MESSAGE**

I am glad to know that the Punjab DAOs/DAs Association is holding its 27th Biennial General Conference on dated 28.10.2023 at Chandigarh and is also releasing a Souvenir on the occasion.

The DAOs/DAs are performing their important role on a pivotal post very efficiently. They also handle pension cases appropriately while sending pension cases for sanction. They are an important bridge between State PWD Authorities and I.A&A.D.

I hope they will perform their duties in the best manners to keep up the goodwill of Department.

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

A handwritten signature in blue ink, appearing to read 'Ashish Singh'.

**(Ashish Singh)**  
Deputy Accountant General  
Pension



## **MESSAGE**

I am pleased to know that the Punjab DAOs/DAs Association is holding its 27th Biennial General Conference on dated 28.10.2023 and a Souvenir is also being released on the occasion. This will strengthen co-operation and performance of the Cadre.

The DAOs/DAs cadre is an integral part of I.A&A.D. The members are safeguarding the financial and recovery aspects of State and work as perfect advisors to State PWD Authorities on accounting as well as on other related matters. The DAOs/ DAs is a unique Cadre which while performing duties of arduous nature, is answerable to both State and to I.A&A.D. In spite of facing constraints they are performing their duties through dedication and hard work.

I extend my best wishes to the participants for success of the event.

A handwritten signature in blue ink, appearing to read 'Nazli Jafri Shayin' with a flourish at the end.

**(Nazli Jafri Shayin)**  
Pr. Accountant General (Audit)  
Punjab, Chandigarh.





## **MESSAGE**

It gives me immense pleasure in knowing that the Punjab DAOs/DAs Association is holding its 27th Biennial General Conference on dated 28.10.2023 at Chandigarh. The Association is also bringing a Souvenir to be released in the General Conference. The DAOs/DAs Cadre is playing an important role between State PWD Authorities and Audit Wing. The Audit Teams going in the field carries smooth conducting of Audit of records in the presence of DAO/DA. The members are also helpful in reviewing and clearing Audit observations during the audit inspection itself.

I wish them success of the conference and hope that they will be get benefitted from the Souvenir.

A handwritten signature in blue ink, appearing to be 'Lokesh Datal', written in a cursive style.

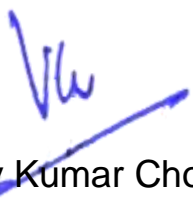
**(Lokesh Datal)**  
Deputy Accountant General  
Audit (Eco-Sector)



## **MESSAGE**

I am happy to hear that the Punjab DAOs/DAs Association is holding its 27th Biennial General Conference on dated 28.10.2023 at Chandigarh and also releasing a Souvenir on the occasion. The DAOs/DAs Cadre in PWD B&R is handling Service, Financial and Pay Matters efficiently and are very much helpful to the Divisional Officer in Division. They apply the sanction properly to safeguard finances of State. They watch recoveries in the bills. I am sure that this Souvenir will help the Members to increase their knowledge for performance of their duties.

I congratulate them for the successful completion of this event.

  
(Er. Vijay Kumar Chopra)  
Chief Engineer, HQ,  
Punjab, PWD (B&R),  
Branch Patiala.



## **MESSAGE**

It gives me immense pleasure that the Association of Punjab Divisional Accounts Officers/ Divisional Accountants is conducting its 27th Biennial General Conference on dated 28.10.2023 at Chandigarh. A souvenir of Association is also being released on this occasion. The DAOs/DAs are deputed in Punjab Mandi Board, Punjab by the Principal Accountant General (A&E), Punjab, Chandigarh. The DAO/DA being a Primary Auditor, Financial Advisor and Internal Checker, plays an important role to safeguard state finances and also applies the sanctions properly for the best use of funds. The Souvenir will contain various important Notification/ Orders/ Rules etc. and will help the employees to perform their day duties efficiently.

I wish the Association, Organizers and Participants Good Luck for the successful completion of this conference.

A handwritten signature in blue ink that reads "Gurdeep Singh". The signature is written in a cursive style with a horizontal line underneath.

**(Er. Gurdeep Singh)**  
Engineer-in-Chief  
Punjab Mandi Board,  
S.A.S. Nagar, Mohali



## **MESSAGE**

I am glad to know that the Punjab DAOs/DAs Association is releasing a Souvenir on the Occasion of its 27th Bie-nnial General Conference to be held on dated 28.10.2023 at Chandigarh. The Rulings and Circulars included in the Souvenir will help the members to work more efficiently in safeguarding State Exchequer. The DAOs/DAs posted in State PWD are a chain between State and I.A & A.D. So the State Authorities have better opportunity to use their independent functioning.

I congratulate them for this event. Good wishes.

**(Rakesh Kumar Krail)**  
Chief Engineer  
Water Resources Deptt.  
Punjab, Chandigarh.



## **MESSAGE**

I am pleased to hear that the Association of Punjab Divisional Accounts Officers/ Divisional Accountants is holding its 27th Biennial General Conference at Chandigarh. The association is also releasing a Souvenir on this occasion. The Punjab DAOs/ DAs Cadre is playing important role in financial safeguards and watching right applicability of sanctions for proper utilization of budget/ funds. I am sure that this Souvenir will help the members to increase their knowledge in performance of their duties.

I wish good luck to Organisers and the Participants for success of this event.

A handwritten signature in blue ink, consisting of a stylized 'R' followed by a horizontal line and a vertical line ending in an arrowhead.

**(Ravi Chawla)**  
Chief Engineer, Punjab  
PWD B&R, Patiala.



## **MESSAGE**



We feel immense happiness that the Punjab Unit of DAOs/DAs Associations is organizing its Biennial General Conference and also releasing a Souvenir on this occasion. This is a platform where the Members can show their unity, integrity & strength. The Souvenir will be helpful to the Members to increase knowledge and to discharge their duties.

The A.I.F. of DAOs/DAs Associations is submitting work papers to the Worthy C & A.G of India on various issues for betterment of Cadre. The re-structuring of Cadre is under process and A.I.F. favour three TIER Cadre re-structuring, which will be helpful to Cadre and this may be helpful to get 10 years MACP/ Level 11 grade pay/ Scale. The A.I.F is hopeful to the best of DAOs/DAs Cadre.

We wish the Punjab Unit of DAOs/DAs for successful Completion of the event.

**(Madan Singh)**  
President  
All India Federation of  
DAOs/DAs Associations

**(Nirmal Pradhan)**  
Secretary General  
All India Federation of  
DAOs/DAs Associations



## MESSAGE

I am elated & feel honoured to know that the Punjab DAOs/DAs Association is holding its 27th Biennial General Conference on 28.10.2023 at Chandigarh and the Association, as per past practice, planning to release a Souvenir, a token of remembrances, on this occasion. The Souvenir, apart from other important articles, also contains useful Data, Circulars, Decisions, & instructions, issued by Punjab Government /Govt. Of India/IA&AD from time to time, which are valuable & useful to the members for performing their day to day official duties.

The DAOs/DAs in the field are executing strenuous nature of duties skilfully, competently & efficiently on this challenging post of prime importance. They are like a connecting bridge between State PWD Authorities and I.A & A.D. and always keep the balance carefully and tactfully.

The members in the biennial conference traditionally get a chance to meet their old and new colleagues and always avail this opportunity to express/ exchange their views at length on different subjects/matters.

I congratulate and extend my heartfelt good wishes to all the office bearers, members and organizers for magnificent, outstanding and grand success of ensuing conference.

My blessings are always with every member of this unique cadre for their successful completion of innings.

A handwritten signature in blue ink, appearing to read 'Shakti Kumar Arora', with a long horizontal stroke extending to the right.

**(Shakti Kumar Arora)**  
Ex-President  
Punjab DAOs/DAs Association

## PHOTO GALLERY



















**Painful Struggle of the Cadre of**  
**Divisional Accountants/ Divisional**  
**Accounts Officers**



The Divisional Accountants' Cadre was duly originated and established in the year Feb 1855 in the Department of Public Works and the post of Accountant was created in each Province with Disbursing Officer in the office of Chief Engineer. This post was required for submission of original accounts and for monthly internal auditing of expenditure. The Public Works Accounts & Audit Department was created vide Govt. of India Notification No. 278 dated 13.11.1860 under a Chief Inspecting and Controlling Officer with the Secretary along-with Controllers and Deputy Controllers with the responsibility of Accounts and Audit. But later-on a separate accounts Cadre was formed by the Centre Govt. for Control over Public Works Accounts and also another Committee for accounts had desired the necessity for proper trained Accountants with the Divisional Officers. Hence the Divisional Accountant was made Incharge of Division Office and was given the pay of Rs.100/- in the year 1864. In this way the Accountant General Public Works Accounts was necessitated and the Accountant was necessary to compile accounts, having full knowledge of Public Works Department working, which was ultimately required to pass a test after experience of two years in Public Works Accounts Offices, so that after passing test, the Accountant may show its eligibility and entitlement as an expert. Hence in the year 1884 the standard of examination, (prescribed for appointment as Accountant) was raised and the necessity of properly trained Accountant in the O/o Executive Engineer was desired in the year 1889. The Govt. of India also understood the importance of the statutory post of Accountant in Public Works Department and accepted the recommendation of Committee in the resolution No. 21-A dated 23.10.1889 to consider the Accountant as the Head of Executive Engineer's office establishment. In this way the Divisional Accountant was given pay scale of Rs. 80-10-250-270 plus Rs.20/- as duty allowance to hold Division Office charge. The position of Divisional Accountant was treated as analogous to Sub Divisional Officer of CPWD/ PWD and the Govt. of India vide resolution No. 1318-F



dated 18.11.1917 created a Provincial Divisional Accountant Cadre. The DA Cadre was given administrative control of Accounts Clerks and the pay scale of Rs100-10-270-15-300 was given to the Divisional Accountant Cadre, which was superior than the pay scale of Rs.70-5-150-10-200 of Sub Divisional Officer and the special pay of Rs.50 was granted to the SDO to raise his starting pay above the pay of DA Cadre. However w.e.f. from 01.04.1925, the Admn. Control of Accounts Clerks was taken in the O/o The Accountant General of the Accounts and Audit Department for independent Public Works Accounts with primary internal Auditing of Ministries of Centre Govt. and State Govts. with rules and provisions of PWD Code 1921, but ultimately the Admn. Control of Accounts clerks was transferred to State Govt. and the DA Cadre was kept under the Admn. control of Accountant General Accounts and Audit Department.

It is Worthwhile to mention here that the policy to transfer the DA Cadre to State Govts. was formed in 1953, some States refused to take Cadre, but the States of Punjab, Haryana & Himachal taken Divisional Accountant Cadre into States w.e.f. 15.06.1954. The Accounts and Audit Department realized the fact in 1961 after failure of policy to transfer the DA Cadre to States, since the transfer policy was based on hasty conclusions as a disregard to the Constitutional provisions and functional responsibility of D.A. Cadre in I.A&A.D and hence w.e from 01.04.1962, the D.A Cadre was taken by Govt. of India and which is now under the Supreme Control of Worthy the Comptroller and Auditor General of India as a Statutory Cadre.

The First pay Commission approved (Rs.100/- during probation period) the pay scale of Rs. 130-10-250-EB-15-355 to Divisional Accounts Cadre on regularization of service. Since the Divisional Accountant post was a statutory independent post with the Divisional Officer to acquaint him for Financial and Service rules, provisions along with supervision/ checking of accounting and vouchers.

The second Pay Commission recommended 1/3 posts of Section Officers in works account department branches of A.G. Offices. So the Divisional Accountant Cadre was approved the pay scale of Rs. 180-10-290-EB-15-380-20-440 (with minimum Rs. 190/- for Division test passed) (with 10% having 10 years satisfactory service) but 1/3 posts in selection grade in the scale of Rs. 325-15-475 of Section Officer in works accounts Department was never given to DA Cadre. So w.e.f 01.07.1959 the said scale

were given without benefit in the revised pay scales, whereas 270% rise in pay scale was granted to other employees, who were working under the supervisory Control of Divisional Accountant.

However the All India Federation of DAs was approved vide CAG No. 2985/NGE-II/339-58 dated 12.10.1961.

The Third Pay Commission recommended the Pay Scale of Rs. 425-15-500-EB-15-560-20-640-EB-20-700-25-750 (Ordinary Grade) and pay scale of Rs. 500-20-650-25-800 (Selection Grade), w.e.f 01.01.1973 for the Cadre of Divisional Accountants.

The Worthy C&A.G of India vide letter No. 543-NGE-4/8-75(II) dated 01.04.1976 agreed for onerous duties/ responsibilities performed by the Divisional Accountant Cadre and advised the Accountant General posted in States to Consider Divisional Accountants for deputation as Accounts Officers in the Organization where the works experience may be of specific requirement, but the DA Cadre was given only 20% Selection grade w.e.f. 01.04.1978.

Also the worthy Deputy C&A.G of India vide letter No. 964-75/N-3/64-80 dated 16.04.1982 addressed to the Secretaries of all States that passing of SAS Examination does not have any essential relationship with the functions of Divisional Accountants. In this way the Competent Authority realized the importance of Divisional Accountant Cadre with I.A&A.D, but still independent functioning with financial powers and posts in the Higher Offices needs befitting instructions of the Competent Authority, since the internal and external Audit in Higher Offices was must.

However the Andhra Pradesh Divisional Accountant Cadre (in State) was able to get Gazetted Status w.e.f. 01.01.1980 (Designation as Divisional Accounts Officer Works Grade-I and Grade-II) with promotional avenues to the level of Director of Accounts and Deputy Financial Advisor (Works & Projects) with the creation of separate Public Works Accounts Services. The accountant General's Office with effect from 01.03.1984 was re-structured in two wings i.e., Audit and Accounts, but the Cadre could not make its existence in the Audit Wing as Primary Auditor to open the avenues of promotion in Audit Wing.

Before the Fourth Pay Commission, the All India Federation of DAs/DAOs Associations put demand of befitting pay scales through the Worthy C&A.G. of India,

which favorably recommended for the pay scale of Section Officer for 50% ordinary grade Divisional Accountants and for the pay scale of Accounts Officer for 50% selection grade Divisional Accountants, But the Cadre was granted only Two Tier pay scales i.e. 50% for ordinary grade Pay Scale Rs. 1400-40-1600-50-2300-EB-60-2600 and 50% for selection grade pay scale Rs. 1640-60-2600-EB-75-2900. The recommendation of the Pay Commission for some posts of Accounts Officers in the Pay Scale of Rs. 2375-3500 in the Accountant General's office was denied by the Govt. of India and only 20% posts of Divisional Accounts Officers in the pay scale of Rs. 2000-50-2300-75-3200 were approved. Hence ultimately pay scale in the Three Tier structure (50%, 30%, 20%) Viz Rs. 1400-2600 for DA, Rs. 1640-2900 for selection grade D.A, Rs. 2000-3200 (Group-B Gazetted) for DAO respectively were approved with effect from 01.07.1988 by Govt. of India and the designation of selection Grade D.A. was changed by worthy C&A.G from w.e.f. 29.03.1990.

Before the 5th Pay Commission, the worthy C&A.G of India recommended the pay scales of Divisional Accountant Cadre as Rs. 2000-3200 (50%) at par with A.E of C.P.W.D and A.A.O of I.A.&A.D and also Rs. 2375-3500 (50%) at par with SDO of C.P.W.D and A.O of I.A.&A.D with proper evaluation with a promotional pay scale in identical to that of Accounts officers of I.A&A.D, but the pay scale of Rs. 5000-8000 to DA (50%), Rs. 5500-9000 to DAO Grade-II (30%) and Rs. 6500-10500 to DAO Grade-I (20%) with effect from 01.01.1996 were granted by Govt. of India to the Divisional Accountant Cadre and the recommendation of 5th CPC for the post of Sr. DAO was not accepted, whereas in Appeal No. 9826 of 1995 decided on 16.09.1998, the Hon'ble Supreme Court of India in the case of Deepak Chandra V/s C.Admn-cum-Joint Secretary of Govt. of India, the pay scale of Rs.2000-3200 w.e.f. 01.01.1986 was granted.

Later on due to earnest efforts by Leaders of All India Federation, the pay scales with effect from 01.10.1997 Rs. 5500-9000 to DA (35%); Rs. 6500-10500 to DAO-II (25%); Rs. 7450-11500 to DAO-I (25%) and Rs. 7500-12000 to Sr. DAO (15%) were accepted for Divisional Accountant Cadre by the Govt. of India (Actual Financial benefit was granted w.e.f. 28.04.2004).

The Sixth Pay Commission also recommended pay scales of the DA Cadre with proper evaluation and Ministry of Finance Govt. of India vide Notification No. GSR 622(E) dated 29.08.2008 granted the pay scale for DA (35%) Rs. 6500-10500 (PB-2, G.P Rs. 4200 with Pay Band Rs. 9300-34800), for DAO-II (25%) Rs. 7450-11500 (PB-2 G.P Rs. 4600 with Pay Band Rs. 9300-34800); for DAO-I (25%) Rs.7500-12000 (PB-2 G.P Rs.4800 with Pay Band Rs.9300-34800) and for Sr. DAO 8000-13500 (PB-3 GP. Rs.5400 with Pay Band Rs.15600-39100 Group-A). This group-A status to Sr. DAO was accepted by Govt. of India well before the Group-A status to Sr. Account Officer and Sr. Audit Officers of I.A&A.D due to better performance on multifarious and arduous nature of duties in the State PWD offices by DA Cadre. However vide said gazette Notification the pay scale for DAO-II in pay band Rs. 9300-34800, G.P. Rs. 4600 (PB-2) for DAO-I Pay Band Rs. 9300-34800, GP Rs. 4800 (PB-2) (Group-B) and for Sr. DAO Pay band Rs. 15600-39100, G.P. Rs. 5400 (PB-3) Group-A, were published and Divisional Accountant post with Pay Band Rs. 9300-34800, GP Rs. 4200 was not published in the said Notification. No doubt Six Pay Commission recommended an increment in higher pay scale & grade pay after complete regular service of 30 years from date of appointment upto the post of Sr. DAO, but that could also not be received through legal process, because the worthy C&A.G of India vide order No. M.O. 272-EN/110-2011 had not accepted said Three Tier structure and implemented Four Tier structure and allowed D.A as Group-B, non gazetted vide Circular No. 20/AC(N) sectt. misc/12-2009 vol-I & No. 515/AC(N) Sectt. misc Vol-II dated 06.06.2012.

The Govt. of India was not ready to accept group-A status in PB-3 to Sr. DAO post for Divisional Accountant Cadre and various correspondence by A.I.F. was made with Worthy the C&A.G. of India as well as with Govt. of India and ultimately this Group-A status to Sr. DAO in Pay Band Rs. 15600-39100, G.P. Rs. 5400 (Level-10) was achieved through legal process. Now the post of Sr. DAO is in group-A under UPSC of India and promotion from DAO-I to Sr. DAO is awaited through the UPSC of India, due to which our many DAO-I members are effected and waiting for promotion. No doubt rules for Sr. DAO have also been framed but promotion list from UPSC has not been released.

The work paper before the Seven Pay Commission was also produced by the A.I.F. of DAOs/DAs associations and the Executive Body of Punjab DAOs/DAs Association in the year 2014 submitted work paper on pay scale in Delhi meeting of A.I.F. in which the start of Cadre was demanded in Group-B, Gazetted Pay Scale i.e., Rs. 9300-34800 and Rs. 4800 Grade pay (PB-2) with initial appointment as Divisional Accounts Officer through UPSC and upto the pay scale of Pay Band Rs. 15600-39100 with Grade Pay of Rs. 7600/- (PB-3) with independent functioning. The proposal was accepted by A.I.F. The Govt. of India again admitted the pay scale of D.A. Cadre in four Tier structure as D.A. in Rs. 4200 Grade Pay (PB-2), DAO-II in Rs. 4600 Grade Pay (PB-2), DAO-I in Rs. 4800/-, Grade Pay (PB-2) and Sr. DAO in Rs. 5400 Grade Pay (PB-3, Group-A) and accordingly revised pay scale of Level-6 for DA, Level-7 for DAO-II, Level-8 for DAO-I and Level-10 for Sr. DAO were approved by Govt. of India. Later on A.I.F made its earnest effort and get approved N.F.U for DAO-I (after 4 year service), who have not been promoted in time scale as Sr. DAO and many of our DAO-I members were get financial benefit of N.F.U in Level-9. But an anomaly created through N.F.U, since the junior have get fixed more pay than their Senior and that anomaly is still a hurdle. The earnest efforts of A.I.F are still in progress to get clear this anomaly and also to get three Tier restructure the Cadre. One decision of Rs. 4600 Grade Pay (Level-7) for D.A is awaited with a positive hope, but this Cadre needs appointment as Group-B, Gazetted through UPSC in Rs. 4800 G.P. (Level-8) with independent Functioning and financial power.

Further the expected pay scales and independent functioning may be achieved for future generation of this Cadre to safeguard the existence of the Cadre in State PWD offices and also to stop exit of Cadre members here & there through passing of SAS Examination.

Hope fully the Goal will be achieved.

'JAI HIND'



**Om Parkash-II (Sr.DAO)**

Ex-President of Punjab

DAs/DAOs Association

## ARTICLE

### The Cadre of Divisional Accountants/ Divisional Accounts Officers its present Status and future Prospects.



The cadre of Divisional Accounts Officers/Divisional Accountants is a unique one in Indian Audit & Accounts Department created before more than a century ago. The Divisional Accounts Officers/Divisional Accountants are an integral part of PWD (B&R), Irrigation, Water Supply & Sanitation and Panchayati Raj Divisions of the State of Punjab. Though the DAOs/DAs are working in State Division offices but their administrative control is under the respective Accountant General (A&E) Punjab and they enjoys the Pay Scales and other benefits of Central Government.

Apart from compiling the Monthly Account of the Division, the DAOs/DAs also entrusted with the duty of Internal Checker as well as Financial Advisor to The Executive Engineer. The primary objectives of posting of DAOs/DAs in the State is to ensure a proper accounting and maintaining of Public Works transactions and maintaining financial discipline.

The post of DAO/DA has historically been considered analogous to that of Sub Divisional Officer and they are the senior most Members of the Establishment of the Division Office. Recently the Government has allowed group 'A' status to Sr. DAO and NFU to DAO-1 after completion of their 4 years of regular service. But the initial Pay Scale of our Cadre is very much low as compared to our post and duties. The AIF and State Associations are trying their best to uplift the initial Pay Scale of our Cadre through efforts at Administration and Ministry level. The AIF and State Associations have also filed Petitions in Central Administrative Tribunals for up-gradation of initial Pay Scale to Divisional Accountant Post. The matter is at its final Stage and I hope the verdict will come in favour of our Cadre.

Our All India Federation is also pursuing relentlessly to get the initial Pay Scale upgraded equal to post of AAO through Pay Commissions and in various meetings with The Worthy C&A.G. of India office as well as at Ministry level. In the 7<sup>th</sup> CPC, the AIF had demanded Rs. 4800/- (PB-2) initial Pay Scale for DA, Rs. 5400/- (PB-3) for DAO-II, Rs. 6600/- (PB-3) for DAO-1 and Rs. 7600/- (PB-3) for Sr. DAO with complete justification, but even after accepting the onerous duties and responsibilities low Pay Scales were granted to our Cadre. However with acceptance of our demand and after grant of group 'A' status to Sr.DAO and NFU to DAO-1, there are reasonable possibilities and prospects that the Cadre will get the appropriate Pay Scales commensurate with our duties, responsibilities and status.

--Sd--

**Naresh Kumar, Sr.DAO**  
Liaison Officer AIF

## ARTICLE



### **“Cadre of DAs / DAOs without power and independent functioning”**

The Divisional Accountants / Divisional Accounts Officers are entrusted with multifarious, onerous duties / responsibilities without powers and independent functioning on a Pivotal Post in the State PWD Division Offices. Whereas every Govt. officer has certain powers.

The Cadre plays the role of Primary Auditor which needs independent functioning and power to get correct the wrong financial transactions and to safe guard States Finances. Since Audit and Accounting are more than instruments of accountability, as such their role is Preventive and Corrective. Preventive function safe guard financial irregularities, malpractices and wrong applicability of Sanctions by the State Engineers. Preventive Audit being broader includes Pre-Audit of bills and claims. Hence DA / DAOs needs independent functioning and power.

The Divisional Accountants / Divisional Accounts Officers have three fold functions in States PWD (i) As Accountant (ii) As internal checker (iii) As Financial Advisor to Divisional Officer. The DA / DAOs is meant to be a watch dog against extravagance of Executives. Hence the DA / DAOs should be given independent financial power and independent functioning like Sub – Divisional Officer with separate office to control over misuse of Budget / Finances. The DA/DAOs should give independent power to check all financial transactions of Division Office to ensure applicability of rules and order. The DA / DAOs should not be skipped or bye passed

and it can only be possible if independent financial checking of transactions is given to DA / DAOs. The objections of DA / DAO should not be over ruled. Since the DA / DAOs prepare replies of paras and plaints to the court cases. Arbitration Cases to defend these cases; so needs good working atmosphere in respect of PMGSY, the accounts and balance sheets, as per newly formulated Accounting procedure by the institute of Public procedure of India is the sole responsibility of DA / DAOs. New system in PMGSY is a blend of Commercial and Public works Accounts, So the DA / DAOs works as a qualified Commercial Accountant even the Chartered Accountant ask to prove performance of Budget / Sanction. The DA / DAOs checked the financial papers, bills and claims to watch recoveries and to stop misuse of Budget / Funds by Executives. The DA / DAOs checked the GPF / GIS and Pay Fixation / all retirement benefits of a retiree and acts like an Executive safeguard Finances of States, to clear Audit Observations and to check the proper applicability of sanctions. Hence the DA / DAOs Cadre needs independent function, Financial Powers with independent office and required staff.



Tej Pal Singh Sr. DAO  
Vice President (A.I.F)  
Ex Gen. Sectary  
Punjab DA /DAOs Association



## चुनौती

हर रोज नई चुनौती जन्म लेती है  
जब बढ़ता हूं अपनी मंजिल की और  
किस्मत पीछे की तरफ खींच लेती है

मुश्किल हो गया मुश्किल से निकलना  
ना कोई रास्ता मुझको नजर आता है  
नहीं कोई शक्स जो हमे बतलाता है

दिन बीत जाता है रात हो जाती है  
किस तरह निकलेगा इस मसले का हल  
ना कोई बात मुझको समझ आती है

रुक गई है जिन्दगी हमारी ऐसे मोड़ पर  
कब क्या हो जाए पता ही नहीं चलता  
बस इंतजार रहता है एक नए सफर का

# SECTION - III

## AG Office Letters



लोकहितार्थं सत्यनिष्ठां  
Dedicated to Truth in Public Interest

भारतीय लेखा तथा लेखापरीक्षा विभाग  
कार्यालय प्रधान महालेखाकार(लेखा एवं हकदारी),  
पंजाब, सैक्टर-17, चण्डीगढ़-160017

**INDIAN AUDIT AND  
ACCOUNTS DEPARTMENT**

Office of the Pr. Accountant General (A&E)  
Punjab, Sector-17, Chandigarh - 160 017  
Phone:172-2702174,2702906

No. W.Admn/120- DA Assosn/21-22/ 858

Dated:

10 DEC 2021

To

Sh. Ashutosh Kumar Gupta, DAO-I  
General Secretary,  
Punjab DAO/DA Association,  
14-A, Street No.1, Sidhu Colony,  
Bhadson Road, Patiala-147001

**Subject: Providing separate room for DAO/DA Association in the office.**

With reference to your letter No.GS.09 dated 09.12.2019 and No.GS.28 dated 13.08.2020, it is informed that DAO/DA Association room has been allotted at 1<sup>st</sup> Floor (Room No.107) of this office building. Licence fee and other charges if any for the room would be charged as per rules as decided by the HQ's office.

  
Sr. Accounts Officer (W.Admn.)



भारतीय लेखा तथा लेखापरीक्षा विभाग  
कार्यालय प्रधान महालेखाकार(लेखा एवं इकट्यारी) पंजाब, सेक्टर-17,  
चण्डीगढ़-160017

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT**

Office of the Pr. Accountant General (A&E)

Punjab, Sector-17, Chandigarh - 160 017

Phone:172-2702174, 2702906

No. W. Admn/112-DA/PFMS/2020-21/865-66

Dated:29.10. 2020

**Email only**

To

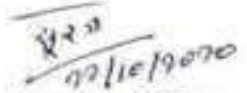
All Executive Engineers,  
(State of Punjab)

Subject: Providing IFMS Payee Codes for drawing Children Education Allowance etc

It was requested vide this office letter No. W.Admn/112-DA/PFMS/2020-21/270-71 issued vide mail dated 09.07.2020 to provide **Payee Code** of DAOs/DAs in IFMS through email at the earliest so that compiled information may be provided to the Deputy Director (Inspection) for making necessary provisions in IFMS for allowance admissible to Central Government employees.

The requisite information is still awaited from the Executive Engineers. As such it is again requested to provide **Payee Code** of DAOs/DAs in IFMS through email at the earliest so that compiled information may be provided to the Deputy Director (Inspection) for making necessary provisions in IFMS for allowance admissible to Central Government employees. Who have furnished the said information may be ignore it.

Encl: List of DAOs/DAs

  
Sr. Accounts Officer

Copy to All DAOs/DAs Punjab Cadre for information with the request that the concerned Executive Engineers may be asked to furnish the required information to this office at the earliest for onward submission to the Director (Treasuries & Accounts) Punjab

  
Sr. Accounts Officer



लोकहितार्थं सत्यनिष्ठा  
Dedicated to Truth in Public Interest

**SHISH RAM, IA&AS**  
**Dy. Accountant General (Admn & U.T.)**

Dear Madam,

This office has received a representation dated 29.12.2021 from Punjab DAO's/DA's Association addressed to your office and copy endorsed to this office regarding protest and thereafter disturbances created by the field employees Union in W/S & Sanitation Division No-III, Amritsar(copy enclosed). The Superintendent of Executive Engineer, Water Supply Division No-3, Amritsar was allegedly manhandled by representatives of Union on 24.12.21 and they reportedly used filthy language against him & his family members and they have used same language against the Divisional Accountant posted in the Division.

In many field offices, DA cadre members are facing protest of field employees Union against the order dated 15.12.2021 of the department regarding withdrawing of 140-300 scale to technicians which is being implemented. The DA cadre members are also facing the problems as they are dealing with employees benefits (salary etc.) of divisions.

Keeping in view the gravity of situation, we seek your personal attention and request you arrange to/provide safe working atmosphere to enable the DA cadre to work in proper manner without any fear and hindrance.

An early action in the matter is solicited please.

Yours sincerely,

Sd/-

**Dy. Accountant General (Admn)**

**Smt. Jaspreet Talwar, IAS,**  
Secretary Govt. of Punjab,  
Department of Water Supply and Sanitation  
Punjab Civil Secretariat, Sector-9,  
Chandigarh



भारतीय लेखा तथा लेखापरीक्षा विभाग  
कार्यालय प्रधान महालेखाकार(लेखा एवं इक्यारी),  
भेजान, सेक्टर-17, चण्डीगढ़-160017

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT**

Office of the Pr. Accountant General (A&E)

Punjab, Sector-17, Chandigarh - 160 017

Phone:171-2702174,2702906

No. W.Admin/101(1)/NPS/2022-23/80-84

Dated: 13-04-2022

To

The Deputy Director(Pension),  
Department of Finance  
O/o the Principal Accounts Officer(New Pension Scheme)  
Vid te Yojna Bhawan, Sector-33, Chandigarh

**Subject: NPS Payments of Divisional Accountants.**

With reference to the subject cited above, the realization of NPS contribution in r/o Divisional Accountant Punjab cadre is presently routed through Central Sector. The Sector of the Divisional Accountant need to be changed from Central Sector to State Sector. This will help to upload the contribution without delay.

Therefore, the PRAN of the Divisional Accountant cadre may be mapped with Punjab Government (State Sector) on NSDL portal through concerned Treasury as per procedure followed in the case of other Central Government Employees as desired by your kind office vide letter no 952 dated 20.06.2020. It is requested to give suitable direction to all DDO and District Treasury Officer of Punjab for doing the needful in this regard at the earliest. The list of official alongwith details is enclosed herewith.

Encl: As above

Sd/-

**Dy. Accountant General (Admn.)**

Copy to the following for information & necessary action:

1. All the concerned Executive Engineer are requested that the NPS contribution (Employee contribution and Govt. Contribution) from salary of May-2022 should not be sent by the divisional offices to PAO.
2. All concerned official.
3. General Secretary, Association Punjab Cadre.
4. PAO(NPS)

Sr. Accounts Officer (W.Admin)

कार्यालय प्रधान महालेखाकार(लेखा एवं हकदारी) पंजाब, चण्डीगढ़

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

O/o No. Works Admn/Reimbursement/Briefcase/22-23/27

Dated: 30.05.2022

**Office Order**

In consonance with Circular No. 04-Staff 2022 Circulated vide No.16 Staff Entt.11/33-2021 dated 03/02/2022 issued by O/o the Comptroller & Auditor General Of India, all Sr Divisional Accounts Officers / Divisional Accounts Officers / Divisional Accountants / Divisional Accountants (P) are entitled for reimbursement of expenditure incurred on purchase of briefcase / office bags / ladies purse for official purpose, under the following conditions.

1. The entitled officers can purchase briefcase / office bags / ladies purse of their own choice from any private / public outlet. The reimbursement shall be made production of the Original bill of the purchase made. Only bills drawn in the name of the concerned official/ officer shall be entertained.

However, the reimbursement shall be restricted to the following ceiling limits:

Pay Level	Ceiling (Rs.)
Level 6 to level 7	3500/-
Level 8 to level 10	4000/-

2. The Reimbursement shall be made on joining this Department or from 01/02/2022, whichever is later.

3. The next reimbursement shall be due on completion of three years from the date of issue of the earlier one.

4. An entry shall be made in the service book of the concerned officer official, regarding the fact of reimbursement of briefcase / office bags / ladies purse for official purpose.

Sd/-

**Deputy Accountant General (Admn.)**

No. W. Admn. / Reimbursement/22-23/237-40

Dated: 30.05.2022

Copy of above is forwarded to the following for information and necessary action: -

- 1) Chief Engineers concerned
- 2) The Executive Engineers of concerned charge.
- ✓ 3) Ashutosh Kumar Gupta (DAO-I) General Secretary, Punjab divisional Accounts Officer Association
- 4) All officials concerned.
- 5) Office order file



भारतीय लेखा तथा लेखापरीक्षा विभाग  
कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी),  
पंजाब, सेक्टर-17, चण्डीगढ़-160017  
**INDIAN AUDIT AND  
ACCOUNTS DEPARTMENT**  
Office of the Pr. Accountant General (A&E)  
Punjab, Sector-17, Chandigarh - 160 017  
Phone: 172-2702174, 2702906  
No. W. Admn/120-DA Asscn./2022-23/472-75  
Dated: 28 JUL 2022

To

- The Chief Engineer (HQ)  
(1) PWD B&R Branch, Punjab  
Mini Secretariat, Sector-9,  
Chandigarh  
(2) Irrigation Branch, Punjab.  
Mini Secretariat, Sector-9,  
Chandigarh  
(3) W/S & Sanitation Department,  
Punjab, Mini Secretariat, Sector-9,  
Chandigarh  
(4) The Director,  
Rural Development and Panchayats Department, Punjab  
Vikas Bhawan, Sector-62, Ajitgarh (Mohali).

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

I am to invite your kind attention to Punjab DAOs/DAs Association letter No.GS/2021-22/45 dated 23.05.2022 (copy enclosed) whereby the issue regarding Pre-Audit of work/other bills by DAOs/DAs with their separate Rubber Stamp has been raised.

As per rule 2.15 of DFR Punjab, the DAOs/DAs cadre is to perform three fold duties i.e. as Accountant, as Primary Auditor and as Financial Advisor, so by virtue of their duties, the DAOs/DAs basically strengthen internal checking and financial control. Presently pre-audit of bills in the divisions is being conducted under the rubber stamp of Executive Engineer. To strengthen the financial control for internal checking of bills, the DAOs/DAs has required to have independent financial control through passing of all types of bill with their separate Rubber Stamp.

It is requested that suitable instructions may be issued to all Executive Engineers regarding separate Rubber Stamp of DAOs/DAs while pre-auditing of bills.

Sd/-  
Deputy Accountant General (Admn.)

No.W. Admn/120-DA /Asson./21-22/476-80

Dated:- 28 JUL 2022

Copy to:

The Secretary (ies):-

(1) PWD B&R Branch, Punjab, Mini Secretariat, Sector-9, Chandigarh.

(2) Irrigation Branch, Punjab, Mini Secretariat, Sector-9, Chandigarh

(3) W/S & Sanitation Department, Punjab, Mini Secretariat, Sector-9, Chandigarh

(4) The Director-cum-Nodal Officer (NHP) Water Resources & Env. Dte. SAS Nagar, Punjab.

(5) Punjab DAOs/DAs Association.

A4c

28 JUL 2022





**INDIAN AUDIT AND ACCOUNTS DEPARTMENT**  
**Office of the Accountant General (A&E), Punjab & UT,**  
**Chandigarh - 160 017**

No.: PPCB/Clarification /2022-23/170

Dated: 29-08-2022

To,

The Principal Secretary,  
Government of Punjab,  
Department of Finance,  
Punjab Main Secretariat,  
Chandigarh

Subject :- Issue of Adjustment in Pay Fixation under the 10/20/25 scheme as per the notification dated 1.12.2011 while calculation of pensionary benefits post the adoption of 6<sup>th</sup> Punjab Pay Commission(PPC).

Sir,

Reference is invited to the Department of Finance Letter dated 1.11.2021 with reference to the subject cited above.

**1.0** In this regard it is submitted that the issue of the adjustment of pay as per the letter referred above has been calling the attention of all Engineering Departments of the state qua the JE and AE cadre for quite some time. The issue is of concern to this office because it is causing an aberration when it comes to authorization of pensionary benefits i.e. calculation of pay as on 31.12.2015 and the consequential use of multiplier on the same post the adoption of 6<sup>th</sup> PPC.

**2.0** As per the above referred letter the Department of Finance has directed that the benefits of 4/9/14 may be adjusted while granting the benefits under the 10/20/25 policy. In the understanding of this office, the adjustment of the benefits between two separate schemes which have been treated as independent of each other has been equated to the earlier practice where the employees shifted from 8/16 to 4/9/14 and similar ACP schemes.



3.0 However, a point of great importance is that in these transits from old ACP schemes to new scheme was possible and established because such schemes allowed one or two higher pay scales in the existing pay structure and/or corresponding increments whereas the scheme of 10/20/25 tinkers with the initial pay itself and has granted higher pay scales which do not follow the natural progression in the pay scales as notified by the Pay Commission. This fact makes the adjustment of the benefits impossible on the pattern of old transitions.

4.0 Thus, mere adjustment of the pay of such cadre by excluding one increment as per the orders of the CE, Department of Irrigation and Water Resources letter no 674 dated 9.3.2022 and similar practices by other engineering departments does not lead to exclusion of an employee from the re-revision clause under the 6<sup>th</sup> PPC notification. On the contrary this adjustment of one increment under Department of Finance letter dated 1.12.2011 is being interpreted as exclusion from the re-revision clause under the 6<sup>th</sup> PPC notification of 5.7.2021 and higher multiplier is being granted to such employees after withdrawing one increment.

5.0 As it is very clear that the major benefit lays in availing the higher grade pay of Rs. 6600/- as against the maximum grade pay of Rs 4800/- under the policy of 4/9/14 or 8/16 applicable of JE's pre 1.12.2011.

6.0 Thus, in order to comply with the notification of 5.7.2021 of the 6<sup>th</sup> PPC, the pensionary benefits of these cadre of employees should be fixed in either of the two following ways:-

1. In case the employee is desirous of retaining any benefit availed under the policy dated 1.12.2011 then the PSA should apply a multiplier factor of 2.25 on the pay drawn as on 31.12.2015 .
2. Alternately the pay of the employee should be fixed notionally from 1.1.2011 and no benefit under the policy dated 1.12.2011 be applied on such pay. A multiplier of 2.59 should be applied on the pay thus arrived notionally as on 31.12.2015.

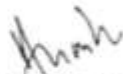
7.0 This office has returned several cases pertaining to engineering wings where the PSA's have recommended grant of higher multiplier of 2.59 if the employee has withdrawn the benefit of one increment at 25 years of service under 10/20/25

policy. This has the possibility of the employee drawing a much higher pension pay out than entitled after the revision of pay under the 6<sup>th</sup> PPC.

8.0 Meanwhile we deem it appropriate to bring it to your kind notice that court cases are increasing on this issue and there are even some contempt cases on the matter. However, to comply with the rules promulgated by the GoP, such cases where a higher multiplier has been recommended by the PSA even when an employee has taken some benefit under 1.12.2011 are being returned by this office.

9.0 Considering above, you are requested to kindly issue clear instructions to the concerned departments to adopt a mechanism compliant to the recommendations of the 6<sup>th</sup> PPC so that the cases may not need to be returned time and again for correction by the PSA.

Yours Sincerely,

  
Akash Goyal, IA&AS  
Sr. DAG(Pension)

Endst No : PPCB/Classification/2022-23/471-73 Dated : 29-08-2022

1. The Principal Secretary, Department of Water resources, Punjab Govt. Chandigarh for information and necessary action.
2. The Principal Secretary, Department of Water Supply & Sanitation, Punjab Govt. Chandigarh for information and necessary action.
3. The Principal Secretary, Department of Public Works (B&R), Punjab Govt. Chandigarh for information and necessary action.

- sd -  
Sr. DAG(Pension)



लोकहितार्थं सत्यनिष्ठा  
Dedicated to Truth in Public Interest

भारतीय लेखा तथा लेखापरीक्षा विभाग  
कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी),  
पंजाब, सेक्टर-17, चण्डीगढ़-160017

**INDIAN AUDIT AND  
ACCOUNTS DEPARTMENT**

Office of the Pr. Accountant General (A&E)  
Punjab, Sector-17, Chandigarh - 160 017  
Phone: 172-2702174, 2702906

No. W. Admn/120-D.A. Association/22-23/770-773

Dated:

23 SEP 2022

To

- The Secretary (ies),  
(1) PWD B&R Branch, Punjab  
Mini Secretariat, Sector-9,  
Chandigarh  
(2) Irrigation Branch, Punjab.  
Mini Secretariat, Sector-9,  
Chandigarh  
(3) W/S & Sanitation Department,  
Punjab, Mini Secretariat, Sector-9,  
Chandigarh  
(4) *The Director,*  
*Rural Development and Panchayats Department, Punjab*  
Vikas Bhawan, Sector-62, Ajitgarh (Mohali).

Subject: **Regarding issue of Laptops to DAOs/DAs.**

Sir,

I am to invite your kind attention to Punjab DAOs/DAs Association letter No.GS/2021-22/51 dated 02.08.2022 (copy enclosed) regarding subject cited above. The Association has represented that the most of the work in divisional offices are being done online mode. There is constant need to keep a track of all such transactions being made with Treasury Offices. Budget Demands, all bills related to salary and works and Budget Heads are generated online. Further, the Government of Punjab has also announced the implementation of E-office in all offices. For the implementation of E-Office in true spirit Laptops are required for DAO/DA cadre in field office.

It is, therefore, requested to issue instructions to all the concerned quarter for making suitable arrangement for issue of Laptops for the implementation of E-Office.

Yours faithfully,

-Sd/-

**Dy. Accountant General (W.Admn.)**



लोकहितार्थ सत्यनिष्ठा  
Dedicated to Truth in Public Interest

भारतीय लेखा तथा लेखापरीक्षा विभाग  
कार्यालय प्रधान महालेखाकार(लेखा एवं हकदारी),  
पंजाब, सैक्टर-17, चण्डीगढ़-160017

**INDIAN AUDIT AND  
ACCOUNTS DEPARTMENT**

Office of the Pr. Accountant General (A&E)  
Punjab, Sector-17, Chandigarh - 160 017  
Phone:172-2702174,2702906

No. W.Admn/120-D.A. Association/22-23/ 959

Dated: 14 OCT 2022

To

The Pr. Secretary,  
Water Resources Department, Punjab,  
Sector-18, Chandigarh

Subject: **Regarding online Attendance system for DAOs/DAs in PW Divisions of Water Resource Department.**

Sir,

I am to invite your kind attention to Punjab DAOs/DAs Association letter No.GS/2021-22/54 dated 09.09.2022 (copy enclosed) regarding subject cited above. The Association has stated that the Water Resource Department of Punjab has introduced online marking of attendance through m-sewa application for all employees vide order No.307-20/CC dated 20.07.2022.

In this regard, it is to mention here that the officials of DA cadre posted in various Divisions of State Government are Central Government employees with well defined duties whose cadre controlling authority is vested in Pr. Accountant General (A&E), Punjab, Chandigarh and operational/reporting control with Division.

Further, DAOs/DAs posted in the PW Divisions discharge their responsibility of pre-audit management of the public works expenditure and financial implications of works contracts as well as work related to IFMS and iHRMS.

Besides, due to large vacancies in the cadre most of the officials are also entrusted with additional charge of one or more than one division out of 232 divisions in different Public Works/Water Resource Department. These additional charges are managed by giving additional charge from the same station or adjoining stations. There is requirement to change additional charge very frequently due to leave of these officials. These divisions are practically apart from different departments of public works. In such a situation, subjecting such officers to online attendance will pose a lot of difficulties in discharging the duties of the officials of the DAOs/DAs.

Further, it will also create problems in accurate calculation of monthly salary of DAO's/DAs if their attendance in additional charge division is not accounted for or it marked as absent.

Thus at present it may not be feasible for the officials of DAOs/DAs to mark their attendance in m-sewa application.

Hence, in view of above, it is requested to review it and issue necessary orders to exempt the officials of the DAO's/DA's from online marking of attendance in m-sewa application.

Yours faithfully,

Sd/-

**Dy. Accountant General (W.Admn.)**

No..W.Admn/120-DA Assocn./2022-23/ 359-A

Dated:- 17 OCT 2022

Copy to General Secretary, Punjab DAO/DA Association, 14-A, Street No.1, Sidhu Colony, Bhadson Road, Patiala-147001 w.r.t letter dated 09.09.2022 for information.

  
Sr. Accounts Officer (W.Admn.)



OFFICE OF THE ACCOUNTANT  
GENERAL (A&E), PUNJAB & UT,  
SECTOR-17 E,  
CHANDIGARH - 160017.  
No. Admn.-1/33(5)/PB DAs/DAOs/Sr.  
DAOs/ Assn/ 22-23/ 2801  
Date:- 20.10.2022

To

The General Secretary,  
Punjab Divisional Accounts Officer/Divisional Accountants Association,  
14-A, Street No. 1, Sidhu Colony, Bhadson Road  
Patiala-147001

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

With reference to your letter dated 20.06.2022, competent authority has accorded sanction for renewal of recognition to the Punjab DAO's/DA's Association under the CCS (RSA) Rules, 1993, subject to the conditions mentioned in the above stated Rules. Some salient conditions are:-

- i) The recognition granted under the CCS (RSA) Rules, 1993 will remain valid for a period of five years from the date of grant to such recognition in terms of instructions contained in para 3 (IV) of Headquarters office circular No. 295-NGE (JCM)/40-94/1 dated 17-4-95 or till it withdrawn, whichever is earlier.
- ii) The Association shall act in accordance with various instructions issued by Headquarters office as well as by the Government of India, Department of Personnel & Training, New Delhi, relating to recognition of the Associations under the CCS (RSA) Rules, 1993 from time to time.
- iii) Any amendment in the Constitution of the Association shall be made only with the prior approval of Comptroller & Auditor General of India. The C&AG can also ask the Associations to amend any clause of its constitution, if considered necessary, at any time.
- iv) The Service Association shall not send any representation or deputation except in connection with a matter which is of common interest to members of the Service Association.
- v) The Service Association shall not espouse or support the cause of individual Government servants relating to Service matters.
- vi) The Service Association shall not maintain any political fund or lend itself to the propagation of the views of any political party or a member of such party.
- vii) All representations by the Service Association shall be submitted through proper channel and shall be addressed to the Head of the Organisation or Head of the Department or office.

The receipt of this letter may please be acknowledged.

Deputy Accountant General (Admn)



भारतीय लेखा तथा लेखापरीक्षा विभाग  
कार्यालय प्रधान महालेखाकार(लेखा एवं हकदारी),  
पंजाब, सैक्टर-17, चण्डीगढ़-160017

**INDIAN AUDIT AND  
ACCOUNTS DEPARTMENT**  
Office of the Pr. Accountant General (A&E)  
Punjab, Sector-17, Chandigarh - 160 017  
Phone:172-2702174,2702906  
No. W.Admn/ DA /Misc./22-23/138-39  
Dated: 16 NOV 2022

To

The Chief Engineer (HQ) Punjab,  
PWD B&R Patiala.

Subject: - Reply /Compliance of PAC/CAG Paras and Audit objections/Paras issued by  
Accountant General Punjab upto 30.09.2021 but not settled upto 31.03.2021.

Please refer to your office letter No. 963/AC dated 22.08.2022, No. 1084 dated 19.09.2022 vide which the Superintending Engineer has been directed to depute the Divisional Accounts Officer to get settle the Audit Paras from the O/o Pr. Accountant General (Audit) Punjab and to attend office of Chief Engineer (HQ), Punjab, PWD B&R Br. Patiala with records for settlement of I.A.O (F.D), Audit Punjab Paras for the period from 1999-2000 to 2003-04.

As per para 2.15 of Departmental Financial Rules (DFR) Punjab, Divisional Accounts Officers/Divisional Accountants are posted in the Public Works Divisions to perform three fold duties i.e. as Accountant, as Auditor and as Financial Advisor. Further, the reply of Audit Paras lies with Divisional Officer as mentioned in Para 4.5 of Central Public Works Account code and Rule 2.33 of DFR.

It is therefore requested that this may please be looked into, suitable instructions may be issued to quarters concerned and DAOs/DAs may be assigned duties/responsibility as per manuals & codal provisions.

Sd/-

**Sr. Accounts Officer (W.Admn.)**

Copy to General Secretary, Punjab DAOs/DAs Association, w.r.t. letter 04-10-2022 for information.

  
Sr. Accounts Officer (W.Admn.)



**INDIAN AUDIT AND ACCOUNTS DEPARTMENT**

Office of the Accountant General (A&E), Punjab & UT, Chandigarh -  
160 017

No.: PPCB/Office order/2022-23/130

Dated: 29.03.2023

**OFFICE ORDER**

Whereas a clarification was sought from Finance Department, Govt. of Punjab, in March 2022 for grant of family pension to the daughters of Govt. employees who retired/died in harness before 2016 & their daughter became widow/divorcee after Jan 2016 and now they have clarified vide their letter No. File No. FD-FPPC0FAMP/4/2022-3FPPC I/518604/2023 dated 28.02.2023 (copy attached) as below:

“It is clarified that Family pension case of daughters of Government employees who retired or died in harness before 2016 & whose daughters became widow or divorcee on or after 01.01.2016; shall also be considered for authorization of family pension.”

In view of the above, it is directed to authorize family pension to eligible widow/divorcee daughters of employees of Govt. of Punjab, irrespective of their date of retirement/death and year of becoming their daughter widow/divorcee. Henceforth, such cases may be processed accordingly.

Sd/-

Deputy Accountant General (Pen.)

Ends. No. PPCB/Office Order /2022-23/1257-63

Dated: 29.03.2023

**Copy to:**

1. Secretary to the Accountant General
2. PS to Sr. DAG (Pension).
3. All Branch Officers and AAOs of Pension Wing
4. Sr. AO & AAO GR Cell & SAI project
5. Sr. CLC (Court Cell)
6. Sr. AO, IT Support Cell, for uploading on Office website
7. Office order file

Sr. Accounts Officer (PP&CB)





भारतीय लेखा तथा लेखापरीक्षा विभाग  
कार्यालय महालेखाकार (लेखा एवं हकदार),  
पंजाब, सेक्टर-17, चण्डीगढ़-160017  
**INDIAN AUDIT AND  
ACCOUNTS DEPARTMENT**  
Office of the Accountant General (A&E)  
Punjab, Sector-17, Chandigarh - 160 017  
No. W. Admn./DAO/DA. Association/23-24/522-24  
**Dated: 16.06.2023**

To

The Secretary  
Department of Mines and Geology  
Government of Punjab

**Subject: Involving of DAOs/DAs for evaluation of Technical Bid of Tenders (Lots Evaluation Committee)**

I am to invite your kind attention to Punjab Divisional Accounts Officers'/Divisional Accountants' Association letter No GS/2021-22/62 dated 02.05.2023 whereby issue regarding Involving of DAOs/DAs for evaluation of Technical Bid of Tenders (Lots Evaluation Committee) has been taken up.

The Divisional Accounts Officers / Divisional Accountants are posted in divisions to perform three fold duties as Accountant, Auditor and Financial Advisor to the Divisional Officer as codified in the Rule 2.15 of DFR Manual. The duties of Divisional Accountants are elaborated in various rules DFR, CAG-MSO and departmental manuals of the State PWD.

It has been brought to the notice of this office that Divisional Accountants are made a member of Lots Evaluation committee (LEC) in which technical issues of tendering Process involved. Since the matter regarding involving of Divisional Accountants in Technical Bids evaluation has already taken with your department vide this office letter No W. Admn/120-D.A. Association/2020-21/1433-36 dated 03.02.2021 (Copy enclosed).

As the Divisional Accountant cadre is a non technical cadre, they are not expected to be capable to evaluate the technical aspect of the tendering Process. However, they can be engaged in the financial aspects of this process. Further, involving of Divisional Accountants in Lots Evaluation process as well as in financial bid evaluation may involve conflict of interest.

It is therefore, requested that the DAO/Divisional Accountant may not be involved in Lots Evaluation committee for technical evaluation.

Sd/-

**Dy. Accountant General (Admn.)**

**Copy of the above is forwarded for information and necessary action.**

1. The Chief Engineer (HQ), Department of Water Resources (Mines and Geology), Chandigarh.
2. General Secretary Punjab Divisional Accounts Officers'/Divisional Accountants' Association w.r.t. letter No GS/2021-22/62 dated 02.05.2023.

  
**Sr. Accounts Officer (W. Admn.)**

तेग सिंह, आई. ए. एंड ए.एस.  
TEG SINGH, IA & AS



महालेखाकार (लेखा एवं हकदारी)  
पंजाब एवं यू.टी. चण्डीगढ़  
ACCOUNTANT GENERAL (A & E)  
PUNJAB & UNION TERRITORY OF CHANDIGARH

DO No. W. Admn /Asso/2023-24/1226-29  
Date: 15<sup>th</sup> September, 2023

This is in reference to the guidelines for repair and renovation of office Building of Water Resources Department issued vide letter No 328-31 dated 19-06-2023 by the Executive Engineer, Workshop & Store Procurement Division I.B. Chandigarh (copy enclosed).

2. In terms of Para 3 of Annexure-1 of the above said letter, a committee has been constituted for collecting and recommending the quotations to the Executive Engineer for rates of various items to be procured which includes Divisional Accountant/Divisional Accounts Officer inter alia other members.

3. You are aware that the Divisional Accountants/Divisional Accounts Officers are posted in the Divisional Offices (Executive Engineers Offices) under the administrative control of my office to perform the three fold duties and responsibilities as per Rule 2.15 of Departmental Financial Rules (DFR), Departmental Manuals, CAG-Manual of Standing Orders (MSO) viz, as a Accountant, as a Primary Auditor and as a Financial Assistant. (Copy of DFR and Manual of Administration enclosed)

4. As such devolving the responsibility for collecting and recommending the quotations to the Executive Engineer for rates of various items to be procured will not only result into conflict of interest in performing the function as primary auditor but also is beyond the scope of duties assigned to the cadre. Moreover, justification to the work & responsibilities already allocated to them cannot be expected from them in case duties mentioned in the said letter are assigned to them.

लेखा भवन, प्लॉट नं. 20, सेक्टर 17-ई, चण्डीगढ़-160017

फैक्स नं.: 0172-2702286 दूरभाष : 0172-2704169

Lekha Bhawan, Plot No. 20, Sector 17-E, Chandigarh-160017

Page 1 of 2

E-mail : agaepunjab@cag.gov.in, Fax : 0172-2702286 Phone : 0172-2704169

5. Hence, it is requested that requisite directions may be issued to the concerned officers of your department to desist from devolving such duties to the Divisional Accountants/Divisional Accounts Officers posted in the Divisional Offices (Executive Engineers Offices) of your department to enable the Divisional Accountants/Divisional Accounts Officers to discharge their duties effectively and efficiently.

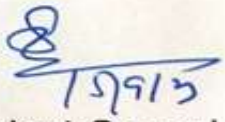
Encl: As Above

Sd/-  
(TEG SINGH)

**Sh. Krishan Kumar, I.A.S**  
Principal Secretary, Water Resources Department  
Punjab Civil Secretariat, Chandigarh.  
([psi@punjab.gov.in](mailto:psi@punjab.gov.in))

Copy to the following for information and necessary action:

1. The Chief Engineer/Canals, Water Resources Department, Punjab, Sinchai Bhawan, Sector 18, Chandigarh- 160017.
2. The Chief Engineer/Drainage, Water Resources Department, Punjab, Sinchai Bhawan, Sector 18, Chandigarh- 160017
3. The Executive Engineer/Workshop & Stores Procurement Division, Water Resources Department.

  
Deputy Accountant General  
(Accounts & VLC)

## न चाहूँ मान दुनिया में

न चाहूँ मान दुनिया में, न चाहूँ स्वर्ग को जाना  
मुझे वर दे यही माता रहूँ भारत पे दीवाना  
करूँ मैं कौम की सेवा पड़े चाहे करोड़ों दुख  
अगर फिर जन्म लूँ आकर तो भारत में ही हो आना  
लगा रहे प्रेम हिन्दी में, पढ़ूँ हिन्दी लिखूँ हिन्दी  
चलन हिन्दी चलूँ, हिन्दी पहरना, ओढना खाना  
भवन में रोशनी मेरे रहे हिन्दी चिरागों की  
स्वदेशी ही रहे बाजा, बजाना, राग का गाना  
लगें इस देश के ही अर्थ मेरे धर्म, विद्या, धन  
करूँ मैं प्राण तक अर्पण यही प्रण सत्य है ठाना  
नहीं कुछ गैर-मुमकिन है जो चाहो दिल से “बिस्मिल” तुम  
उठा लो देश हाथों पर न समझो अपना बेगाना।।

# **SECTION - IV**

## **Association Letters**

Letter No. **GS/2021-22/04**

Dated: **29.11.2021**

To

The Secretary  
Water Supply & Sanitation Department Punjab,  
Room No. 720, 7th Floor, Mini Secretariat,  
Chandigarh.

**Sub:- Regarding Unauthorized stoppage of salary of Sh. Mukesh Goyal Divisional Accounts Officer Central Govt. Officer by Sh. RP Singh Executive Engineer**

Respected Sir,

It is brought to your kind attention that our cadre members are representative of worthy CAG of India and we are being posted by our appointing authority worthy Principal Accountant General (A&E) Punjab, Chandigarh in various divisions of PWD throughout the Punjab state including your department.

Association immediately want to bring in to your kind attention the sorry state of affairs created by Sh. R.P. Singh Executive Engineer, Water Supply & Sanitation Mechanical Division Patiala. This Executive Engineer is not releasing salary of our cadre member Sh. Mukesh Goyal DAO II by not transferring his HRMS ID and It has been now more than three months that the salary of the Central Govt. Employee who is at no fault, is not being released, reason being arrogance of officer in charge. Our cadre member was transferred from his division on 10.08.2021 and unfortunately even after the lapse of more than three months service book, LPC, HRMS ID and IFMS ID and one day salary has not been sent by this officer deliberately and intentionally to the new office of officer Sh. Mukesh Goyal DAO-II (Executive Engineer, Irrigation Patiala).

Principal Accountant General (A&E) Punjab, Chandigarh vide letter dated 08.10.2021 (Copy attached) has already requested regarding release of one day leave salary, transfer of service book etc. but even after certifying that no complaint regarding pendency of work was received to their office before relieving of Sh. Mukesh Goyal DAO-II and all the pending/ divisional works may be assign to present incumbent Divisional Accounts Officers, but unfortunately besides all this correspondence are being made even after three months Central Govt. officer who has done his duty without his salary and finding it difficult for meeting both ends. It is mentioned here that the concerned officer has also requested many times through email and in person to officer concerned, but salary is not released.

Association requests that this Executive Engineer Sh. RP Singh has always been partial to our cadre members in past also and in every office he creates problems for our cadre members. Association has come to know that in past also apart from our cadre members he has created problems against his own staff also and even due to lapse of works he has been suspended by your office.

As per above, Association request immediate intervention of yourself so that this Officer may be directed to release one day salary, service book, LPC, HRMS ID and IFMS ID of Sh. Mukesh Goyal DAO-II. Also it is requested to initiate a strict Administrative action against this arrogant officer for this act including past actions.

---Sd---

**General Secretary**  
Punjab DAO/DA Association

**CC:**

Copy of above is forwarded to Principal Accountant General (A&E) Punjab, Chandigarh with request that in spite of your office letter dated 08.10.2021, the concerned Executive Engineer has not released salary of our cadre member. Therefore it is requested that an administrative action should be recommended against this officer to Punjab Govt.

---Sd---

**General Secretary**  
Punjab DAO/DA Association

Letter No. **GS/2021-22/23**

Dated: **24.12.2021**

To

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

**Sub: Regarding promotion cases of Divisional Accountant cadre.**

Sir,

On the subject cited above, please refer to your Office Order No. W.Admn /Seniority/DA/2020-21/109 dated 15-Dec-2020 (Copy enclosed as Annexure-I) vide which seniority list of the DA cadre has been finalized and circulated to the quarters concerned and your Office Order No. W.Admn/SS/2021-22/21 dated 19-July-2021 (Copy enclosed as Annexure-II) vide which cadre strength of DA cadre of Punjab has been increased from 220 to 232. Besides this 9 No Posts of our cadre (2 Sr DAO and 7 DAO-I) are lying vacant on account of cadre members on deputation as on date. It is respectfully submitted that in spite of increase in number of sanctioned strength and vacant posts arising due to deputation, promotions are not being made in the cadre.

Your kind attention is invited to your office letter No. W.Admn/101(1)/DA Association/20-21/1632 dated 09-March-2021 (Copy enclosed as Annexure-III) addressed to The Punjab DA/DAO Association vide which vacancy position in the cadre was made clear. In this regard, it is respectfully submitted that:

**1. Regarding Sr.DAO:**

**Six posts of Sr. DAO are vacant as on 31/12/2021 and seventh post will be vacant on 31/01/2022.**

- A. One post of Sr. DAO was lying vacant as mentioned in the ibid letter dated 09/03/21.
- B. One post was vacated due to unfortunate death of Late Sh. Bharat Bhushan, Sr.DAO.
- C. Two more posts of Sr.DAO have been created due to recent revision in cadre strength.
- D. Two posts of Sr.DAO have been vacated by Sh. Rakesh Purohit, Sr.DAO on account of his going on deputation to Punjab State Agricultural Marketing Board, SAS Nagar Mohali and Sh. Inderbir Singh, Sr DAO to Housing Board Chandigarh.
- E. One post of Sr.DAO would be vacated by Sh. Sanjiv Malhotra, Sr. DAO who would be getting retired on superannuation on 31/01/2022.

**DA/-** As above.

**2. Regarding DAO-I:**

**Twelve posts of DAO-I are vacant as on 31/12/2021. Moreover additional posts would be vacated by DAO-I cadre members who get Adhoc promotion to Sr.DAO level if demand of the Association for Adhoc Promotion to Sr DAO is acceded to.**

- A. Six posts of DAO-I were lying vacant as mentioned in the ibid letter dated 09/03/21
- B. Three more posts of DAO-I have been created due to recent revision in cadre strength.
- C. Three posts of DAO-I have been vacated by DAO-I (Sh. Charanjit Singh, Sh. Saroj Kumar Mandal and Sh. Prashant Gaurav) who went on deputation to Punjab State Agricultural Marketing Board, SAS Nagar Mohali recently.

**3. Regarding DAO-II:**

**Forty One posts of DAO-II are vacant as on 31/12/2021. Moreover, additional posts would be vacated by DAO-II cadre members who get promoted to DAO-I level.**

- A. Thirty Eight posts of DAO-II were lying vacant as mentioned in the ibid letter dated 09/03/21.
- B. Three more posts of DAO-II have been created due to recent revision in cadre strength.  
Therefore, it is very humbly requested to your good-self that eligible cadre members may please be promoted at the earliest.

---Sd---

**General Secretary**

Letter No. **GS/2021-22/27**

Dated: **19.01.2022**

To

The Pr. Accountant General (A&E)  
Punjab, Sector17-E, Chandigarh.

**Subject: Pressurizing and threatening cadre member to Release Erroneous payment.**

R/Sir

It is submitted the DAO/DAs has to discharge the assigned duties in supervisory capacity in budget, financial, accounting and service matters with an aim to safeguard the interest of the Govt. Exchequer and he also looks after the compliance of rules, regulations and applicability of sanctions but sometimes due to self-interest of DDO he has to face humiliation and challenges in division where he has been posted by yourself. In doing so officer in charge by passes the observations raised by our cadre member.

In a similar case that one of our cadre member Sh. Rajendra Prasad Mali, DAO-II posted in central works division PWD (B&R), Abohar brought to notice of the Punjab DAO/DA Association about observations raised against the irregular payment but unfortunately his observation was unheard. Unfortunately after raising of observations he was threatened by the contractor concerned and even the divisional officer did not paid any attention to the threat complaint raised by our cadre member. (Detail correspondence is attached herewith).

Association requests & feels a fair inquiry of present status of bill through appropriate agencies. It is also requested to write to different heads of the departments to provide safety and security to our cadre member so as they are able to discharge their duties diligently and efficiently.

**DA/-** As above.

---Sd---

**General Secretary  
Punjab DAO/DA Association**

Letter No. **GS/2021-22/30**

Dated: **11.03.2022**

To

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

**Subject: Rationalization of procedure for credit of employee's contribution & employer's share of state govt. under NPS in r/o DAOs/DAs - reg.**  
**Ref: Your office letter No. W. Admn/101(1)/PRAN/2019-20/1331-31a dated: 03.01.2020**

Respected Sir,

On the subject cited above & letter under reference, it is brought to your kind notice that NPS contribution in Respect of DAOs/DAs is being routed by the DDO through a Bank Draft to the Pay & Accounts officer of IA&AD. However, procedure of making a DD at the DDO level and its submission to the AG office & then its encashment and accounting at the PAO level takes approximately two to three month till the realization of NPS credit in the account of the subscriber, resembling in loss of interest of cadre members.

Therefore, there is a need to streamline this procedure by way of allowing and adopting some online method of NPS deposit, so that the existing procedural time may be minimized and NPS credit/ contribution of DAOs/DAs is credited to their accounts immediately. An early action in the matter is solicited please.

---Sd---  
**General Secretary**



Letter No. **GS/2021-22/32**

Dated: **22.03.2022**

To

The Chief Engineer (HQ),  
Punjab Public Work Department B&R,  
Patiala.

**Sub: Wrongly targeting Divisional Accounts Officers/ Divisional Accountants for non-implementation of instructions dated 01.11.2021 of Finance Department.**

**Ref: Your office letter No. 1711-1730 dated: 15.03.2022**

I want to bring your kind attention towards the letter under reference vide which it has been stated that, if any adverse orders passed by the Hon'ble Court/any additional Financial burden imposed on the Government, due to non-implementation of instructions under subject, the whole responsibility will be incumbent upon Divisional Accountants and Executive Engineers. Even some Circle Offices, while endorsing the said letter excluded the Executive Engineers and makes Divisional Accounts Officers wholly-solely responsible for non-implementation of instructions (Copy enclosed).

It is very unfortunate that the contents of letter issued vide above reference is beyond codified rules and it is clear that our cadre is targeted for the duties for which your office is responsible. DAOs/DAs are responsible for verifying the service particulars of the employee but the orders for grant of ACP is to be issued by the competent authority after verifying the service record and ACR's of the beneficiary. DAOs/DAs are also to fix the pay after issuance of orders by the competent authority. Please refer para no. 4(b) of Finance Department letter no 7/60/2006-5PP1/15963 dated 03.11.2006 vide which it has been specifically mentioned that "the procedure for assessing the work and conduct for placement in the higher scale shall be the same as applicable to the case of promotion. The placement in higher scale shall be allowed only to those employees whose overall service record during the span of satisfactory service, is adjudged as 'Good' and the employee is otherwise suitable for promotion. 'Good' record shall means that more than 50% Annual Confidential Report are good and out of last three years report at least two should be 'Good'. For all the remaining years the bench mark may be 'Average'." Further the para no. 4(j) states that

"The competent authority for the grant of placement in higher scale and step up of increment(s) shall be the same as in the case of promotion."

Unfortunately for implementation of the orders of Hon'ble Court, no specific procedure/guidelines have been framed for the field offices and your office is trying to make DAOs/ DAs responsible for non-grant of ACPs to Junior Engineers. Neither the Head Office nor the Superintending Engineers are taking responsibility of issuing the speaking orders/office orders for grant of ACP to JEs but emphasising to make DAOs/DAs responsible for non-implementation of Court orders/FD instructions.

Therefore, in view of above it is requested that the letter under reference may kindly be withdrawn and a suitable time may kindly be given to the Punjab DAOs/DAs Association to discuss the whole issue in length.

Thanking you.

---Sd---

**General Secretary**

**Endstt. No. GS/2021-22/**

**Dated:**

Copy of above is forwarded to following for information and immediate necessary action please:-

1. The Pr. Accountant General A&E, Punjab, Chandigarh
2. The Pr. Secretary PWD (B&R) Punjab, Chandigarh.

---Sd---

**General Secretary**

Letter No. **GS/2021-22/45**

Dated: **23.05.2022**

To

The Pr. Accountant General (A&E)  
Punjab, Sector17-E, Chandigarh.

**Subject: Pre-audit of works/other bills by DAOs/DAs with their separate Rubber Stamp.**

**Reference: Your office letter No. 11-Admn./120/DA Assoc./1999-2000/1258-61 dated: 07.06.1999.**

R/Sir

I have the honour to invite your kind attention and to say that necessary instructions were issued vide your good office, above mentioned letter regarding passing of bill by DAOs/DAs with their separate Rubber Stamp before making any payment. But these instructions could not be applied in O/o in the state PWD Division offices which resulted in to weak financial control. Since as per Rule 2.15 of DFR Punjab, the DAOs/DAs Cadre is to perform these fold duties vic. As Accountant, as Primary Auditors and as Financial Advisor, So by virtue of their duties the DAOs/DAs basically strengthen internal checking and financial control. In this way the cadre of DAOs/DAs needs independent financial control through passing of all types bills with their repeat Rubber Stamp. Hence the Association wants that Pre-Auditing of all bills be get by the Executive Engineers in Division office with separate Rubber stamp of DAO/DA.

Any bill without got passed as repeat Rubber Stamp from DAO/DA in Division office might neither be got entertained by the Executive Engineer, nor by the Distt. Treasury officer, while making payment to the concerned. The practice will help to stop irregular payment and an effective financial control will be maintained on state Ex-chequer, which will result into stoppage of financial regulations.

Hence it is requested that the said instructions may be get re issued from Govt. of Punjab to safeguard State Ex-chequer and for effective financial control with regard.

**DA/-** as above.

---Sd---

**General Secretary**

Letter No. **GS/2021-22/46**

Dated: **30.05.2022**

To

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

**Sub:- Regarding protection of Cadre Member from wrong trap.**

R/Sir

On the above cited subject, it is brought to your immediate attention that Association wants to highlight an urgent case before yourself for which immediate intervention is required, so that a Cadre Member who had performed his duty diligently and who was a whistle blower in a scam related to IFMS can be saved.

It is as per office record that many letters have been written to your good office by Association apprehending that IFMS system which was imposed without any rules and regulations have many loopholes and if rules are not amended there are chances of fraud. Even your office has written independently to Punjab Govt. that IFMS system needs to be reviewed and rules be amended accordingly. But unfortunately Punjab Govt. did not pay any attention to any of the letters written by your Good Office and by Association.

In one of the cases which was highlighted by one of our Cadre Member Sh. Sham Sunder Solanki DAO-I is feeling depressed as it is apprehended that a whistle blower in a scam is being targeted for no fault of him. Brief history of the case as received by him is depicted below:-

"While I was on dual charge in Water Supply Division Malout during the year 2015-16, I had cracked an ongoing and recurring fraudulent withdrawal of salary and reported the same to the then Executive Engineer and the then worthy Pr. Accountant General Madam. Executive Engineer reported the matter to higher authorities and then it kept on running between various channels of the department for further action.

Finally FIR was lodged by Executive Engineer, Malout in 2017 against the defaulting Official who went absconding since then. Charge Sheets were issued to all the other negligent Officials of the office who remained in office during the period of fraudulent withdrawal.

State authority wrote to Pr. Accountant General Punjab for taking disciplinary action against the DAO/DA who remained posted in the said Division during that time. A show cause notice was issued to me vide your office letter number 3925-28 dates 19.01.2018 to which I submitted my explanation (vide letter dated 26.03.2018, mailed on 19.04.2018) and the series of events that led me to crack the fraudulent withdrawals. Worthy Pr. Accountant General accepted my explanation and filed the show cause notice.

Meanwhile, the accused filed a writ petition in the Hon'ble Punjab and Haryana High Court (credentials of which are not in my knowledge) alleging the names of 17 other officials who were involved with him in this fraud. As per the ongoing rumors, these 16 officials included 2 Ex Ens, 3 DAOs, 1 Supdt, 5 Senior Assistants and 5 officials of Sub Treasury office Malout.

As per the latest developments, Hon'ble Punjab and Haryana High Court, in the Order of said writ petition, has directed the Police to take necessary action against all the 16 alleged accused. In response to that, 5 senior assistants have been arrested on the early morning of 25th May. 1 Supdt. has absconded as he was not found at his residence during the search for arrest. It has not been known whether any attempts have been made for the arrest of the remaining officials. So far, my residence has not been raided.

I have come to know through my reliable sources that the remaining officials including 3 DAOs are also on radar of Punjab police and can be arrested any time soon. Taking note of this grave situation, I have left my home to escape arrest and making an effort to seek anticipatory bail from Hon'ble Court of District and Sessions Judge Sri Muktsar Sahib, to which I am not sure whether I will be granted or not.

Vide this mail, I am intimating Your good self of the situation that has prevailed upon me and other 2 DAOs (one of the DA has been promoted as AAO and in working at HQ)

I also seek whatever immediate possible intervention The Pr. Accountant General office can make in this case to safe guard their DAOs from being arrested.

Anticipating an early action."

Therefore, as per above it is humbly requested that immediate intervention of your Good Office is required so that a dutiful, Officer of our Cadre Member be saved from the hardships which he is not bound to face. it is further requested that this case may be taken at Director General of Police Punjab Level, so that immediate relief is received by our Cadre Member.

---Sd---

**General Secretary**

Letter No. **GS/2021-22/50**

Dated: **17.06.2022**

To

Sh. Nirmal Kumar Pradhan,  
Secretary General,  
AIF of DAOs/DAs,  
Chhatisgarh.

**Sub: National Executive Council Meeting of AIF of DAOs/DAs Associations to be held on 19.06.2022 at New Delhi.**

**Ref: Your No. 19/F-I(C)/NEC/Meeting Dated 27.05.2022.**

With due regards and as desired vide your above reference, the point wise suggestions on behalf of Punjab DAOs/DAs' Association are submitted as under please:-

1. Finalization of Course of action for recommendation of Appropriate Pay Scale for the Post of Divisional Accountant:- Regarding this the All India Federation has already sent detailed proposal advocating the minimum Pay Scale of Rs.4800 Grade Pay to Divisional Accountant and this is also included in the proposal sent for Cadre Review/Restructuring, which was submitted by the AIF on 05.10.2019 and 26.02.2021. It is suggested that proper follow up is required in this case to achieve the target as already very good proposal for initial start of Rs.4800/- Grade pay to Divisional Accountant post has been taken up by the AIF.
2. Further line of action of CGHS:-The Punjab DAOs/DAs' Association recommends that the CGHS Policy should be applicable for DA Cadre (for indoor & outdoor treatment). The Association feels that denial of CGHS to Cadre is a great set back because unfortunately the right to CGHS has been denied though it is clearly mentioned in the rules. Already in the Month of February 2022, the Punjab DAOs/DAs' Association has already given its consent on this issue. It is suggested that this issue needs be taken up with the Worthy C&AG of India Office on the pattern of the retirees as they are getting CGHS facility. It should be brought to the notice of administration that State Government do not clear our medical bills timely and we are facing a lot of harassment in the event of medical emergencies.
3. Further line of action Pay Anomaly:-It is Unfortunate that our genuine claim of pay anomaly has been denied and we have left with no option but to approach the Hon'ble CAT. The Punjab DAOs/DAs' Association is ready to contribute in Court case. I request the AIF to immediately form a Committee in this regard so as justice may be delivered to our Cadre.
4. Further line of Promotion from DAO-I to Sr. DAO:-It is suggested that the promotion in time is a right of every employee and every promotion should be in time, since the promotion of DAO-I to Sr. DAO is delayed due to weak and lethargic approach at the level of UPSC, for which the A.I.F may make efforts to get write to the UPSC, for timely promotion of DAO-I to Sr. DAO through the Worthy C&AG of India and also it is suggested that the AIF should also write to the UPSC at federation level to expedite promotion of our Cadre from DAO-I to Sr. DAO. Also it is suggested that already there is much delay in promotion and the Federation should approach the Worthy C&AG to allow respective Accountant General's to do ad- hoc promotions. As per DOPT Circular dated 03.04.2013, detailed guidelines have been circulated (Copy attached). In this Circular it is special mentioned about disputed Seniority list etc. Therefore, till promotions are made by the UPSC, we should advocate ad-hoc promotions. It is also submitted that as per Circular dated 18.08.2016 the Ministry of Finance has allowed ad-hoc promotions against the vacancies of Administrative Officers in Central Excise and Customs (copy attached).

5. Financial position:-It is intimated that Punjab DAOs'/DAs' Association has cleared the AIF annual subscription charges and if there are any pending, will be cleared at the earliest. The Punjab DAOs'/DAs' Association is supportive to the AIF for the welfare of Cadre.
6. Any other point:-There are some points, which are brought in to Notice of AIF for perusal:-
- I. The States Authorities should be directed by the Worthy C&AG of India to create Divisional Accountant post in every Office where the Post of Executive Engineer exists. The Punjab DAOs'/DAs' Association feels that creation of Posts of DA in Divisions will strengthen the Cadre. Unfortunately the Divisions, where the Post of Divisional Accountant does not exist, have been carved out from PWD system to escape the supervision of the Worthy C&AG of India.
  - II. Unilateral Transfer Policy, should be followed so as Cadre Members will find their Home States.
  - III. In Punjab from 01.04.2013, the IFMS system was applied, regarding Plan and Non-Plan Heads. The correspondence was made at the O/o Accountant General Office level and the Punjab DAOs'/DAs' Association also wrote to Punjab Government that there are loopholes to be plugged in IFMS and apprehensions of frauds were also written besides amendment of rules but unfortunately no heed was paid by Punjab Government. So due to this many frauds have been happened in Salary system wherein loopholes of IFMS System were used by Fraudsters and unfortunately our Cadre Members also got effected and are being affected .  
Regarding this the AIF has already been represented to bring this issue in the Notice of the Worthy C&AG of India but still nothing has been done in this regard. The Punjab Association requests that there is need to amend rules and regulations amid introduction of IFMS by State Govt. also after this implementation there may be a question mark in our major duty of compilation of accounts as respective District Treasury Officers are submitting original Vouchers to the O/o the Accountant General (A&E) Punjab. Also DDOs are not operating Cash Books as such the Vouchers are submitted by District Treasury Officers itself. Also re-defining the role of DAO/DA in IFMS is required for our Cadre Member i.e. only for financial aspect.
  - IV. It is brought to your kind Notice that the role of DAO/DA in payment is different in different States. The Punjab Association requests that this matter should be taken up with the Worthy C&AG of India that the Policy of Dual Signatures or role of DAO/DA in IFMS should be Uniform throughout India and the Worthy C&AG of India should go for Pan India Policies in which the Authority will feel that the Policy will be good and will help the Cadre being Custodian of Accounts.

With regards.

---Sd---  
**General Secretary**

To

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

**Sub: Regarding issue of Laptops to Divisional Accounts Officers/  
Divisional Accountants.**

R/Sir,

It is respectfully submitted that in the meeting held on 03.06.2022 with your good-self, the matter regarding issue of Laptops to the Divisional Accounts Officers/Divisional Accountants was discussed.

It is further submitted that in Division Offices of the State Public Work Departments, the DAO/DA holds a very important pivotal post, wherein He-She is the senior most Member of the Establishment. As such the DAOs/ DAs are entrusted with the task of compiling & submitting Monthly Account along-with the preparation and reconciliation of various monthly/quarterly returns of Establishment and Works. They are preparing various information related with suspense heads and letters for demand/ utilization of Budget for Establishment and works. They have to check Salary bills, TA bills, medical bills, GPF advance/Final Payment bills, Arrear of Pay Fixation etc. They Supervise quarterly returns of Income Tax (Works & Establishment) and attend the Audit Inspection of O/o Pr. Accountant General (Audit) Punjab as well as Audit Teams of Finance Department Punjab to facilitate them. The DAO/DA compile replies of Inspection Reports along with replies of various PAC/CAG/Draft/Advance Paras. Most of the information related with preparation of Monthly Account (e.g., preparation of Transfer Entries etc.) is directly posted in the proformas prescribed by your Good Office and these proformas are prepared from receipt/ expenditure figures taken from Division/ Sub-Division office record. The Budget Demand is also prepared in online mode. All bills claim of Salary and Works, related with Budget Heads are generated online, so there is need to keep a track of all such transactions being made with Treasury Offices.

Moreover, the Government of Punjab has also announced the implementation of E- Office in all Offices of their Departments. In E-Office the employee has to consistently check and dispose cases/ claims in a time bound manner so as to achieve the goal of implementation of E-Office. So implementation of E-Office is also necessitated Laptops for DAO/DA Cadre. Hence such quantum of task can be better performed with ease through Laptops, since sometimes the demanded important information is also submitted in Holidays/ Leaves from Home. It is further submitted that DAO/DA is entrusted in Dual Charge of other Division Office, where they need updated information personally as well, due to location of Division Offices at away

stations, to manage the work of more than one Division Offices simultaneously. Most of the times, while attending arbitration cases and various meetings at higher office level the DAO/DA has to carry soft copy of the case/information, so that the same may be modified/ rectified at the destination as desired by higher authorities. They are to attend various meetings held by Higher Authorities from time to time at Division/Circle/Head Office/Pr. AG Office level and also prepare defense replies of various cases. All the above-mentioned works were used to be performed manually in the past, but now in current computerized and web era, these multi tasks are performed on personal computers as well as directly on web portals of the various department (e.g., IHRMS, IFMS, and Spreadsheet). So, the DAOs/DAs need Laptops.

So, it may only be possible if DAO/DA have Laptop with them and due to lack of Laptop the DAO/DA might have to depend on the sources of office where He-She are to attend case/meeting, which may cause harassment to themselves and the situation may result into wastage of time. Hence the Laptop will help them in avoiding said difficulties. As such the work culture in all the wings of State Public Works Departments requires every DAO/DA to be tech savvy, as the information is sought on E-mails and in a very short time frame. If Laptops are provided to DAOs/DAs, then they can have such ready information with them and the targets can be achieved easily. Moreover, the expenditure of Laptops for DAOs/DAs may be borne by State Government. The above reasons are self-explanatory to emphasize the need of Laptops to the DAOs/DAs to discharge their duties accurately and timely. Therefore, the Laptop for DAOs/DAs is need of the hour.

In view of above, it is requested that the Authorities (DDOs) in all the wings of Public Work Departments may be directed for issue of Laptops to DAOs/DAs working in Public Work Divisions of Government of Punjab.

Thanking You.

---Sd---

**General Secretary**



Letter No. **GS/2021-22/52**

Dated: **08.09.2022**

To

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

**Subject: Regarding Agenda of meeting of Office Council.**

**Reference: Your office letter No. Admin.I/O.C/JCM/2022-23/2185-90 dated  
06.09.2022**

Respected Sir,

The Punjab DAOs'/DAs' Association respectfully submits following agenda which require immediate attention for remedial action to safeguard better interest of Official duties of Divisional Accounts Officers/ Divisional Accountants.

**1. Regarding allotment of spacious room with infrastructure:-** The Association wants to bring into kind notice of the Administration that earlier two rooms 106 and 107 was allotted to our cadre but now only one room has given to us and only three chairs one table has been provided. It is requested that spacious room be allotted to our cadre with atleast 10 to 12 chairs, two tables, one computer with printer and a big almirah. So as in Monthly Account days in case of any print out needed may be given immediately and also this room will be used as waiting room for our cadre members.

**2. Regarding Posting and transfer of New recruitee DA:-** The Association requests that during AGT every DAO/DA is being asked three options of stations and they are posted accordingly. But in case of new recruitee DA no option is being asked by administration. It is humbly requested that new Recruitee DA's should also be asked options of stations for there first transfer so as they are posted at thier choice station.

. ---Sd---

**General Secretary**

Letter No. **GS/2021-22/54**

Dated: **09.09.2022**

To

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

**Subject:- Regarding Online Attendance system for DAOs/DAs in PW Divisions of Water Resource Department.**

Respected Sir,

It was discussed by the representatives of Punjab DAs'/DAOs' Association with your Good-self on 25.08.2022 in the previous meeting, that the Water Resource Department of Punjab has introduced online marking of attendance through m-sewa application for its employees vide its Order No. 307-20/CC dated 20.07.2022 (copy attached). Since its introduction, the issue of online attendance (through m-sewa application) and its implication on DAOs'/DAs' posted in various Division Offices of the Water Resources Department has become a matter of concern among the entire Cadre Members and the need has been arisen that the Cadre Members be exempted from registering their online attendance due to the below mentioned reasons:

1. The DAOs/DAs posted in various Public Works Divisions in State are Central Government Employees with their duties clearly defined in PWD Code and the Cadre is being controlled by your Good Office. In Division Offices, they hold all important pre-audit functions of Public Works Expenditure and Financial implications of works contracts as well as works related with IFMS and iHRMS. So the DAOs/DAs are required to be exempted from marking their attendance in the m-sewa application.

2. Due to shortage of Cadre strength, most of the DAOs/DAs are assigned with additional/supervisory charge duties of one or more than one Division Offices, either at same station or at nearby station which may be 20 km to 60 km away from their regular destination. At times, the additional/supervisory charges are changed in the middle of year due to various reasons. In such situation, marking online attendance cause difficulty to the Cadre Members when they perform their duties in Division Offices other than those of Water Resource Department, as they may be marked absent in their regular Water Resource Division Office on M-Sewa app.

3. The attendance recorded in m-sewa application seems to be integrated with leave record being maintained in iHRMS web portal. But, since maintaining leave account of DAOs/DAs Cadre as well as sanctioning of their leaves is regulated by your Good Office (except Casual Leave), recording online attendance may cause difficulty in calculating the number of days a DAO/DA remained present during a month, which may ultimately result in to unnecessary withholding of pay as the DAO/DA will be shown absent on m-sewa app.

4. Due to the nature of duties, there is no fixed day and time for a DAO/DA holding additional/supervisory charge to remain present in a particular Division Office. The DAO/DA may have to move from one Division to another Division at any time of the day as per importance of the work resulting into skipping of marking online attendance in the said mobile application. This may again lead to unnecessary withholding of pay of DAO/DA.

5. The DAOs/DAs are performing their duties in other Public Works Wings also which do not have such online attendance system. In such a situation, DAOs/DAs will be subjected to different set of attendance system.

6. Moreover, keeping in view the similar kind of problems being faced by the DAOs/DAs Cadre, Office of Worthy Pr. Accountant General (A&E) Bihar, Patna has recently issued advice (copy attached) to the State Authorities to exempt the DAO/DA Cadre from marking online attendance in Bihar Biometric Attendance System (BBAS).

Thus, it is not feasible for DAOs/DAs to mark their attendance in m-sewa application till time a technical solution is not found for their attendance. Hence, in view of the above, it is requested that this matter may please be taken up with the Principal Secretary, Water Resources Department, Punjab to get exempt the DAOs/DAs Cadre from marking online attendance.

Thanking You.

**DA/-** As above

---Sd---  
**General Secretary**

Letter No. **GS/2021-22/55**

Dated: **23.09.2022**

To

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

**Subject:- Complaint against Sh. RP Singh Executive Engineer Water Supply & Sanitation Division No. 2 Amritsar for his biased attitude towards cadre members.**

Respected Sir,

Association wants to bring to your immediate attention that many of our cadre members who have worked under Sh R.P. Singh, Executive Engineer (presently posted in Water Supply Division, No. 2 Amritsar) have been affected by his biased and prejudiced attitude and working. The association, in past too, had raised voice against his autocratic working and your good office had suitably intervened in the matter. In past, one of our cadre members had pointed out financial irregularity, involving a sum of Rs 60 Lakhs, caused by him, and consequently, the said officer remained suspended from the service.

Right now, two of our cadre members Sh. Rakesh Meena DA and Sh. Sorav Mawani DA (on Probation) are feeling harassed by his deliberate biased actions. During the recent AGT, Sh Rakesh Meena, DA was relieved by Sh. Sorav Mawani DA (P). But, after relieving Sh Rakesh Meena, DA, Sh R.P. Singh Executive Engineer neither released his salary for the month of 08/2022 nor issued his LPC so that he can get his salary prepared in new office. Furthermore, soon after joining, Sh. Sorav Mawani DA (P) too is being harassed by the autocratic working of the said divisional officer against which he had already addressed complaints to your office.

Therefore, in view of the prevailing circumstances, Association requests your good self for immediately taking up this matter with higher authorities of Water Supply Department for issuing directions and warning to Sh RP Singh Executive Engineer so that he may not unnecessarily harass our cadre members out of vengeance and let them perform their official duties in an independent and stress free manner. The salary and LPC of our cadre member be got released from the concerned office.

**DA/-** As Above

---Sd---

**General Secretary**

Endstt No:

Date:

Copy of above is forwarded to The Principal Secretary Water Supply & Sanitation Department Punjab Room No 720,7<sup>th</sup> Floor, Mini Secretariat , Chandigarh with a humble request for immediate intervention in the matter. The salary of Sh Rakesh Meena, DA, which has been stopped in an unauthorized manner, be got released without delay. It is also requested that strict administrative action be initiated against Sh RP Singh Executive Engineer for this action as he has become habitual of acting in a biased and prejudiced manner and creating hindrance in the working of our cadre members..

**DA/-** As Above

---Sd---

**General Secretary**

Letter No. **GS/2021-22/57**

Dated: **04.10.2022**

To

The Chief Engineer (H.Q.) Punjab,  
PWD B&R Br. Patiala.

**Sub: Reply/ Compliance of PAC/CAG Paras and Audit objections/ Paras issued by Accountant General Punjab up to 30.09.2021 but not settled up to 31.03.2022.**

**Ref: Your office letter No. 963/AC dated 22.08.2022, No 1084 Dated 19.09.2022 addressed to the Superintending Engineer Construction Circle PWD B&R Jalandhar.**

I want to bring to your kind notice that vide letters under reference, the Superintending Engineer has been directed to depute the Divisional Accounts Officer to get settle the Audit Paras from the O/o Pr. Accountant General (Audit) Punjab and to attend your office with records for settlement of I.A.O (F.D), Audit Punjab Paras for the period from 1999-2000 to 2003-04.

In this connection I want to invite your attention on the provisions that as per Para 5.19 of B&R Manual of Order and as per Para 2.15 of D.F.R Punjab, the DAO/DA is to perform threefold duties (i) As Accountant (ii) As Primary Auditor (iii) As Financial Advisor and AG Punjab (A&E) Chandigarh vide his letter No. W.Admn/112-P&T/2018-19/620-21 dated 13.05.2018 has clarified that preparing reply of Audit Paras does not fall under the three fold duties, as per Para 4.5 of C.P.W.D Code & as per Para 2.33 of D.F.R Punjab.,

The DAO/DA is posted in Division Offices of State PWD Departments to perform certain codified duties as per codal provisions of above-mentioned books and as per duties/ responsibilities assigned by Worthy the Pr. Accountant General (A&E) Punjab. So the Chief Engineer Office and the Superintending Engineers Offices cannot dictate the DAO/DA, without prior permission of said Parent Authority. Hence the DAO/DA is not bound to adhere to the instructions of Head Office or Circle Offices of State PWD Departments.

In this regard Worthy the Pr. Accountant General (A&E) Punjab has already written/clarified to the State PWD Authorities vide different letters i.e. No.453-54 dated 31.10.2003, No.2379-83 dated 02.03.2015 and No.539-40 dated 30.09.2015, by clearly elaborating the duties of DAO/DA in Division Office, that the audit objections relate to DDO and DAO/DA is to guide, assist and to help the Executive Engineer through the staff of PWD Divisions.

I also further elaborate that maximum Audit Paras are of unsanctioned Estimates, wrong tendering process, Penalties of delay in completion of works, wrong allotment of rates, price escalations and wrong sanctions for employees in service matters etc. which clearly require compliance from Executive Engineer/ Sub-Divisional Engineers (being Independent Functionaries). The Pr. Accountant General (Audit) Punjab decides the date of discussions for Audit Paras on demand by the Executive Engineer and only on the assigned date and time the Audit Paras are discussed by the Authority for settlement. The DAOs/DAs are performing their duties efficiently in Division Offices and trying to make them responsible for non-settlement of Paras is against codal rules.

So it is requested that the DAO/DA posted in Division Offices may not be forced to attend Chief Office/ Circle Offices in respect of Audit observations (Paras)/ Court Cases, so that they may be able to perform their codified duties/ responsibilities on a Pivotal Post in Division Offices.

I will feel oblige, if the authorities under your kind control be issued necessary instructions for not forcing DAOs/DAs to attend higher offices so that our cadre members may perform their codified duties in Division Offices efficiently.

**DA/-** As Above

---Sd---

**General Secretary**

**No. GS/2021-22/58**

**Dated: 04.10.2022**

Copy of above is sent herewith to the Pr. Accountant General (A&E) Punjab with the request that the matter may be taken with the Pr. Secretaries of PWD Departments to get issue necessary guidelines, so that Divisional Accounts Officers/ Divisional Accountants may perform their codified duties smoothly and efficiently.

---Sd---

**General Secretary**

Letter No. **GS/2021-22/62**

Dated: **02.05.2023**

To

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

**Subject: Involving of Divisional Accounts Officers/ Divisional Accountants for evaluation of Technical Bid of Tenders (Lots Evaluation Committee).**

**Reference: The Govt. of Punjab Deptt. Of Mines & Ecology (Project Branch) No. 491988-PJ-6/176 dated 21.04.2023 (Copy attached) and the Chief Engineer Govt. of Punjab, Deptt. Of Mines and Geology, Punjab, Chandigarh order No. 2009 dated 22.04.2023.**

Sir,

With due regard, I have the honour to invite your kind attention on the above cited subject and to say that it came to the notice of Punjab DAOs/ DAs Association that the Mining and Geology Deptt. Govt. of Punjab (attached with Water Resources Deptt.) has issued a Notification cited under reference on the above subject, in which again the Divisional Accounts Officer/ Divisional Accountant posted in concerned Division Office of the said Deptt. has made a Member of Lots Evaluation Committee (LEC), whereas the Technical issues of Tendering Process in Mining & Geology Deptt. will be involved. The Chairman and all other members of the Committee has independent Powers, Office and functioning, whereas DAO/DA is under the supervision of Executive Engineer concerned and hence the DAO/DA may be under immense pressure.

It is brought to your kind notice that as already written vide your Good Office No. 1429-32 dated 03.02.2021 and No. 457-58 dated 14.10.2022 (Copy attached) the DAO/DA Cadre is to perform three fold functions. But the DAO/DA in Division Office is supervising compilation of Monthly Account, Recovery Cases, Expdt. Registers, Income Tax & GST Returns, Service Books, Pay fixations, GPF/ GIS & Pension cases, all financial observations, Financial and Medical Claims etc, so in this way the DAO/DA is over burdened and already performing arduous nature of duties in State PWD Offices, apart from above duties the DAO/DA is to perform assigned duty of parent Department.

It is worth to mention here that the DAO/DA is a Non-Technical Cadre and is competent to handle Non-Technical matters. It is very strange and painful that the copy of orders under reference has not so far been sent to your Good Office, whereas any additional duty to DAO/DA can only be assigned with prior approval from your Good Office. Hence keeping in view of the above it is request that the concerned Deptt./ Govt. of Punjab be advised not to involving the DAO/DA Cadre in extra duties without prior approval of your Good Office, so that the Punjab DAOs/DAs Cadre under your able control and guidance may be performed its assigned duties and any extra/ beyond preview duties may not be forced by Govt. of Punjab/ State PWD Authorities without your Good Office approval.

Thanking you.

**DA/-** As above

---Sd---  
**General Secretary**

Letter No. **GS/2021-22/66**

Dated: **03.07.2023**

To

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

**Sub: Regarding Medical re-imbusement claims of Divisional Accounts Officers/  
Divisional Accountants (Central Govt. Employees), working in the State PWD  
Offices of Punjab Govt.**

**Ref: Your office instructions No. Works.Admn./94-95/2(1)/Medi./3808-4024 dated:  
13.02.1995 (copy attached)**

R/Sir,

I invite your kind attention on the above cited subject while referring to the medical instructions issued by your good office vide letter quoted under reference (for DAOs/DAs) and feel honour in stating that the Cadre of Divisional Accounts Officers/ Divisional Accountants under your able control is a Central Govt. Employees' Cadre and is governed under Central Civil Services (Medical) Attendance Rules "Para-5 of Appendix XVIII". (Copy attached).

It is further submitted that the manner in which the Head of the Office i.e. Executive Engineer is Competent Authority to countersign the Travelling Allowance bills of any amount in case of DAO/DA Cadre, he is also empowered to issue financial sanction of reimbursement of medical bills of any amount for this cadre.

It is worth pointing out that as per Central Civil Services (Medical) Attendance Rules, a Central Govt. employee is also eligible for availing services of an Authorized Medical Attendant (AMA, as per list of AMAs issued by Competent Authority) from whom the employee can get his medical treatment as well as get the medical bills of such treatment passed. This way, medical bills of Central Govt. employees passed by A.M.A or Central / State Govt. Medical Hospitals do not require further scrutiny and sanctioning by Punjab Govt. medical authorities, which can either be the office of Civil Surgeon or the office of Director Health & Family Welfare Punjab

Now I want to invite your kind attention towards the instructions No. Medical(2)-Pb-2010/7700 dated Chandigarh 27.08.2010 (copy attached) issued by Govt. of Punjab where in medical re-imbusement bills of DAOs/DAs have been ordered to be got passed from C.M.O or from the office of Director Health & Family Welfare Punjab, Chandigarh. These instructions are contrary to the C.C.S (Medical) Attendance Rules Provisions mentioned above. Moreover, the DAOs/DAs posted in State PWD Division Offices do not get any fixed Medical Allowance as admissible to State Govt. employees,

So, in this regard, Punjab DAOs/DAs Association wants that necessary instructions may kindly be re-issued to Director Health & Family Welfare Punjab, Chandigarh and District Treasury Officers/ Executive Engineers to accept the medical re-imbusement bills (outdoor & indoor) of DAOs/DAs which are technically approved by Central/Punjab Govt. Hospital or passed by the office of Pr. A.G (A&E) Punjab (in case of Private Hospital medical bills), so that medically affected Cadre Members may get re-imbusement of medical expenses in time and without facing unnecessary constraints.

Thanks with regards

**DA/-** As above

---Sd---

**General Secretary**

Letter No. **GS/2022-23/69**

Dated: **11.09.2023**

To

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

**Subject: Mis-utilization of funds regarding construction of Judicial Court Complex S.B.S Nagar (Nawanshahar)**

**Reference: Govt. of Punjab, PWD (B&R) Br-I Chandigarh Memo No.15/04/2023-3 ES- 6/3803 Dated 17.08.2023.**

Respected Sir,

With due regard and in connection with the above cited subject, it is brought to Your good self kind notice that vide above referred letter, the Secretary to Govt. of Punjab PWD B&R Department Chandigarh has issued directions for registering criminal case against some of the Officers of Provincial Division PWD B&R Nawanshahar, who have been allegedly found involved in the above referred case of mis-utilization of funds. Sh. Rajesh Kumar Sinha-II (DAO-I) has also been included in the said case and he has already placed a preliminary request to your good office that he is being harassed for the fault of others, the Association also came to know about the matter.

In this regard, it is kindly submitted that the above said matter pertains to the incomplete construction of Judicial Court Complex S.B.S Nagar (Nawanshahar), wherein a four Members Technical Committee was constituted by the Govt. of Punjab to investigate the irregularities committed in the construction of above said work. So on the basis of recommendations of Technical Committee, the Govt. of Punjab has ordered to register criminal case against the Engineers/ Officials involved and also the name of Sh. Rajesh Kumar Sinha-II (DAO-I) has been included. However, the said order issued by the Govt. is incomplete and arbitrary as the reasons warranting criminal proceedings have not been mentioned in the order. Since when the four Members Technical Committee was conducting enquiry about the lapses in the construction of work, they not even a single opportunity offered to Sh. Rajesh Kumar Sinha-II (DAO-I) to explain the facts with regard to the case, rather the Technical Committee on its own decided to proceed for criminal case arbitrarily and unlawfully.

The Association came to know that Sh. Rajesh Kumar Sinha-II (DAO-I) was holding additional charge of the Provincial Division PWD B&R Nawanshahar when the said work was under construction. It is a matter of fact, that DAO/DA feel over burdened while on additional/ supervisory charge. Whereas yours good office vide No. Work Admn./120-DA(Association)/16-17/3321 dated 31.01.2017 has issued instructions and addressed to the Pr. Secretary of Department, wherein it has been categorically mentioned that the DAO/DA will not be held responsible if any document having financial implication is not get checked, not get initialed or not get routed through DAO/DA.

Hence the Association requests that there may be possibility that Sh. Rajesh Kumar Sinha-II (DAO-I) has been made scapegoat in this case for the irregularities which might have been committed by the State Engineers/ Officials and in case Punjab Govt./ Authorities of PWD B&R Department approaches your good office, an opportunity on the ground of Natural Justice may please be given to Sh. Rajesh Kumar Sinha-II (DAO-I) for placing the real facts before your good self, since he has not given opportunity by the Technical Committee .

Thanking you.

---Sd---  
**General Secretary**

Letter No. **GS/2022-23/71**

Dated: **19.09.2023**

To

The Accountant General (A&E)  
Punjab Chandigarh.

**Subject:- Regarding holding of DAO/DA responsible for non-invoking the conditions/clauses of Works Agreement .**

**Reference:- GOP PWD B&R-I Memo No 4043 dated 8.09.2023 & No. 4044 dated 08.09.2023.**

Respected Sir,

With due regards, it is hereby brought to your kind notice that the field officers of the State PWD Department are trying to hold responsible DAO/DA for the duties for which they themselves are responsible. Recently, an enquiry conducted by a Technical Enquiry Team of the State PWD had held some of DAOs responsible for non-levying of the Liquidated Damages against contractor under clause 46 of the agreement and Chief Engineer, PWD, B&R, Patiala had also issued the Show Cause Notices to these DAOs which has resulted in an atmosphere of fear and mental tension among all the cadre members.

In all the wings of Public Works Department, online bids for the tenders on behalf of Hon'ble Governor of Punjab, are invited by the Executive Engineer as per Standard Bidding Document applicable to the department concerned. The Agreement between Government of Punjab, Department of PWD and Contractor, is only signed by Executive Engineer concerned being 1st Party and Contractor being 2nd Party where as all the correspondence related to the Work Agreement is done by the Correspondence Branch of the Division Office & not by the Account Branch. The conditions/clauses of the Signed Agreement can only be invoked by these two parties and no other officer/official being not party to the agreement can invoke any condition/clause of the agreement.

But in spite of the above facts, PWD, B&R Department of Punjab Govt. has held our cadre members responsible for non-levying of Liquidated Damages against contractor vide its technical enquiry report recently submitted to State Government and on the basis of this report, our cadre members have been issued Show Cause Notices to explain the reasons for non-levying of Liquidated Damages against contractor.

As invoking of any condition of the Contract Agreement is purely an Administrative matter and our cadre members are not authorized to invoke any condition/clause of the agreement, hence, it is very humbly requested to your good-self that matter may please been taken up with the State Authorities that our cadre members may not be held responsible for the duties of field officers of State Govt. so that our cadre members may perform their duties fearlessly as per laid down rules& regulations.

With regards.

DA:- 1.Referenced Letters

---Sd---  
General Secretary



Letter No. **GS/2022-23/72**

Dated: **19.09.2023**

To

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

**Subject: Regarding guidelines for repair &renovation of Office Buildings of Water Resources Department.**

Reference: The Executive Engineer Workshop and Procurement Division I.B, Punjab Chandigarh letter No.28-31 dated 05-06-2023 addressed to all the Superintending Engineers and Executive Engineers of Canals and Drainage Wing.

Respected Sir,

With due regard and in connection with the above cited subject, it is brought to your kind notice that vide above referred letter, the Executive Engineer, Workshop and Procurement Division I.B, Punjab Chandigarh has issued guidelines for repair and renovation of Office Buildings of Water Resources Department, and as per Para No.3 of annexure-I of said guidelines, the DAO/DA posted in Division Office has been made a member of Material Purchase Committee, alongside Sub Divisional Officer/Superintendent/Junior Engineer, for recommendation of Quotations to the Executive Engineer for purchase of material from the market.

In this process of procurement, a technical process for checking of material in market is involved, whereas the DAO/DA in Division Office, being a Non Technical Officer, is responsible only to perform three fold functions i.e. as compiler of accounts, as financial advisor to Divisional Officer and as primary auditor. These are codal duties which have been further established as per your office letter No.1429-32 dated 03-02-2021 & No.457-58 dated 14-10-2022. So, the DAO/DA cannot perform duties which are beyond our codified duties without prior approval from your good office. The DAO/DA in Division Office are already performing arduous duties of supervising the Compilation of Monthly Account, Recovery cases, Accounts Registers, Taxes returns, GPF/GIS Ledgers & Pension/Retirements benefits cases, passing of Bills and claims, maintenance of Budget/Funds record, and should not be overburdened with the duties beyond their sphere of duties.

Keeping in view the facts stated above, it is requested that the concerned authority may be directed not to involve the DAO/DA posted in Division Office of Water Resources Department in the functioning of Committee for procurement of material on quotation-rate-recommendation basis. I shall be very thankful to you Sir.

In anticipation of an early action.

---Sd---

General Secretary

*With Best Compliments from*



**R.P. TILES INDUSTRIES**

Faizgarh Road, Near B.K.O Chhintanwala, Teh. Nabha, Patiala

**Mobile No.: 98147-34916, 89680-88833**

*With Best Compliments from*



**R.P. BRICKS**

Faizgarh Road, Near B.K.O Chhintanwala, Teh. Nabha, Patiala

**Mobile No.: 98147-34916, 89680-88833**

# SECTION - V

## Central Govt. Letters and Notifications

No. 28020/1/2010-Estt.(C)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)  
\*\*\*\*\*

North Block, New Delhi  
Dated 17<sup>th</sup> August, 2016

### OFFICE MEMORANDUM

Subject: Technical Resignation & Lien- Consolidated guidelines.

The undersigned is directed to refer to this Department's OM of even number dated the 26<sup>th</sup> December, 2013 on the above subject and to say that guidelines/ instructions regarding Technical Resignation have been issued from time to time. It is now proposed to further consolidate these instructions, as the Department continues to receive frequent references on these issues.

#### **2.1 Technical Resignation**

2.1.1 As per the Ministry of Finance OM No. 3379-E.III (B)/65 dated the 17<sup>th</sup> June, 1965, the resignation is treated as a technical formality where a Government servant has applied through proper channel for a post in the same or some other Department, and is on selection, required to resign the previous post for administrative reasons. The resignation will be treated as technical resignation if these conditions are met, even if the Government servant has not mentioned the word "Technical" while submitting his resignation. The benefit of past service, if otherwise admissible under rules, may be given in such cases. Resignation in other cases including where competent authority has not allowed the Government servant to forward the application through proper channel will not be treated as a technical resignation and benefit of past service will not be admissible. Also, no question of benefit of a resignation being treated as a technical resignation arises in case of it being from a post held on *ad hoc* basis.

2.1.2 This benefit is also admissible to Government servants who have applied before joining the Government service and on that account the application was not routed through proper channel. The benefit of past service is allowed in such cases subject to the fulfillment of the following conditions:

- (i) the Government servant should intimate the details of such application immediately on their joining;
- (ii) the Government servant at the time of resignation should specifically make a request, indicating that he is resigning to take up another appointment under the Government for which he applied before joining the Government service;
- (iii) the authority accepting the resignation should satisfy itself that had the employee been in service on the date of application for the post mentioned by the employee, his application would have been forwarded through proper channel.

(DOPT's O.M.No.13/24/92-Estt(Pay-1) dated 22.01.1993)

## **2.2 Carry forward of Leave benefits**

- (i) In terms of Rule 9(2) of the CCS (Leave) Rules, 1972, technical resignation shall not result in the lapse of leave to the credit of the Government servant. The balance of unutilized Child Care Leave(CCL) as well as all other leaves of the kind due & admissible will be carried forward.
- (ii) As per rule 39-D of the CCS(Leave) Rules,1972, in case of permanent absorption in PSUs/ Autonomous Bodies/ State Government etc., the Government servant shall be granted cash equivalent of leave salary in respect of EL & HPL at his credit subject to overall limit of 300 days.

## **2.3 Carry forward of LTC**

Entitlement to LTC may be carried forward in case of a Central Government Servant who joins another post after having submitted Technical Resignation. In case of a Government Servant who resigns within 8 years of his appointment and joins another post in the Government after Technical Resignation, the Government Servant will be treated as a fresh recruit for a period of 8 years from the date of his initial appointment under Government. Thus if a Government Servant joins another Department after serving in Government for 4 years, he will be treated as a fresh recruit for 4 years in the new Department.

## **2.4 Pay Protection, eligibility of past service for reckoning of the minimum period for grant of Annual Increment**

In cases of appointment of a Government servant to another post in Government on acceptance of technical resignation, the protection of pay is given in terms of the Ministry of Finance OM No. 3379-E.III (B)/65 dated the 17<sup>th</sup> June, 1965 read with proviso to FR 22-B. Thus, if the pay fixed in the new post is less than his pay in the post he holds substantively, he will draw the presumptive pay of the pay he holds substantively as defined in FR-9(24). Past service rendered by such a Government servant is taken into account for reckoning of the minimum period for grant of annual increment in the new post/ service/ cadre in Government under the provisions of FR 26 read with Rule 10 of CCS (RP) Rules, 2016. In case the Government servant rejoins his earlier posts, he will be entitled to increments for the period of his absence from that post.

## **2.5 GPF transfer**

Transfer of GPF on technical resignation would be governed by Rule 35 of the General Provident Fund (Central Services) Rules, 1960.

## **2.6 Seniority**

On technical resignation, seniority in the post held by the Government servant on substantive basis continues to be protected. However, in case of a Government servant deciding to rejoin his substantive post, the period spent in another department which he had joined after submitting his technical resignation will not count for minimum qualifying service for promotion in the higher post.

## **2.7 Applicability of Pension Scheme**

In cases where Government servants, who had originally joined government service prior to 01.01.2004, apply for posts in the same or other Departments and on selection they are asked to tender technical resignation, the past services are counted towards pension if the new post is in a pensionable establishment in terms of Rule 26(2) of CCS(Pension) Rules 1972. They will thus continue to be covered under the CCS(Pension) Rules, 1972 even if they join the new post after 1.1.2004.

(Department of Pension & Pensioners Welfare's O.M.No.28/30/2004-P&PW(B)  
dated 26.07.2005)

## **2.8 New Pension Scheme**

In case of 'Technical Resignation' of Government servant covered under National Pension System (NPS), the balance standing to their Personal Retirement Account (PRA) along-with their PRAN will be carried forward to the new office.

## **2.9 Transfer of Service Book from parent Department to present Department.**

As per SR- 198, the Service Book is to be maintained for a Government servant from the date of his/her first appointment to Government service and it must be kept in the custody of the Head of Office in which he is serving and transferred with him from office to office.

## **2.10 Need for Medical examination.**

In cases where a person has already been examined by a Medical Board in respect of his previous appointment and if standard of medical examination prescribed for the new post is the same, then he need not be required to undergo a fresh examination.

## **2.11 Verification of Character & Antecedents**

In the case of a person who was originally employed in an office of the Central Government, if the period intervening between date of discharge from his previous office and the date of securing a new appointment, is less than a year, it would be sufficient if the appointing authority, before making the appointment, satisfies itself by a reference to the office in which the candidate was previously employed that (a) that office have verified his character and antecedents; and (b) his conduct while in the employ in that office did not render him unsuitable for employment under Government. If however, more than a year has lapsed after the discharge of the person from his previous office, verification should be carried out in full/afresh, in accordance with O.M.No.18011/9(s)/78-Estt(B) dated 2<sup>nd</sup> July,1982.

## **3.1 Lien**

3.1.1 Lien is defined in FR 9(13). It represents the right of a Government employee to hold a regular post, whether permanent or temporary, either immediately or on the termination of the period of absence. The benefit of having a lien in a post/service/cadre is enjoyed by all employees who are confirmed in the post/service/cadre of entry or who have been promoted to a higher post, declared as having completed the probation where it is prescribed. It is also available to those

who have been promoted on regular basis to a higher post where no probation is prescribed under the rules, as the case may be.

3.1.2 The above right will, however, be subject to the condition that the junior-most person in the cadre will be liable to be reverted to the lower post/service/cadre if at any time the number of persons so entitled is more than the posts available in that cadre/service.

(DOPT's O.M.No.18011/1/86-Estt (D) dated 28.03.1998)

### 3.2 Lien on a post

A Government servant who has acquired a lien on a post retains a lien on that post-

- (a) while performing the duties of that post;
- (b) while on foreign service, or holding a temporary post or officiating in another post;
- (c) during joining time on transfer to another post; unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post;
- (d) while on leave; and
- (e) while under suspension.

A Government servant on acquiring a lien on a post will cease to hold any lien previously acquired on any other post.

### 3.3 Retention of lien for appointment in another central government office/ State Government

- (i) A permanent Government servant appointed in another Central Government Department/Office/ State Government, has to resign from his parent department unless he reverts to that department within a period of 2 years, or 3 years in exceptional cases. An undertaking to abide by this condition may be taken from him at the time of forwarding of his application to other departments/offices.
- (ii) The exceptional cases may be when the Government servant is not confirmed in the department/office where he has joined within a period of 2 years. In such cases he may be permitted to retain the lien in the parent department/ office for one more year. While granting such permission, a fresh undertaking similar to the one indicated above may be taken from the employee.
- (iii) Timely action should be taken to ensure extension/ reversion/ resignation of the employees to their parent cadres on completion of the prescribed period of 2/3 years. In cases, where employees do not respond to instructions, suitable action should be initiated against them for violating the agreement/ undertaking given by them as per (i) and (ii) above and for termination of their lien. Adequate opportunity may, however, be given to the officer prior to such consideration.
- (iv) Temporary Government servants will be required to sever connections with the Government in case of their selection for outside posts. No lien will be retained in such cases.

(DOPT O.M.No.8/4/70-Estt(C) dated 06.03.1974)

### **3.4 Termination of Lien**

3.4.1 A Government servant's lien on a post may in no circumstances be terminated even with his consent if the result will be to leave him without a lien upon a permanent post. Unless his lien is transferred, a Government servant holding substantively a permanent post retains lien on that post. It will not be correct to deny a Government servant lien to a post he was holding substantively on the plea that he had not requested for retention of lien while submitting his Technical Resignation, or to relieve such a Government servant with a condition on that no lien will be retained.

3.4.2 A Government employee's lien on a post shall stand terminated on his acquiring a lien on a permanent post (whether under the Central Government or a State Government) outside the cadre on which he is borne.

3.4.3 No lien shall be retained:

- a. where a Government servant has proceeded on immediate absorption basis to a post or service outside his service/ cadre/ post in the Government from the date of absorption; and
- b. on foreign service/ deputation beyond the maximum limit admissible under the orders of the Government issued from time to time.

(Notification No.28020/1/96-Estt(C) dated 09.02.1998)

### **3.5 Transfer of Lien**

The lien of a Government servant, who is not performing the duties of the post to which the lien pertains, can be transferred to another post in the same cadre subject to the provisions of Fundamental Rule 15.

(Notification No.28020/1/96-Estt(C) dated 09.02.1998)

### **3.6 Joining Time, Joining Time Pay & Travelling Allowance**

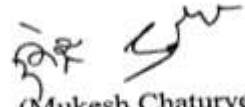
Provisions relating to joining time are as follows:

3.6.1 For appointment to posts under the Central Government on results of a competition and/or interview open to Government servants and others, Central Government employees and permanent/ provisionally permanent State Government employees will be entitled to joining time under the CCS(Joining Time) Rules,1979. Joining time will be included as qualifying service in the new job.

3.6.2 A Government servant on joining time shall be regarded as on duty during that period and shall be entitled to be paid joining time pay equal to the pay which was drawn before relinquishment of charge in the old post. He will also be entitled to Dearness Allowance, if any, appropriate to the joining time pay. In addition, he can also draw compensatory allowances like House Rent Allowance as applicable to the old station from which he was transferred. He shall not be allowed Conveyance Allowance or permanent Travelling Allowance.

3.6.3 For appointments to posts under the Central Government on the basis of results of a competition and /or interview open to Government servants and others, Central Government employees and permanent/ provisionally permanent State Government employees shall be entitled to Transfer Travelling Allowance(TTA). However, temporary Central Government employees with less than 3 years of regular continuous service would not be entitled for TTA, as they are not entitled joining time pay under Joining Time Rules.


4. All Ministries/ Departments are requested to bring the instructions/ guidelines to the notice of all concerned.

  
(Mukesh Chaturvedi)  
Director (Estt.)  
Telefax: 23093176

To  
All Secretaries of Ministries / Departments.

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Registrar General, the Supreme Court of India, New Delhi.
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
8. The Comptroller and Auditor General of India, New Delhi.
9. The Secretary, Union Public Service Commission, New Delhi.
10. Central Vigilance Commission, New Delhi.
11. Central Bureau of Investigation, New Delhi.
12. All Union Territory Administration
13. Secretary, Staff side, National Council (JCM), 13 C, Ferozeshah Road, New Delhi.
14. ADG (M&C), Press Information Bureau, DoP&T.
15. NIC Cell with request to upload it under OMs and Orders, Establishment, Lien and also 'What is New'.
16. Hindi Section, DOP&T.

  
(Mukesh Chaturvedi)  
Director (Estt.)



F. No. RW/NH-34066/20/2018-S&R (P&B)  
GOVERNMENT OF INDIA  
MINISTRY OF ROAD TRANSPORT & HIGHWAYS  
S&R(P&B) ZONE  
Transport Bhawan, 1, Parliament Street, New Delhi-110001

1<sup>st</sup> August, 2018

To

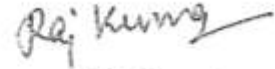
1. All the CE-ROs/ROs and ELOs of the Ministry

**Subject: GST implementation at Project Sites/ Offices level-Reg.**

Enclosed please find herewith a copy of Ministry's Office Memorandum No. RT-23018/53/2017-T dated 25.04.2018 regarding payment of GST as per the provisions of GST Act, 2017 for further necessary action.

Yours faithfully,

Encl: As above



(Raj Kumar)  
Assistant Executive Engineer, S&R (P&B)  
For Director General (RD) & Special Secretary

Copy to:

1. All CEs in the Ministry of Road Transport & Highways
2. Technical circular file of S&R (R) Section
3. NIC-for uploading on Ministry's website under "What's new"

Government of India  
Ministry of Road Transport and Highways  
(Transport Section)  
No. RT-23018/53/2017-T

New Delhi, Dated 25, April, 2018

Office Memorandum

Sub.: - GST implementation at Project sites/offices level-reg.

With implementation of GST Act, 2017, Service providers are responsible for discharging the liability of GST.

2. The following clarifications are issued regarding payment of GST to the Consultants/Contractors/Service providers/other vendors:
  - (a) GST amount as claimed in the Invoices/bills raised by the Consultants/Contractors in terms of provisions mentioned in Contract Agreement may be paid, subject to condition that Consultants/Contractors shall submit the proof of deposition within 15 days of filling the statutory returns or along with the next invoice, for verification of the deposition proof, whichever is earlier. **The applicable GST rate must be confirmed.**
  - (b) If there is a mismatch between the amount paid and amount deposited due to input tax credit, a declaration may be submitted in this regard duly signed by a key Managerial Personnel in case of the Company or by the Owner/Partner in case of any other Entity.
  - (c) If any clarification/complaint is received from the GST Authorities on non-deposition of GST by any of the Contractors/Consultants/vendors, it shall be appropriately addressed by the concerned D.D.O./R.O./C.E., to safeguard the Government Revenue.
  - (d) Payment of GST should be in accordance with the Point of Taxation Rule as notified by Central Board of Excise and Customs at (Annexure-I). Further, for verification of deposition of GST, steps may be followed as mentioned under Annexure-II.

Encls.: As above.

*Kiran*  
(Kiran Mala Kujur)  
Under Secretary (Transport)  
Tele No. 011-23711472

Copy to: -

- 1) PPS to Secretary (RTH) / DG(RD) & SS AS/JSs
- 2) Chairman, NHAI
- 3) NHIDCL
- 4) All CEs/ ROs/ DDOs
- 5) FICCI
- 6) National Highways Builders Federation (NHBF)

*O/c*  
*Issued with Encl:-*  
*9/4/18*

**MINISTRY OF FINANCE**  
**(Department of Revenue)**  
(CENTRAL BOARD OF DIRECT TAXES)

**NOTIFICATION**

New Delhi, the 31st August, 2021

**INCOME-TAX**

**G.S.R. 604(E).**—In exercise of the powers conferred by the first proviso to clause (11) of section 10 and the first proviso to clause (12) of section 10 read with section 295 of the Income-tax Act, 1961 (43 of 1961), the Central Board of Direct Taxes hereby makes the following rules further to amend the Income-tax Rules, 1962, namely:-

1. **Short title and commencement.**—(1) These rules may be called the Income-tax (25<sup>th</sup> Amendment) Rules, 2021.

(2) They shall come into force on 1<sup>st</sup> day of April, 2022.

2. In the Income-tax Rules, 1962, after the rule 9C, the following rule shall be inserted, namely: –

**“9D. Calculation of taxable interest relating to contribution in a provident fund or recognised provided fund, exceeding specified limit.**— (1) For the purposes of the first and second provisos to clauses (11) and (12) of section 10, income by way of interest accrued during the previous year which is not exempt from inclusion in the total income of a person under the said clauses (hereinafter in this rule referred to as the taxable interest), shall be computed as the interest accrued during the previous year in the taxable contribution account.

(2) For the purpose of calculation of taxable interest under sub-rule (1), separate accounts within the provident fund account shall be maintained during the previous year 2021-2022 and all subsequent previous years for taxable contribution and non-taxable contribution made by a person.

**Explanation:** For the purposes of this rule,-

(a) Non-taxable contribution account shall be the aggregate of the following, namely:-

- (i) closing balance in the account as on 31<sup>st</sup> day of March 2021;
- (ii) any contribution made by the person in the account during the previous year 2021-2022 and subsequent previous years, which is not included in the taxable contribution account; and
- (iii) interest accrued on sub- clause (i) and sub- clause (ii),

as reduced by the withdrawal, if any, from such account;

(b) Taxable contribution account shall be the aggregate of the following, namely:-

- (i) contribution made by the person in a previous year in the account during the previous year 2021-2022 and subsequent previous years, which is in excess of the threshold limit; and
- (ii) interest accrued on sub- clause (i),

as reduced by the withdrawal, if any, from such account; and

(c) The threshold limit shall mean:

- (i) five lakh rupees, if the second proviso to clause (11) or clause (12) of section 10 is applicable; and
- (ii) two lakh and fifty thousand rupees in other cases.”.

[Notification No. 95/2021/ F. No. 370142/36/2021-TPL]

NEHA SAHAY, Under Secy. (Tax Policy and Legislation Division)

**Note :** The principal rules were published in the Gazette of India, Extraordinary, Part-II, Section-3, Sub-section (ii) *vide* number S.O. 969(E) dated 26<sup>th</sup> March, 1962 and were last amended *vide* notification number G.S.R. 578(E) dated 18<sup>th</sup> August, 2021.

(For exclusive use in IA&AD  
and not to be quoted elsewhere)

Circular No. 38 -Staff Wing-2021  
Letter No. 281 -Staff (Entt.I)/122-2019

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय  
9, दीन दयाल उपाध्याय मार्ग,  
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &  
AUDITOR GENERAL OF INDIA  
9, DEEN DAYAL UPADHYAYA MARG,  
NEW DELHI - 110 124

दिनांक / DATE 27-10-2021

To

1. All Heads of Department in IA &AD;  
(having the cadre of Sr. AOs under their control)
2. Principal Director (Commercial), O/o the CAG of India; and
3. Director (P) - Local

**Subject:** Regulation of pay fixation consequent to merger of the posts of Audit Officer/Accounts Officer and Sr. Audit Officer/Sr. Accounts Officer.

Sir/Madam,

Attention is invited to Headquarters Circular No. Staff Wing/50-2019 issued under letter No. 1327-Staff (Appt)/213-2019 dated 25.11.2019 regarding action to be taken consequent to merger of the posts of Audit Officer/Accounts Officer/(AO) and Sr. Audit Officer/Sr. Accounts Officer/(Sr.AO) and subsequent clarification issued vide Circular No. 42-Staff Wing-2020 Letter No. 1027-Staff (Entt.I)/78-2020 dated 15.10.2020.

2. As per Para 3 (ii) of the circular dated 25.11.2019, subsequent to merger of the post of AO with that of Sr.AO, the pay of the existing AO (i.e before the date of merger) will be regulated in terms of Government of India's orders (6) below FR 23 w.e.f date of merger (i.e 20.11.2019).

3. However, references/queries are being received in Headquarters seeking various clarifications regarding methodology for fixation of pay of erstwhile AOs (i.e existing AOs before the date of merger) in L-10 and subsequent DNI consequent to such fixation due to the said merger.

4. In this regard it is re-iterated that fixation of pay of erstwhile AOs (i.e existing AOs before the date of merger) in L-10, consequent to said merger, is to be carried out as per provisions of F.R 23 read with GIO(6) below F.R 23 and FR 22 (1) (a) (2) which inter-alia provides that:

Contd.

**(a) F.R 23 -** The holder of a post, the pay of which is changed, shall be treated as if he were transferred to a new post on the new pay:

Provided that he may at his option retain his old pay until the date on which he has earned his next or any subsequent increment on the old scale or until he vacates his post or ceases to draw pay on that time-scale. The option once exercised is final.

**( b ) GIO(6) below F.R 23 : - Fixation of pay when the scale of pay of a post is revised upwards:-** When the scale of pay of a post is revised upwards without involving assumption of duties and responsibilities of greater importance, the fixation of pay of the incumbents is regulated under FR 23 and FR 22 (1) (a) (2).

**( c ) FR 22 (1) (a) (2) :-** When the appointment to the new post does not involve such assumption of duties and responsibilities of greater importance, he shall draw as initial pay, the stage of the time-scale which is equal to his pay in respect of the old post held by him on regular basis, or , if there is no such stage, the stage next above his pay in respect of the old post held by him on regular basis:

Provided that in a case where pay is fixed at the same stage, he shall continue to draw that pay until such time as he would have received an increment in the time-scale of the old post, in cases where pay is fixed at the higher stage, he shall get his next increment on completion of the period when an increment is earned in the time-scale of the new post.

5. In accordance to the above mentioned provision, it is evident that consequent to merger, as per FR 23, an official is entitled for exercising an option with regard to placement/fixation of his pay in L-10 i.e either from the date of merger itself i.e from 20.11.2019 or from the date of next increment i.e 01.01.2020/01.07.2020 as the case may be.

If the official, opts for fixation in L-10 straightaway from the date of merger i.e 20.11.2019 in that case his pay, on that date, shall be fixed, under FR 22 (1) (a) (2), at a stage equal to, or if no such stage is available, next above the pay he was drawing in L-9 (without adding any additional increment) and where the pay is fixed at the next above stage in L-10, the DNI shall be July 2020, July 2021 and so on.

However, if an official, in light of provisions under F.R 23, opts for fixation in L-10 on his DNI on 01.01.2020/01.07.2020 as the case may be, in that case he shall continue to draw the pay that he was drawing in L-9 till his DNI and on his DNI his pay shall be fixed in L-10 after adding a regular increment to the pay he was drawing in L-9 and subsequently, under FR 22 (1) (a) (2), placed in L-10 at a stage equal to, or if no such stage is available, the next above stage to the pay so arrived at in L-9 and where the pay is fixed at the next above stage in L-10, the DNI shall be 01.07.2020/01.01.2021 respectively, as the case may be, i.e after completion of requisite period of qualifying service for earning increment as stipulated in proviso under FR 22 (1) (a) (2).

It may be noted that in both the above scenarios, no benefit of notional increment/promotional increment is to be added/ granted by invoking FR 22 (1) (a) (1). Only the regular increment on DNI shall be allowed to be added to the existing pay in L-9.

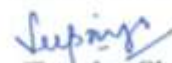
6. Illustrations regarding methodology of fixation of pay in L-10 of the erstwhile AOs ( i.e existing AOs prior to 20.11.2019), consequent to merger of the posts of AO and Sr.AO w.e.f 20.11.2019, and subsequent DNI are enclosed as Annexure 'A' herewith. It may be noted that the given illustrations are indicative and not exhaustive.

Hence, where a pay fixation is pending for want of clarification or fixed in a manner other than the one illustrated herewith or any other issue whatsoever, related to such fixation, in such cases the pay may be fixed/re-fixed by examining the matter as per the clarifications given as above and illustrations enclosed herewith while taking into account the specifics of the concerned cases.

7. It is further directed that all MACP cases should be processed strictly in the manner as detailed out in Headquarters circulars dated 25.11.2019 and 15.10.2020.

8. In view of the foregoing paras, the MACP cases consequent to said merger and fixation of pay in L-10 of the erstwhile AOs (i.e AOs existing before the date of merger) may be processed as per the instructions contained in Headquarters circular dated 25.11.2019, 15.10.2020 and the clarifications given in the foregoing paragraphs .

Yours faithfully,



(Supriya Singh)

Asstt. Comptroller & Auditor General (N)

(For exclusive use in IA&AD and not to be quoted elsewhere)

Annexure- 'A'

(To Headquarters Circular No.38 -Staff Wing-2021 issued under  
Letter No.881 -Staff (Entt.I)/122-2019 dated 27.10.2021

**Illustration:-1 of 2**

Mr. 'X', Audit Officer/Account Officer drawing Rs. 77900 in the Pay Level-9 on date 20.11.2019 the date of next increment being 01.01.2020. Consequent to merger of the posts of AO and Sr.AO, the pay shall be fixed as under:-

(When DNI 01.01.2020)

Option for fixation in L-10 from date of merger i.e 20.11.2019				Option for fixation in L-10 from DNI i.e 01.01.2020			
Date/Event	Pay in L-9	Pay in L-10	DNI	Date/Event	Pay in L-9	Pay in L-10	DNI
20.11.2019	77900	-	01.01.2020	20.11.2019	77900	-	01.01.2020
20.11.2019 Merger of posts of A.O&SAO (Fixation in Level-10)	--	80000 (Next above in L-10)	01.07.2020	20.11.2019 Merger of posts of A.O&SAO	77900 (continued till DNI 01.01.2020 under FR 23)	-	01.01.2020
01.01.2020	-	(80000)	01.07.2020	01.01.2020	80200 (Increment)		
				01.01.2020 (Fixation in Level-10)	-	82400 (Next above in L-10)	01.07.2020
01.07.2020	-	82400 (Increment)	01.07.2021	01.07.2020	-	84900 (Increment)	01.07.2021

**Illustration:-2 of 2**

Mr. 'Y', Audit Officer/Account Officer drawing Rs. 77900 in the Pay Level-9 on date 20.11.2019 the date of next increment being 01.07.2020. Consequent to merger of the posts of AO and Sr.AO, the pay shall be fixed as under:-

(When DNI 01.07.2020)

Date/Event	Pay in L-9	Pay in L-10	DNI	Date/Event	Pay in L-9	Pay in L-10	DNI
20.11.2019	77900	-	01.07.2020	20.11.2019	77900	-	01.07.2020
20.11.2019 Merger of posts of A.O&SAO (Fixation in Level-10)	--	80000 (Next above in L-10)	01.07.2020	20.11.2019 Merger of posts of A.O&SAO	77900 (continued till DNI 01.07.2020 under FR 23)	-	01.07.2020
01.07.2020	--	82400 (Increment)	01.07.2021	01.07.2020	80200 (Increment)		
01.01.2021	-	(82400)	01.07.2021	01.07.2020 (Fixation in Level-10)	-	82400 (Next above in L-10)	01.01.2021
				01.01.2021	-	84900 (Increment)	01.01.2022
01.07.2021	-	84900 (Increment)	01.07.2021	01.07.2021	-	(84900)	01.01.2022

**No.19024/1/2021-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure  
\*\*\***

**North Block, New Delhi  
Dated the 27<sup>th</sup> October, 2021.**

**OFFICE MEMORANDUM**

**Subject:- Air Travel on official account - Stoppage of credit facility by Air India.**

The undersigned is directed to refer to this Department's O.M. No.19024/01/2009-E.IV dated 13.07.2009 wherein it has been mentioned that in all cases of air travel (both domestic and international) including LTC where the Government of India bears the cost of air passage, the officials concerned may travel only by Air India.

2. Recently, the Government of India has decided to disinvest Air India, the process of disinvestment of Air India and Air India Express is ongoing. Air India has stopped extending credit facility on account of purchase of air tickets. Therefore, all Ministries/ Departments are directed to clear Air India's dues immediately. Air tickets from Air India, may be purchased in cash till further instructions.
3. Ministries/ Departments are directed to brought out these instructions to the notice of their Subordinate offices/ Institutes etc. under their administrative control, for compliance.
4. This is issued with the approval of Finance Secretary & Secretary (Expenditure).



(Nirmala Dev)  
Director

**All Ministries/ Department of the Government of India (as per standard distribution list).**

**Copy to : C&AG, UPSC, Rajya Sabha/ Lok Sabha etc. as per standard endorsement list.**

**CMD, Air India Limited.**

**Reminder-IV**

**No.25/7/2019-CS.II (B)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training**

\*\*\*

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
**Dated: 12<sup>th</sup> November, 2021**

**OFFICE MEMORANDUM**

Subject: Clarification regarding fixation of pay at the time of regular promotion / grant of NFSG in respect of officials who are already granted the benefits under MACP Scheme-regarding

\*\*\*\*\*

The undersigned is directed to refer to this Department's OM of even number dated 27.08.2019(copy enclosed) vide which the cadre units of CSCS were requested to furnish the data of the SSAs who were granted 3% increment at the time of MACP and subsequently granted 3% increment at the time of NFSG/promotion as per the format given in Annexure of the said OM. Granting 3% increment after MACP i.e. at the time NFSG/promotion is not in order in light of the OM No. 35034/3/2008-Estt.(D) dated 04.07.2017.

2. Thereafter, three reminders dated 16.09.2020, 21.01.2021 and 7<sup>th</sup> September, 2021 were issued but the information from 20 cadre units of CSCS have not received yet.
3. The Cadre Units of CSCS (as per list attached) are once again requested to furnish the requisite data within a fortnight so that this Division may take a final decision in consultation with Estt.(D) regarding recovery of excess amount from the working/ retired persons.

*Bhagirath Jha*

(Bhagirath Jha)

Under Secretary to the Govt. of India  
Telefax: - 24654020

To

**Dir/DS(Admn.) of CSCS Cadre  
(As per list attached)**



**MOST IMMEDIATE**

**No.25/7/2019-CS.II (B)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training**

\*\*\*

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
Dated: 27<sup>th</sup> August, 2019

**OFFICE MEMORANDUM**

Subject: Seeking data regarding fixation of pay at the time of regular promotion / grant of NFSG in respect of officials who are already granted the benefit under MACP Scheme -regarding

\*\*\*\*\*

The undersigned is directed to refer to this Department's OM No. 12/2/2015-CS.II(B) dated 16.11.2015 and OM No. 12/3/2016-CS.II(B) dated 19.07.2016 wherein the SSAs of SL-2003(Extended) and SSAs of SL-2004-2009 were granted NFSG and promoted subsequently to the grade of Assistant Section Officer on ad-hoc basis. It has come to notice that a large number of Ministries / Departments have fixed the pay of the SSAs belonging to CSCS in the following manner:-

S. No	Situations	Pay fixation on NFSG	Pay fixation on next promotion as ASO
(a)	SSAs without the benefit of MACP (with Grade pay of Rs. 2400/-	One increment @ 3% was granted and pay fixation in GP of Rs. 4200/-	One increment @ 3% was granted and pay fixation in GP of Rs. 4600/-
(b)	SSAs with the benefit of MACP (with Grade pay of Rs. 2800/-	<b>One increment @ 3% was granted and pay fixation in GP of Rs. 4200/-</b>	No increment was granted. Only, the difference in GP (i.e. 4600-4200=400) was allowed.

2. The matter has been examined in consultation with Establishment Division, DoP&T in the light of the OM No. 35034/3/2008-Estt.(D) dated 04.07.2017 modifying the para 4 of Annexure-I of the OM dated 19.05.2009, which is as under:-

*"Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme. Therefore, the pay shall be raised by 3% of the total pay in the pay band and the grade pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion / grant of Non Functional Scale, if it is in the same grade pay as granted under MACPS. However, at the time of actual promotion / grant of Non Functional Scale, if it happens to be in a post carrying higher grade pay than what is available under MACPS, no pay fixation would be available and only difference of grade pay would be made available. At the time of such regular promotion / grant of Non-Functional Scale to the higher grade pay than what has been given under MACPS, the employee shall have the option to draw the difference of Grade Pays from the date of such regular promotion / grant of Non-Functional Scale or the date of accrual of next increment in the pay allowed under MACP"*

.....contd/-

3. As every financial upgradation including Non-Functional upgradation (NFS/NFSG) is treated as an offset against financial upgradation under MACP and also keeping in view the fact that the spirit of the para 4 of MACP was to disallow the double benefit of pay fixation, is stated that practice followed by Ministry/Department for pay fixation as shown in the table against sl. no. (b) in para 1 above is erroneous. Therefore, the pay should be fixed in the following manner:-

Sl. No.	Situations	Pay fixation on NFSG	Pay fixation on next promotion as ASO
(a)	SSAs without the benefit of MACP i.e. with Grade pay of Rs. 2400/-	One increment @ 3% is to be granted and pay should be fixed in the GP of Rs. 4200/-	One increment @ 3% is to be granted and pay should be fixed in GP of Rs. 4600/-
(b)	SSAs with the benefit of MACP i.e. with Grade pay of Rs. 2800/-	No increment should be granted. Only the difference in GP (i.e. 4200-2800=1400), should be allowed.	One increment @ 3% is to be granted and pay should be fixed in GP of Rs. 4600/-

4. In view of above, all the cadre units of CSCS are requested to take necessary action as advised in the para 3 above. Simultaneously, they are also requested to send the information as per the format given in the Annexure-I to this OM for further examination of the issue of recovery of pay for taking a view at this end. The information may be sent latest by 09.09.2019 positively. In case of no information, 'Nil' report is required to be sent by the stipulated date.

*Vasanthi V Babu*  
(Vasanthi V Babu) 27/8/19  
Under Secretary to the Govt. of India  
Telefax: - 24623157

To

Dir/DS(Admn.) of CSCS cadre  
(As per Annexure-II)

जारी किया / ISSUED  
27 Aug 19  
Dir/DS(Admn.) of CSCS cadre  
Receipt & Issued Section

*ofc*

**No. 27-10/2020-PO**  
**Government of India**  
**Ministry of Communications**  
**Department of Posts**  
**(PO Division)**

**Dak Bhawan, Sansad Marg**  
**New Delhi-110001**

**Dated: 3<sup>rd</sup> January, 2022**

To,

**All Chief Postmasters General/Sr. DDG(PAF)**  
**All GM(F)s**  
**All DAPs**

**Subject: Regarding extension of the last date for submission of Life Certificates (Digital or Physical).**

This is regarding the extension of the last date for submission of Life Certificates (Digital or Physical).

2. According to OM No. 18/1/2020-P&PW(H)-III-6786 dated 31.12.2021 issued by DoP&PW enclosed herewith, in view of the prevailing COVID-19 pandemic situation in various states and keeping in view vulnerability of elderly population to Corona virus, the time limit for submission of Digital as well as physical Life Certificate for pensioners has been **extended up to 28<sup>th</sup> February, 2022.**
3. During this extended period the pension will continue to be paid by the Pension Disbursing Authorities (PDAs) uninterrupted. This will avoid the rush at Jeevan Pramaan Centres while maintaining social distancing in obtaining Life Certificate from the elderly this year.
5. Therefore, it is requested to ensure hassle-free submission of Life Certificates of the pensioners within the stipulated time.
6. These instructions should be brought to the notice of all DDOs and all pensioners including the pensioner's associations in Circles/ Regions and Divisions.
7. This issues with the approval of the competent authority.
8. Hindi version will follow.

**Encl – As above.**

  
(Harinder Singh)  
Section Officer (PO)



No.18/1/2020-P&PW(H)-III-6786  
भारत सरकार / Government of India

कार्मिक, लोक शिकायत और पेंशन मंत्रालय/ Ministry of Personnel Public Grievances and Pensions  
पेंशन और पेंशनभोगी कल्याण विभाग/ Department of Pension and Pensioners' Welfare

\*\*\*

8 वीं मंजिल, बी-विंग, 8<sup>th</sup> Floor, B-Wing,  
जनपथ भवन, जनपथ, Janpath Bhawan, Janpath,  
नई दिल्ली -110001 /New Delhi-110001  
दिनांक/Dated: 31-12-2021.

### **OFFICE MEMORANDUM**

**Sub: Extension of the time period of submission of life certificate for Central Government pensioners till 28<sup>th</sup> February 2022 in wake of current Covid-19 pandemic - reg.**

The undersigned is directed to refer to this Department's OM of even number dated 1.12.2021 on the subject mentioned above, wherein the timeline for submission of life certificate by Central Government pensioners was extended till 31.12.2021.

2. In view of the ongoing Covid-19 pandemic in various states and keeping in view of the vulnerability of elderly population to Corona Virus, it has now been decided to extend the existing timeline of 31.12.2021 for submission of Life Certificate for all age group of pensioners. Now, **all Central Government pensioners may submit Life Certificate till 28.02.2022**. During this extended period, the pension will be continued to be paid by the Pension Disbursing Authorities (PDAs) uninterrupted.

3. The above measures are expected to avoid rush at branches and maintain covid-19 appropriate behaviour, while obtaining Life Certificates. PDAs shall also ensure proper arrangements and social distancing measures at the branches and prevent overcrowding.

4. All Pension Disbursing Authorities are requested to take note of this Office Memorandum for compliance and give wide publicity to the same amongst the pensioners.

5. This issues with the approval of the competent authority.

(Naresh Bhardwaj)  
Deputy Secretary to the Government of India  
Tele: 011-23350020

To,

1. Secretary, D/o of Expenditure, Ministry of Finance, North Block, New Delhi.
2. CMDs of all Pension Disbursing Banks.
3. Controller General of Accounts, Mahalekha Niyantarak Bhawan, Ministry of Finance, GPO Complex, Block E, INA Colony, New Delhi, Delhi 110023.
4. Central Pension Accounts Office (CPAO), Ministry of Finance, Department of Expenditure, Trikoort-II, Bhikaji Cama Place, New Delhi.
5. CPPCs, All Pension Disbursing Banks.
6. Chairman, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
7. Secretary, Ministry of Defence, South Block, New Delhi.
8. Secretary, Department of Ex-Servicemen Welfare, South Block, New Delhi.
9. Secretary, Department of Financial Services, Jeevan Deep Building, Sansad Marg, New Delhi.
10. Secretary, Department of Telecommunications, Sanchar Bhavan, New Delhi.
11. Secretary, Department of Posts, Dak Bhavan, New Delhi.
12. All Chief Secretaries of States.
13. Secretary, Ministry of External Affairs, South Block, New Delhi.
14. **NIC: -for posting on website of this Department.**

सं. 57/04/2019-P&PW(B)

भारत सरकार

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
पेंशन और पेंशनभोगी कल्याण विभाग

तीसरी मंजिल, लोकनायक भवन, खान मार्केट,  
नई दिल्ली, दिनांक 04.01.2022

कार्यालय ज्ञापन

**Subject: Coverage under Central Civil Services (Pension) Rules, 1972 in place of National Pension System of those Central Government employees whose selection for appointment were finalized before 01.01.2004 but joined Government service on or after 01.01.2004.**

The undersigned is directed to refer to Department of Pension and Pensioners' Welfare's O.Ms. of even number dated 17.02.2020 and 31.03.2021 providing one-time option to Government servants for coverage under Central Civil Services (Pension) Rules, 1972 in place of National Pension System who were declared successful for recruitment in the results declared on or before 31.12.2003 against vacancies occurring before 01.01.2004 and are covered under the National Pension System on joining service on or after 01.01.2004. There are prescribed cut off dates for various activities involved in the process of exercising of option, deciding representations by appointing authorities and closure of NPS accounts of the concerned Government servants.

2. It has been come to the notice that despite submission of options in the prescribed time limit by Government servants in terms of OM dated 17.02.2020 and 31.03.2021, some offices may have not decided these options in stipulated time schedule of these activities. Cut-off dates for Min/Depts for processing of cases were prescribed to ensure time bound disposal of cases and faster resolution of grievances of employees. These cut-off dates may not be taken as a reason to not to process an option given by the employee within due time.

3. All Ministries / Departments are therefore, requested to take necessary action on the options exercised by Government servants in stipulated time, in accordance with this Department's OM dated 17.02.2020 and may also fix responsibility in case of any administrative lapse in the matter.

  
(S. Chakrabarti)

Under Secretary to the Government of India

To,

1. All Central Govt. Ministries / Departments.
2. Ministry of Railways, Railway Board, for information, New Delhi.
3. C&AG, Bahadur Shah Zafar Marg, New Delhi
4. CGA, Department of Expenditure, INA, New Delhi.
5. AD(OL) for Hindi version.
6. NIC for posting on the website of this Department.

No.19030/1/2017- E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure  
\*\*\*

North Block, New Delhi,  
Dated the 6<sup>th</sup> January, 2022

OFFICE MEMORANDUM

**Subject : Admissibility of Composite Transfer Grant (CTG) on Retirement.**

References have been received in Department of Expenditure seeking clarification on admissibility of Composite Transfer Grant (CTG) in r/o Central Government employees on settlement after Retirement at the last station of duty or other than last station of duty. As per existing rules in this regard, one third of CTG is admissible at present for settling down at last station of duty or at a station not more than 20 km. from the last station of duty.

2. The matter has been considered in this Department. In partial modification of Para 4 (ii) (a) and (b) of the O.M. of even No. dated 13.07.2017, it has been decided that for the purpose of Composite Transfer Grant in r/o Central Government employee who wishes to settle down at the last station of duty or other than last station of duty after retirement, the condition of 20 km. from the last station of duty, is done away with subject to the condition that change of residence is actually involved. To settle down at the last station of duty or other than last station of duty after retirement, full CTG would be admissible i.e. at the rate of 80% of the last month's basic pay. The employee has to submit a Self-declaration Certificate regarding change of residence in prescribed format enclosed with this O.M. as Annexure - I.

3. In case of settlement to and from the Island territories of Andaman & Nicobar and Lakshadweep, CTG shall be paid at the rate of 100% of last month's Basic Pay in terms of Para 4 (ii) (a) of this Department's O.M. No. 19030/1/2017- E.IV dated 13.07.2017.

4. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders are issued in consultation with the Comptroller and Auditor General of India, as mandated under Article 148(5) of the Constitution of India.

5. These orders will be effective from the date of issue of the O.M.

6. This is issued with the approval of the Finance Secretary and Secretary (Expenditure).

Hindi version is attached.

  
(Nirjala Dev)  
Director

To,

**All Ministries / Departments of the Government of India as per standard distribution list.**

**Copy to :- C&AG and UPSC etc. as per standard endorsement list.**

(For exclusive use in IA&AD)

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय  
9, दीन दयाल उपाध्याय मार्ग,  
नई दिल्ली-110 124



Circular No. 4 –Staff 2022  
No.16 –Staff Entt.II/33-2021

OFFICE OF THE COMPTROLLER &  
AUDITOR GENERAL OF INDIA  
9, DEEN DAYAL UPADHYAYA MARG,  
NEW DELHI - 110 124

दिनांक / DATE 3 FEB 2022

To,

All Heads of Offices in IA&AD  
Director (P)

**Sub: Entitlement of reimbursement of briefcase/office bags/ladies purse for official purpose in IA&AD.**

Sir/Madam,

The competent authority has approved the monetary ceiling limit for reimbursement of briefcase/office bags/ladies purse for official use to the entitled officials/officers of IA&AD holding regular post as under:

Pay Level	Ceiling (Rs.)
Level 6 to Level 7	3500/-
Level 8 to Level 10	4000/-

- The entitled officers/officials can purchase briefcase/office bags/ladies purse of their own choice from any private/public outlet. However, reimbursement shall be restricted to the above mentioned ceiling limits.
- The reimbursement of briefcase/office bags/ladies purse shall be made to the above officers/officials on joining this Department or on completion of **three years** from the date of issue of earlier one.
- These orders will be in force from 01.02.2022.
- Hindi version will follow.

Yours faithfully,

(Supriya Singh)

Assistant Comptroller & Auditor General (N)

**GOVERNMENT OF INDIA  
MINISTRY OF HEALTH AND FAMILY WELFARE  
DEPARTMENT OF HEALTH AND FAMILY WELFARE**

**RAJYA SABHA  
UNSTARRED QUESTION NO. 2202  
TO BE ANSWERED ON 22<sup>ND</sup> MARCH, 2022**

**WAIVER OF CGHS CARD FEES FOR RETIRED GOVERNMENT EMPLOYEES**

**2202 # SHRI P. BHATTACHARYA:**

Will the Minister of **HEALTH AND FAMILY WELFARE** be pleased to state: -

(a) whether it is a fact that Government charges a hefty lump sum amount from the Central Government employees for making CGHS card on their superannuation;

(b) if so, the amount that is being charged and the reasons for not providing CGHS card free of cost even after serving for many years in Government service;

(c) whether Government proposes to waive off the amount charged for CGHS card on the retirement of Central Government employees; and

(d) if so, by when and if not, the reasons therefor?

**ANSWER**

**THE MINISTER OF STATE IN THE MINISTRY OF HEALTH AND FAMILY WELFARE  
(DR. BHARATI PRAVIN PAWAR)**

(a) to (d): Central Government Health Scheme (CGHS) is a subscription based scheme. Both serving Central Government servants and pensioners have to pay the prescribed subscription to avail healthcare services under the Scheme. Central Government pensioners have the option to pay subscription according to his/ her pay level at the time of retirement either annually or in lump sum for ten years' period for issue of life time CGHS card. Current rates of annual subscription for pensioners are as under: -

Pay level	Contribution per annum (in Rupees)
1-5	3,000
6	5,400
7-11	7,800
12 and above	12,000





ईपीएफओ, मुख्य कार्यालय  
श्रम एवं रोज़गार मंत्रालय, भारत सरकार  
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066



EPFO, HEAD OFFICE  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA  
BHAVISHYA NIDHI BHAWAN, 14, BHIKAJI CAMA PLACE, NEW DELHI 110066  
www.epfindia.gov.in

No. WSU/6(1)2019/IncomeTax/Part-I (E-33306)

Date: 05.04.2022

To

All Addl. CPFC (Zones),  
All Regional P.F. Commissioners  
Incharge of Regional Offices.

06 APR 2022

**Sub: Calculation and deduction of taxable interest relating to contribution in a provident fund exceeding specified limit -regarding**

**Ref: Ministry of Finance Notification G.S.R. 604(E) dated 31.08.2021. (Copy enclosed)**

Madam/Sir,

In pursuance of the notification issued by Department of Revenue (CBDT) dated 31<sup>st</sup> August 2021, the interest relating to contribution in a Provident Fund, exceeding specified limit of Rs. 2.5 Lakh shall be part of taxable income of the subscriber.

**(2) Relevant provisions of Law:**

The relevant para of the notification under reference is reproduced as under:-

"Explanation: For the purposes of this rule—

- (a) Non-taxable contribution account shall be the aggregate of the following, namely:
- Closing balance in the account as on 31st day of March 2021;
  - Any contribution made by the person in the account during the previous year 2021—2022 and subsequent previous years, which is not included in the taxable contribution account; and
  - Interest accrued on sub— clause (i) and sub— clause (ii), as reduced by the withdrawal, if any, from such account;
- (b) Taxable contribution account shall be the aggregate of the following, namely:

af.

Page 1 of 7

- (i) Contribution made by the person in a previous year in the account during the previous year 2021—2022 and subsequent previous years, which is in excess of the threshold limit; and
- (ii) Interest accrued on sub— clause (i), as reduced by the withdrawal, if any, from such account and;
- (c) The threshold limit shall mean:
  - (i) \*
  - (ii) Two lakh and fifty thousand rupees in other cases”.

3. The matter has been examined at Head office and following instructions are being issued in context of calculation and deduction of taxable interest relating to contribution in a provident fund exceeding specified limit:

**(a) Effective Date:-**

- (i) It shall be applicable to all EPF subscribers and shall come into force on 1st day of April, 2022 for the financial year 2021-22.
- (ii) The effective date of TDS shall be 1st day of April, 2022 or final settlement or transfers, whichever is later in case of final claim settlement.
- (iii) In all other cases not including final settlement or transfers, the TDS will be deducted on the date of credit of interest.

**(b) Applicability:-**

- (i) TDS will be applicable in case of PF final settlement, transfer claims, on transfer from Exempted establishments to EPFO and vice versa, on transfer from one Trust on another, past accumulations transfer, at the time of annual accounts processing, on back period accounting after accounts for year 2021-22 are processed.
- (ii) The TDS will also be applicable in death cases as in the case of a live member.
- (iii) It will be applicable to all EPF members including members of Exempted Establishments/Exempted Trusts.
- (iv) It will also be applicable in case of International Workers.

**(c) Methodology of Computing TDS (Illustrated in Annexure-A):**

- (i) Taxable contribution part will be subject to a separate accounting of interest and maintenance as the closing balance of the part (i.e. taxable portion) will



- earn interest next year and will be subject to TDS. As per the current Accounting System in EPFO,
- (a) Interest is credited on annual basis. However, Member accounts are maintained on monthly basis as per Para 60(2) (a) of EPF Scheme, 1952. For the purpose of TDS the same is further divided in to two components:
    - (aa) Taxable
    - (ab) Non taxable
  - (b) In case of a claim for the refund under para 69 or 70, interest shall be payable upto the end of the preceding date on which the final payment is authorised as per Para 60(2) (b) of EPF Scheme, 1952. For the purpose of TDS the same is further divided in to two components:
    - (ba) Taxable
    - (bb) Non taxable
  - (ii) If PF account is linked with a valid PAN, rate of TDS shall be 10 percent and if the same is not linked with a valid PAN, rate of TDS will be double the rate of normal TDS. (Ref. section 194A of Income Tax, Act) (Annexure-B).
  - (iii) The rates of TDS shall be same in death case also i.e. if the member account of resident is linked with a valid PAN, the rate of TDS will be 10 percent and if the account is not linked with a valid PAN, the rate of TDS will be double the normal rate. However interest u/s 60 will not be payable if the account becomes inoperative u/s 72(6), as per same interest is payable for 36 months from date of death or upto previous month when claim is settled u/p 70, whichever is earlier.
  - (iv) In case of non-resident as defined u/s 6 of the IT Act PF member rate of TDS will be 30 percent u/s 195 subject to provision of Double Taxation Avoidance Agreement (DTAA). The TDS rate will increase by cess and surcharge as per rates in force, however cess and surcharge will not be applicable if TDS is deductible as per provision of the DTAA u/s 90 of IT ACT 1961. For Financial year 2021-22 rate of cess is 4 % of TDS rate and Surcharge is applicable if interest exceeds Rs. 50 lacs.
  - (v) If the member has not linked the account with PAN, rate of TDS u/s 194 A will be double than the normal rate of TDS i.e. 20 % at the time of annual interest accounting as well in case of PF account settlement/ transfer as per provision of section 206AA of the IT Act



*"any person entitled to receive any sum or income or amount, on which tax is deductible under Chapter XVIIIB (hereafter referred to as deductee) shall furnish his Permanent Account Number to the person responsible for deducting such tax (hereafter referred to as deductor), failing which tax shall be deducted at the higher of the following rates, namely:—*

*(a) at the rate specified in the relevant provision of this Act; or*

*(b) at the rate or rates in force; or*

*(c) at the rate of twenty per cent"*

(vi) **In case of Inter Office Transfer from One Regional Office to another:** Details of month wise contributions during the financial year 2021-22 have to be shared through revised Annexure-K. The detail of total Taxable contribution along with its interest and TDS deducted (if any) is also to be shared through Annexure -K. Further, Opening Balance and Closing Balance along with withdrawals (separately for Taxable and Non-Taxable part will also have to be shared).

(vii) **In case of Exempted Trust to EPFO:** Exempted Trusts have to intimate to EPFO the month wise amount of Employee share of contribution of the member and TDS (if any) deducted and details of month wise contribution for the previous year 2021-22 and all subsequent previous years have to be shared through Annexure-K or other mode. The detail of total taxable contribution along with its interest and TDS deducted (if any) is also to be shared through Annexure -K. Further, Opening Balance and Closing Balance along with withdrawals (separately for Taxable and Non-Taxable part will also have to be shared).

On the basis of information provided by the Exempted Trust, EPFO will arrive at the total employee share during the previous year 2021-22 and subsequent previous year and interest thereof against the member/UAN and TDS amount after subtracting of TDS already deducted/ deposited (if any) against such member, EPFO while processing annual accounts/ claim settlement/ transfer of PF account of such members shall deposit the balance amount of TDS at the applicable rate.

(viii) **In case of Transfer from EPFO to Exempted Trust:-** EPFO has to intimate to an Exempted Trust about the month wise amount of Employee share of contribution of the member and TDS (if any) deducted. Details of month wise contribution for the previous year 2021-22 and all subsequent previous years have to be shared through Annexure-K or other mode. The



detail of total Taxable contribution along with its interest and TDS deducted (if any) is also to be shared through Annexure –K. Further, Opening Balance and Closing Balance along with withdrawals (separately from Taxable and Non-Taxable part) will also be shared. On the basis of information provided by the EPFO, the Trust will arrive at the total employee share and interest thereof against the member/UAN and TDS amount after subtracting TDS already deducted/ deposited against such member. Exempted Trusts while processing the annual accounts/ settlement/ transfer of PF account of such members will have to deposit the balance TDS on interest in taxable account.

- (ix) Contribution which is added through Appendix-E during financial year 2021-22 and subsequent years, TDS on addition of such contributions through Appendix-E will be deducted when annual accounts are processed or PF claims are settled/ transferred and the interest is credited.
- (x) **In case of transfer of accumulations from one Exempted Trust to another:** At the time of transfer, previous Trusts have to intimate to current Exempted Trust about the month wise amount of Employee share of contribution of the member and TDS (if any) deducted. Details of month wise contribution for the previous year 2021-22 and all subsequent previous years have to be shared through Annexure-K or other mode. The detail of total taxable contribution along with its interest and TDS deducted (if any) is also to be shared through Annexure –K. Further, Opening Balance and Closing Balance along with withdrawals (separately from Taxable and Non-Taxable part) will also be shared. On the basis of information provided by the previous exempted Trust, the current Trust will arrive at the total employee share and interest thereof against the member/UAN and TDS amount after subtracting TDS already deducted/ deposited against such member. Exempted Trusts while processing the annual accounts/ settlement/ transfer of PF account of such members will have to deposit the balance TDS on interest in taxable account.
- (xi) **In case of past accumulations transfer:** In case of transfer from previous year 2021-22 or subsequent previous year, only the portion above the threshold limit will be taken into the consideration while calculating the interest and the TDS, thereof including the contribution of previous year 2021-22 or subsequent to previous year is credited in the members PF account.



- (xii) TDS deducted will be booked in the books of Account and Balance Sheet under the Account Head - TDS payable -deducted on claim settlement/ member's Account)- under Head- Current liabilities- Current Liabilities and Provision in Schedule - 05 of Balance Sheet as mentioned in Annexure-C.
- (xiii) TDS deductor u/s 195 will have to file Annual Return as prescribed under section 285 BA of IT Act.
- (xiv) Nonresident Member for claiming benefit u/s 90 of I-Tax for TDS deduction under DTAA have to file declaration in Form 10F of the IT Tax.
- (xv) Frequently asked questions (FAQs) on the said notification are available at Annexure-.D.
- (xvi) A flowchart for TDS deduction is available at Annexure-E.

**(d) Implementation in the Application Software:** - Information Services Division may make necessary changes in the Application software to implement the above mentioned procedure for deduction of TDS as well as reports for the field offices and the following may be kept in view:

- (i) The amended provisions apply to EPFO in twin capacities as a statutory provident fund, in terms of section 10(11) of the Income Tax Act and as recognised provident fund, in terms of section 10(12), **ibid. (Annexure-B)**
- (ii) Necessary modifications are required to be made in application software for compliance in respect of both our subscribers and staff.
- (iii) The annual provident fund statement is now required to be maintained in two separate parts- taxable and non-taxable contribution accounts- for both our subscribers and staff with effect from financial year 2021-2022 onwards.
- (iv) The non-taxable contribution account, starting from financial year 2021-22, shall have details of opening balance, contribution below the threshold, interest earned on such contribution and withdrawals made in the relevant year.
- (v) The taxable contribution account, starting from financial year 2021-2022, shall have details of contribution made above the threshold, the interest earned thereon and the withdrawals made in the relevant year.
- (vi) Interest earned in the taxable contribution account, being excluded from exempted income in terms of sections 10(11) and 10(12) **(Annexure-B)**, will form a part of the taxable income and will attract taxation at the applicable rates.



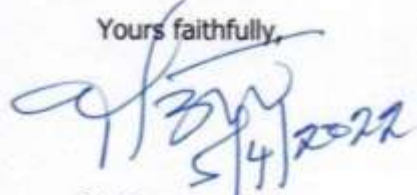
- (vii) TDS provisions shall apply to the interest credited in taxable contribution account as per requirement of section 194A (**Annexure-B**) of the Income Tax Act.
- (viii) In case of final settlement u/p 69 or 70 and TDS is deducted and remitted/deposited but the amount is received back then only undelivered amount is re-credited in the member's ledger account.
- (ix) It is also requested to modify the report/ returns for field offices, Head office as well as the members /establishments wherever necessary for TDS deducted under section 194 A and 195 respectively of IT Act for claim settlement u/p 69/70 and for TDS deducted while processing annual accounts and Member's account as prescribed u/p 59 while crediting interest as payable/ credited u/p 60 read with provision of para 72(6) of the EPF Scheme 1952.

**(e) Payment of TDS:** - The TDS at the time of Annual Accounts will be processed by the system and the field offices will get a daily report on the deducted TDS enabling them to deposit the same within the prescribed time period to the Income Tax department.

(This issues with the approval of Competent Authority)

**Encl: As Above**

Yours faithfully,



**(V. Ranganath)**  
**Additional Central P.F. Commissioner**  
**(WSU-Finance Division)**

ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ  
ਪ੍ਰਮੁੱਖ ਲੇਖਾ ਦਫਤਰ (ਨਵੀਂ ਪੈਨਲ ਸਕੀਮ)  
ਵਿੱਤ ਤੇ ਯੋਜਨਾ ਖਾਨ, ਸੈਕਟਰ-33 ਏ, 5ਵੀਂ ਮੰਜਿਲ ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਵੱਲ

ਪੰਜਾਬ ਰਾਜ ਦੇ  
ਸਮੂਹ ਜਿਲ੍ਹਾ ਖਜਾਨਾ ਅਫਸਰ।

ਨੰ. ਨਪਸ/2022/ 421  
ਮਿਤੀ: 06-05-2022

ਵਿਸ਼ਾ: ਰਾਜ ਵਿੱਚ ਤਾਇਨਾਤ ਡਵੀਜ਼ਨਲ ਅਕਾਊਂਟੈਂਟਸ ਦਾ Employee Contribution ਅਤੇ ਸਰਕਾਰੀ ਸ਼ੇਅਰ ਆਨਲਾਈਨ  
ਜਮ੍ਹਾਂ ਕਰਵਾਉਣ ਬਾਰੇ।

ਹਵਾਲਾ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ।

2. ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਮਹਾਲੇਖਾਕਾਰ ਪੰਜਾਬ ਵੱਲੋਂ ਇਸ ਦਫਤਰ ਨੂੰ ਖੋਲ੍ਹੀ ਗਈ ਹੈ  
ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਵਿੱਚ ਤਾਇਨਾਤ ਡਵੀਜ਼ਨਲ ਅਕਾਊਂਟੈਂਟਸ ਦਾ Employee Share ਅਤੇ Employer Share ਸਿੱਧੇ ਤੌਰ ਤੇ  
ਐਨ.ਐਸ.ਡੀ.ਐਲ ਨੂੰ ਜਮ੍ਹਾਂ ਕਰਵਾਇਆ ਜਾਵੇ। ਇਸ ਪੱਤਰ ਨਾਲ ਡਵੀਜ਼ਨਲ ਅਕਾਊਂਟੈਂਟਸ ਦੀ ਲਿਸਟ ਨੱਥੀ ਕਰਦੇ ਹੋਏ ਆਪ ਨੂੰ ਲਿਖਿਆ  
ਜਾਂਦਾ ਹੈ ਕਿ ਇਹਨਾਂ ਪਹਾਨਾਂ ਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਨਾਲ ਐਨ.ਐਸ.ਡੀ.ਐਲ ਦੀ ਵੈੱਬਸਾਈਟ ਤੇ ਸਿੱਧੇ ਕਰਵਾਇਆ ਜਾਵੇ ਅਤੇ ਇਹਨਾਂ ਦਾ  
Employee Share ਅਤੇ Employer Share ਸਿੱਧੇ ਤੌਰ ਤੇ ਐਨ.ਐਸ.ਡੀ.ਐਲ ਨੂੰ ਜਮ੍ਹਾਂ ਕਰਵਾਇਆ ਜਾਵੇ। ਇਸ ਸਬੰਧੀ ਸਬੰਧਤ  
ਡੀ.ਡੀ.ਓ ਨੂੰ ਵੀ ਸੂਚਿਤ ਕੀਤਾ ਜਾਵੇ ਕਿ ਇਹਨਾਂ ਡਵੀਜ਼ਨਲ ਅਕਾਊਂਟੈਂਟਸ ਦਾ ਕੇਵਲ Employee share ਤਨਖਾਹ ਵਿੱਚ Deduct ਕਰਦੇ  
ਹੋਏ ਮੇਜਰ ਹੈੱਡ 8342-00-117-01-04 ਵਿੱਚ ਕਰੋੜ ਕੀਤਾ ਜਾਵੇ। ਇਸ ਉਪਰੰਤ ਖਜਾਨਾ ਦਫਤਰ ਵੱਲੋਂ ਇਹਨਾਂ  
ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਦਾ Employee Share ਅਤੇ ਸਰਕਾਰੀ ਸੇਵਿੰਗ ਸ਼ੇਅਰ ਦੂਜੇ ਕਰਮਚਾਰੀਆਂ ਦੀ ਤਰ੍ਹਾਂ ਸਿਸਟਮ ਵਿੱਚ  
ਐਸ.ਸੀ.ਐਫ. ਜਨਰੇਟ ਕਰਕੇ ਐਨ.ਐਸ.ਡੀ.ਐਲ ਖਾਸ ਜਮ੍ਹਾਂ ਕਰਵਾਇਆ ਜਾਵੇ।


3. ਉਪਰੋਕਤ ਸਬੰਧੀ ਤੁਰੰਤ ਕਾਰਵਾਈ ਕਰਕੇ ਇਸ ਦਫਤਰ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਵੇ ਤਾਂ ਜੋ ਮਹਾਲੇਖਾਕਾਰ ਨੂੰ ਵੀ ਇਸੇ  
ਅਨੁਸਾਰ ਸੂਚਿਤ ਕੀਤਾ ਸਕੇ।

  
ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ(ਪੈਨਲ)

ਪਿੱਠ ਅੰਕਟ ਨੰ. ਨਪਸ/2022/ 422

ਮਿਤੀ 06-05-2022

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਮਹਾਲੇਖਾਕਾਰ ਪੰਜਾਬ (ਏ ਤੇ ਈ) ਨੂੰ ਉਹਨਾਂ ਦੇ ਦਫਤਰ ਦੇ ਪੱਤਰ ਨੰ.  
W.admn/101/(1)/NPS/22-23/179-80 ਮਿਤੀ 05.05.2022 ਦੇ ਸਬੰਧ ਵਿੱਚ ਸੂਚਨਾ ਪਿੱਠ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

  
ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ(ਪੈਨਲ)





भारत सरकार  
केन्द्रीय लोक निर्माण विभाग महानिदेशक कार्यालय  
सकनीली अनुप्रयोग एवं मानक एकाई  
कमरा सं० 418, ए-बिल्डिंग, निर्माण भवन, नई दिल्ली।  
टेलीफोन-011-23062339 ईमेल-delsetascsq.cpwd@nic.in  
( Issued by Authority of Director General ,CPWD)



**OFFICE MEMORANDUM**

No. SE/TAS/GST/19

F. No. 158/SE(TAS)/GST/2022/207-हि०

Date: 30/05/2022

**Sub: Deduction of TDS under GST on works contract – regarding.**

1. 'Standard Operating Procedure (SOP) on 'TDS' issued by CBIC (updated as on 18<sup>th</sup> February,2019) available on the CBIC Portal at the link <https://www.cbic.gov.in/htdocs-cbec/gst/gst manual-SOP-TDS-AS-ON-18th Feb2019.pdf> clarifies that " for the purpose of deduction of TDS, the value of supply shall exclude the taxes leviable under GST (i.e. 'Central tax', 'State tax', 'UT tax', 'Integrated tax' & Cess). Thus, no tax shall be deducted on 'Central tax', 'State tax', 'UT tax', 'Integrated tax' and cess component levied on supply.

2. Therefore, if any value of contract includes tax component, the TDS has to be deducted on the value of work done excluding the GST.

3. Further, as per Para 2.4 of above said SOP on TDS issued by CBIC, composite supplies to Government/local authorities also covers works contract services such as road, bridge, building, development/renovation/repairing/maintenance services involving supplies of both goods and services.

4. Since, the gross amount paid to contractors under works contract of CPWD includes the amount of GST. Therefore, 2% TDS under GST is to be deducted on taxable value i.e. Gross amount of work done (including GST) divided by 1.12.

**Illustration :**

Suppose, the Total value of gross work done (including GST)

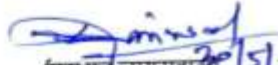
= 'A'

Hence, taxable value of work done (excluding GST)

= A/1.12 = 'B'

TDS for GST may be deducted on 'B' above

5. DDOs should submit the details of taxable value of work done (excluding GST) and GST component separately while submitting TDS details to GST authority.

  
(एस.एन.जायसवाल)  
कार्यपालक अभियंता (टास)

(को०लो०नि०वि० वेबसाईट के माध्यम से)

को० लो० नि० वि० तथा लो० नि० वि० दिल्ली के सभी अधिकारियों को आवश्यक सूचना एवं कार्यवाही हेतु।

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय  
10, बहादुर शाह जफर मार्ग, नई दिल्ली-110002

*(For exclusive use in IA&AD and not  
to be quoted or published elsewhere)*

परिपत्र संख्या. 04 स्टाफ (नियुक्ति V)/2022  
संख्या 203 - स्टाफ (नियुक्ति V)/01-2022  
दिनांक: 27.06.2022

सेवा में,

भारतीय लेखा परीक्षा एवं लेखा विभाग के सभी कार्यालयाध्यक्ष  
महानिदेशक (मुख्यालय)

**विषय: Voluntary retirement in respect of Sr. AOs & Sr. DAOs (Group 'A').**

**महोदय/महोदया,**

I am directed to invite references to this office Circulars No. 47 & 48-Staff Wing/2020 issued under letters no. 100 & 101/Staff Appt. V/060/2020 dated 28.10.2020 on the above mentioned subject and to reiterate that subsequent to change in classification of Sr. Audit/Accounts Officers & Sr. Divisional Accounts Offices in IA&AD from Group 'B' to Group 'A', the competent authority to consider request for voluntary retirement under Rule 48 of CCS (Pension) Rules, 1972 is the CAG of India.

2. Headquarters office is in receipt of requests for Voluntary Retirement from field offices of IA&AD to the Headquarters office without providing sufficient time to process the same though applicants submit their notices for voluntary retirement well within time as per the provisions contained in Rule 48/48A of CCS (Pension), 1972.

3. In view of the above, all the Heads of the Department are requested to forward the cases of voluntary retirement in respect of Sr. AOs & Sr. DAOs under rule 48/48A of CCS (Pension) Rules, 1972 along with recommendations of the concerned Cadre Controlling authorities and the requisite documents to the headquarters office atleast one month prior to the date of seeking voluntary retirement by the applicants.

भवदीय,

अजय कुमार  
27/06/22

(अजय कुमार झा)

सहा. नियंत्रक महालेखापरीक्षक (अराज)-II



(For exclusively used in IA&AD)  
No. 1050-Staff (App)-1/05-2022  
भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय  
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली-110 124  
OFFICE OF THE  
COMPTROLLER & AUDITOR GENERAL OF INDIA  
9, Deendayal Upadhyaya Marg, New Delhi-110 124  
दिनांक / DATE 28.06.2022

To,

1. All the Heads of Department in IA&AD  
(except Overseas Audit offices)
2. Director General (Commercial)
3. Director General (Hqrs.)

Subject:- Deputation policy for non-IA&AS officers for deputation outside IA&AD.

Sir/Madam,

I am to intimate that the Comptroller & Auditor General of India has approved following deputation policy for non-IA&AS officers for deputation outside IA&AD:

- (i) Directly recruited officials shall be eligible to apply for deputation only after completion of 5 (five) years of regular service since appointment. On promotion, officials shall be eligible to apply for deputation after completion of 2 (two) years regular service to the promotional post.
- (ii) Deputation of officials outside IA&AD shall be permitted if the vacancy is upto 15 percent of sanctioned post in the Cadre Controlling Office. The vacancy position for this purpose would be calculated on a half yearly basis, as on 1<sup>st</sup> January and 1<sup>st</sup> July of the year.
- (iii) While calculating vacancy for the cadre of Sr. AO, number of Sr. AO (adhoc) shall be counted alongwith PIP of regular Sr. AO against sanctioned strength of Sr. AO. Similarly, while calculating vacancy for the cadre of AAO, number of AAO (adhoc), AAO (RT) and SAS passed officials waiting for promotion to the post of AAO shall be counted alongwith PIP of regular AAO against sanctioned strength of AAO.
- (iv) Officials may apply for deputation 4 times in a calendar year. In case of officials, whose applications have already been forwarded for deputation outside IA&AD, and who subsequently apply for another deputation, while forwarding the application, the borrowing organization would be kept informed that the official has already applied for deputation in other organization also and his/her selection is pending.
- (v) On fulfilling of criterion mentioned in aforesaid para (i) and (ii), the Cadre Controlling Authority may forward the application working under their control for posts in other Central/State Government Departments, Public Sector Undertakings and Autonomous Organisations own or controlled by Government against open advertisement. However, prior approval of Hqrs. office is required before relieving the Gazetted officers.

दूर भा० / Phone : 23509600 फैक्स / Fax : 91-11-23234014

- (vi) Deputation/Foreign Service outside IA&AD shall be restricted to a period of 5 years and another 2 years will be considered on case to case basis. There shall be a mandatory cooling off period of 3 years after completion of each period of deputation outside IA&AD as per the extant guidelines issued by the Department of Personnel & Training (DoPT).
- (vii) Cadre clearance/vigilance clearance would be granted by the Cadre Controller. No objection certificate for extension in the tenure of deputation upto 4<sup>th</sup> year would be granted by the Cadre Controller.
- (viii) No objection certificate for extension in the tenure of deputation beyond 4<sup>th</sup> year would be granted by DAI (HR) in the Headquarters office if the vacancy is upto 15 percent of sanctioned post in the Cadre Controlling Office.
- (ix) Other terms and conditions of deputation will be governed by DoPT instructions, as applicable to the Indian Audit & Accounts Department.
- (x) In case of administrative exigencies, the above guidelines may be relaxed by the DAI (HR) as the Competent Authority.
2. All the Heads of Department in IA&AD are requested to follow the aforesaid guidelines scrupulously.
3. Please acknowledge receipt of this letter.

Yours faithfully,

  
28.6.2022  
(Nilesh Patil)

Asstt. Comptroller and Auditor General (N)-1



**INDIAN AUDIT AND ACCOUNTS DEPARTMENT**

Office of the Accountant General (A&E), Punjab & UT, Chandigarh -  
160 017

No.: PPCB/Office order/2022-23/130

Dated: 29.03.2023

**OFFICE ORDER**

Whereas a clarification was sought from Finance Department, Govt. of Punjab, in March 2022 for grant of family pension to the daughters of Govt. employees who retired/died in harness before 2016 & their daughter became widow/divorcee after Jan 2016 and now they have clarified vide their letter No. File No. FD-FPPC0FAMP/4/2022-3FPPC I/518604/2023 dated 28.02.2023 (copy attached) as below:

“It is clarified that Family pension case of daughters of Government employees who retired or died in harness before 2016 & whose daughters became widow or divorcee on or after 01.01.2016; shall also be considered for authorization of family pension.”

In view of the above, it is directed to authorize family pension to eligible widow/divorcee daughters of employees of Govt. of Punjab, irrespective of their date of retirement/death and year of becoming their daughter widow/divorcee. Henceforth, such cases may be processed accordingly.

Sd/-

Deputy Accountant General (Pen.)

Ends. No. PPCB/Office Order /2022-23/1257-63

Dated: 29.03.2023

Copy to:

1. Secretary to the Accountant General
2. PS to Sr. DAG (Pension).
3. All Branch Officers and AAOs of Pension Wing
4. Sr. AO & AAO GR Cell & SAI project
5. Sr. CLC (Court Cell)
6. Sr. AO, IT Support Cell, for uploading on Office website
7. Office order file

Sr. Accounts Officer (PP&CB)

**F. No.370142/06/2023-TPL**  
**Government of India**  
**Ministry of Finance**  
**Department of Revenue**  
**Central Board of Direct Taxes**  
**(TPL Division)**

Dated: 5<sup>th</sup> April, 2023

**Sub: Clarification regarding deduction of TDS under section 192 read with sub-section (1A) of section 115BAC of the Income-tax Act, 1961 - reg.**

Vide Finance Act, 2023, sub-section (1A) has been inserted in section 115BAC of the Income-tax Act, 1961 ( the Act) to provide for a new tax regime with effect from the assessment year beginning on or after the 1st day of April, 2024. This regime applies to an individual or Hindu undivided family or association of persons [other than a cooperative society] or body of individuals, whether incorporated or not, or an artificial juridical person. Under this new regime, the income-tax in respect of the total income of the person shall be computed at the rates provided in sub-section (1A) of section 115BAC, subject to certain conditions, including the condition that the person does not avail of specified exemptions and deductions.

2. The above mentioned new tax regime is the default tax regime applicable to all persons mentioned above. However, under sub-section (6) of section 115BAC of the Act, a person may exercise an option to opt out of this tax regime. A person not having income from business or profession can exercise this option every year.

3. Representations have been received expressing concerns regarding tax to be deducted at source (TDS) on salary income of a person under section 192 of the Act as the deductor, being an employer, would not know if the person, being an employee, would opt out from taxation under sub-section (1A) of section 115BAC of the Act or not.

4. In order to avoid the genuine hardship in such cases, the Board, in exercise of powers conferred under section 119 of the Act, hereby directs that a deductor, being an employer, shall seek information from each of its employees having income under section 192 of the Act regarding their intended tax regime and each such employee shall intimate the same to the deductor, being his employer, regarding his intended tax regime for each year and upon intimation, the deductor shall compute his total income, and deduct tax at source thereon according to the option exercised.

5. If intimation is not made by the employee, it shall be presumed that the employee continues to be in the default tax regime and has not exercised the option to opt out of the new tax regime. Accordingly, in such a case, the employer shall deduct tax at source, on income under section 192 of the Act, in accordance with the rates provided under sub-section (1A) of section 115BAC of the Act.

6. It is also clarified that the intimation would not amount to exercising option in terms of sub-section (6) of section 115BAC of the Act and the person shall be required to do so separately in accordance with the provisions of the sub-section.

7. This circular is in supersession of Circular No. C1 of 2020 dated 13.04.2020 and shall be applicable for TDS during the financial year 2023-24 and subsequent years.


  
Vipul Agarwal  
Director(TPL-I)

**कार्यपालक अभियंता का कार्यालय**  
**ग्रामीण कार्य विभाग कार्य प्रमंडल, लातेहार।**  
**कार्यालय आदेश**

कार्यालय आदेश सं० ...3.3.....

दिनांक 10/06/2023

सभी कर्मचारियों, पदाधिकारियों, संवेदकों एवं संबंध अन्य व्यक्तियों को आगाह किया जाता है कि वरीय प्रमंडलीय लेखा पदाधिकारी (Sr. Divisional Account Officer) इस कार्यालय में भारत सरकार के प्रतिनिधि भारतीय लेखा परिक्षा एवं लेखा विभाग के समूह 'क' केन्द्रीय राजपत्रित पदाधिकारी है। किसी कार्य में उनकी सलाह को अनदेखा नहीं किया जा सकता है। उन्हें परोक्ष या अपरोक्ष रूप से Accountant /बाबू कहकर संबोधित करना अशोभनीय तथा उनकी गरिमा को ठेस पहुँचाना है। सेवा संहिता के नियमों एवं भारतीय दण्ड संहिता के तहत दंडनीय अपराध है। अतः सभी से आग्रह है कि वे कार्यालय शिष्टाचार के नियमों का पालन करें। कृपया इन्हें A.O. साहब के पदनाम से संबोधित किया जाय।

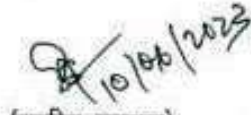
  
(समीर प्रसाद)

वरीय प्रमंडलीय लेखा पदाधिकारी  
ग्रामीण कार्य विभाग, कार्य प्रमंडल, लातेहार।  
10/06/2023


  
कार्यपालक अभियंता  
ग्रामीण कार्य विभाग  
कार्य प्रमंडल, लातेहार।  
10/06/2023

ज्ञापांक ...7.19..... दिनांक 10/06/2023

प्रतिलिपि :- सभी सहायक अभियंता/सभी कनीय अभियंता/सभी लेखा लिपिक/स्थापना लिपिक/रोकड़पाल/अन्य को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

  
(समीर प्रसाद)

वरीय प्रमंडलीय लेखा पदाधिकारी  
ग्रामीण कार्य विभाग, कार्य प्रमंडल, लातेहार।  
10/06/2023

  
कार्यपालक अभियंता  
ग्रामीण कार्य विभाग  
कार्य प्रमंडल, लातेहार।  
10/06/2023

F.No. 03(20)/2022-E.II(A)  
Government of India  
Ministry of Finance  
Department of Expenditure  
E.II(A) Branch  
\*\*\*\*

New Delhi, the 21 July, 2023

**OFFICE MEMORANDUM**

**Subject:** Instructions for the purchase of laptops/notebooks and similar devices for eligible officers—revised guidelines.

In supersession to this Ministry's Office Memorandum bearing No. 08(34)/2017-E.II(A) dated 20.02.2018 and OM No. 3(6)/2020-E.II(A) dated 27.03.2020, regarding purchase of Note Book/Laptop by Ministries/ Departments & delegation of powers thereof, it has been decided that laptop; tablet; phablet; notepad; ultra-book; notebook; net-book; mobile or devices of similar categories (referred to as 'Device' in this OM) may be issued to eligible officers for discharge of official work. These powers shall be exercised in consultation with the Financial Adviser by the Secretary of Ministry/Department, duly taking into consideration the functional requirements and budgetary provisions. However, the Secretary, for justifiable reasons, may delegate these powers to any other authority (not below the level of Joint Secretary). **This would, however, be subject to the following conditions:**

**2. Eligibility:**

<b>Section Officer and Equivalent</b>	<b>Under Secretary and Equivalent</b>	<b>Deputy Secretary or equivalent and above</b>
Upto 50% of sanctioned strength of the Department	Upto 50% of sanctioned strength of the Department	100 % of sanctioned strength of the Department

- 3. Cost of Device:** The cost of device shall be Rs. 1,00,000/- + taxes. However, for devices with Make-in-India (MII) component of more than 40%, the price ceiling shall be Rs. 1,30,000/- + taxes. The above price ceiling is inclusive of cost of standard software\*.

\***Standard Software:** Any software (Operating System, Antivirus software or MS-Office etc.) that is essential for the running of device towards discharge of official functions/duties.

- 4. Purchase Procedures:** As prescribed under GFRs read with procurement guidelines issued by this department.



5. **Safety, Security & Maintenance of Device:** The device shall be property of Government upto 4 years from date of purchase. The expenditure to be incurred for the maintenance and upkeep of the device post warranty period is to be borne by the department concerned. However, the officer, who is given the device, shall be personally responsible for safety and security of data/information. The officer concerned will be at liberty to get the device insured at his/her personal cost.
6. **Book value of the device:** For the purpose of calculation of the book value, a depreciation of 25% per year (pro-rata basis), on straight line method, be adopted. Illustration to determine the book value of the device is given at **Annexure-A**.
7. **Retention of device:**
  - (a) Post completion of four years of usage, the officer shall retain the issued device. Concerned Ministry/Department shall ensure that the data in the device is completely wiped out (data sanitized) before the device is handed over to the officer for retention.
  - (b) No new device may be sanctioned to an officer who has already been allotted a device, in a Ministry /Department, up to four years except in case of repair which is declared as 'beyond economical repairs'. In such case, the device shall be retained by the employee without paying any amount and he/she will be eligible for a new device (based on the functional necessity). A BER certificate to this effect shall be obtained from the OEM or its authorized service center or agency/company providing AMC services to the department.
8. **Beyond Economical Repair (BER):** When repair cost is considered too high (exceeding 50% of book value of equipment taking depreciation into account). Such cases should be dealt on case-to-case basis and should have concurrence of Financial Advisor of the Department.
9. **Conditions at the time of transfer, Superannuation etc.:**
  - (a) In case where, at the time of purchase of device if the residual service of the officer is less than 4 years [or in case the officer is transferred/deputed to State Govt. and with residual service of less than 4 years] or the officer leaves the Government Service within 4 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the amount equal to book value of the device on such date of relief from Government of India.
  - (b) Upon transfer/deputation of the officer to other Ministry/Department/Attached/Sub-ordinate offices of the Government of India or to the State Government in case of Officers of the All-India Services, the officer shall carry the device to his/her new place of posting, this fact should be specifically mentioned in the Last Pay Certificate (LPC) along with copy of the bill.

**10. Instructions for Ministries/Departments:**

- (a) For the officials who are currently holding laptops, notebooks or similar devices in accordance with the provisions of O.M. dt. 27.09.2016, O.M. dt. 20.02.2018 & O.M. dated 27.03.2020, the terms & conditions for retention of the device shall now be governed as per Para 7 of this OM and in case of transfer/deputation/superannuation of the officer provisions of Para 9 above shall be applicable.
- (b) The applicability of the provisions of this order to the officers of Armed Forces/Para-Military Forces, officers of MoD & other similar establishments dealing with sensitive data would be subject to restrictions imposed by the concerned departments/organizations duly taking into consideration the security of information. In all such cases the security of the information shall be the responsibility of the concerned department.

**11. This OM is applicable to all officers of Ministries /Departments of Government of India (including attached and subordinate offices). However, the following categories are outside the purview of these instructions:**

- (a) Minister and their personal staff (outsiders whose appointment is co-terminus to the term of Minister).
- (b) Public Sector Undertaking & Government Companies
- (c) State Governments
- (d) Autonomous Bodies
- (e) Consultants engaged by Ministries/Departments

**12. This is issued with the approval of Finance Secretary & Secretary (Expenditure).**



(Avinash K. Nilankar)  
Deputy Secretary (E.IIA)

To

- 1) All Ministries/Departments of Government of India  
2) All Financial Advisers

**Example**

An eligible officer is issued a device (including standard software) costing Rs. 1,00,000/- plus applicable taxes and levies. Calculation of Depreciation, book value of the device (including software) is as below:

**Formula:**

Percentage of depreciation =  $(100/48) \times$  No. of months elapsed or completed from the date of purchase of the device.

**Illustration:**

Date of purchase of device	Date of retirement/leaving the service	Completed months	Depreciation	Book value of the device/amount to be recovered from the employee
20.04.2023	30.04.2024	12 months	25%	75% of the original amount*
20.04.2023	20.10.2024	18 months	$(100/48) \times 18 = 37.5\%$	62.5% of the original amount
20.04.2023	30.04.2025	24 months	50%	50% of the original amount
20.04.2023	19.03.2026	34 months	$(100/48) \times 34 = 70.83\%$	29.17% of the original amount

\*Original amount in this case is 1,00,000/- plus applicable taxes and levies.

**F.No. 31011/17/2023-Estt.A-IV**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**Pers. Policy (A-IV)**

\*\*\*\*\*

North Block, New Delhi.

Dated: 10<sup>th</sup> August, 2023

**OFFICE MEMORANDUM**

**Subject: Central Civil Services (Leave Travel Concession) Rules, 1988 — clarifications/modifications in the LTC instructions regarding.**

The undersigned is directed to refer to DoPT's OM No. 31011/11/2015-Estt.A-IV dated 12.05.2016 on admissibility of catering charges in respect of rail journey performed on LTC and OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022 regarding booking of Air Tickets on Government Account in respect of LTC.

2. Keeping in view the several references, grievances, etc. in respect of different issues flagged in these OMs, the matter has been considered in consultation with the Department of Expenditure and decided as below:

- (i) **Reimbursement of Catering charges in case of LTC** - Keeping in view the fact that Indian Railways is now providing options to the traveller to avail catering facility or not, it has been decided that wherever employees opt for catering services while booking the tickets for the eligible trains for the purpose of LTC, the reimbursement of catering charges shall be allowed.
- (ii) **Reimbursement of Cancellation charges levied by the airlines/travel agents** - It has been decided that both types of the cancellation charges, viz. (i) cancellation charges levied by the airlines & (ii) cancellation charges levied by the three authorized travel agents for utilization of their portals/platforms, if any, shall be reimbursed on the ground of official exigencies only.
- (iii) **Booking of Air tickets through three Authorized Travel Agents viz. IRCTC, BLCL & ATT even in case of the employees not entitled for air travel under LTC** - It has been decided that the Government employees not entitled for air travel but wish to travel by air, are no longer required to mandatorily book their air tickets through these three travel agencies viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT), Indian Railways Catering and Tourism Corporation Ltd. (IRCTC) only as the reimbursement is restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less. In case of cancellation of tickets, cancellation charges shall be borne by the Government employees concerned. However, in case of Special Dispensation

Scheme, the Government employees not entitled for air travel under LTC, but wish to travel by air to the intended place of visit in NE region, UTs of J&K, Ladakh, A & N, are required to book their air ticket through three ATAs only.

3. The claim of reimbursement in respect of LTC journey is to be settled as per the above instructions, however the cases which have already been settled, need not be reopened.

4. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these instructions are issued in consultation with the Comptroller and Auditor General of India, as mandated under Article 148(5) of the Constitution of India.

5. Hindi version will follow.



(Satish Kumar)

Under Secretary to the Government of India

Tel: 2304 0341

To

All Secretaries of Ministries/ Departments of the Government of India  
(As per the standard list)

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi Section for Hindi version.

\*\*\*\*\*

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

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

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

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

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

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

Sd/-

**Sr. Accounts Officer  
(W.Admn)**

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

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

Sir,

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

Sd/-

**Sr. Accounts Officer  
(W.Admn)**

*With Best Compliments from*



**M/S GAUTAM BUILDERS**

H.no. 470, Sector 46-A, Chandigarh

**Mobile No.: 98140-08917**

*With Best Compliments from*



**MAKHAN LAL JINDAL, GOVT. CONT.**

K-80/4, Majithia Enclave, Patiala

**Mobile No.: 98144-58137**

*With Best Compliments from*



**M/S PANKAJ JINDAL CONTRACTOR**

**Head office:** 41-A, Sarabha Nagar, Bhadson Road, Patiala

**Branch office:** Near Vidya Bharti School, Mansa

**Pankaj: 98761-24521, Vinod: 98724-41958**

# SECTION - VI

## Punjab Government Letters and Notifications

No. 15/9/2005-5FB1/5851  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE BUDGET -- I BRANCH)

Dated, Chandigarh the 14 th September, 2006

To

All Heads of Departments,  
(Except Registrar High Court of  
Punjab & Haryana & District and  
Session Judges),  
Commissioner of Divisions and  
Deputy Commissioners in the State.

**Subject: Clarification regarding fixing the limit of consumption of POL (including maintenance and repair charges) for Government vehicles.**

Sir/Madam,

I am directed to refer to this Department's circulars letter No. No.15/9/2005-5FB1/9216-17, dated 25.11.2005 and No.15/9/2005-5FB1/9836-40, dated 21.12.2005 on the subject noted above.

2. In view of steep increase in price of petroleum products Department of Finance has issued necessary instructions vide communications dated 25.11.2005 and 21.12.2005 regarding revision of limit of consumption of petrol/diesel and expenditure on maintenance/repair charges of Govt. vehicles. However, many departments are seeking clarification regarding the said instructions as earlier the limit, which was fixed vide letter dated 22.9.1999, was in terms of monetary limit whereas now the limit has been fixed in terms of litres of petrol and diesel. Therefore, the matter is clarified as under:-

3. **Economy in expenditure on consumption of POL and repair charges of Govt. vehicles.**

i) The limit of expenditure on POL, inclusive of maintenance and repair charges, for Govt. Vehicles, as also vehicles attached with entitled officers, shall be as under:-

Sr. No.	Name of Vehicle	As per earlier instructions dated 22.9.1999	As per latest instructions dated 25.11.2005 & 25.12.2005
1.	Car (Petrol)	Rs. 7000/- P.M.	290 litre P.M. (fixed)
2.	Gypsy (Petrol)	Rs. 7000/- P.M.	290 litre P.M. (fixed)
3.	Jeep Diesel/Tata -	Rs. 6500/- P.M.	440 litre P.M. (fixed)

*Ranjit Jindha*



Sumo			
4.	Any other vehicle run by		
	(a) Petrol	Rs. 7000/- P.M.	290 litre P.M. (fixed)
	(b) Diesel	Rs. 4500/- P.M.	440 litre P.M.(fixed)

- ii) The limit of expenditure on POL, including maintenance and repair charges for Govt. Vehicles in respect of following field officers shall be as under:-

Sr. No.	Designation of Officers	As per earlier instructions dated 22.9.1999)	As per latest instructions dated 25.11.2005 & 25.12.2005
i)	Commissioners of Divisions and Deputy Commissioners	Rs. 11,000/- P.M.	460 Ltrs. Petrol (fixed)
ii)	S.D.Ms and Tehsildars	Rs. 9,000/- P.M.	377 Ltrs. Petrol (fixed)
iii)	Officers of the Enforcement wing of Transport Department i.e. Secretary RTAs, DTOs and Officers heading Flying Squads at Head Quarters	Rs. 10,000/- P.M.	418 Ltrs. Petrol (fixed)
iv)	e) Divisional Excise & Taxation Commissioner (Incharge of the Division)	Rs. 10,000/- P.M.	418 Ltrs. Petrol (fixed)
	f) Assistant Excise & Taxation Commissioner (Incharge of the District)	Rs. 10,000/- P.M.	
	g) Enforcement Officers (not below the rank of ETO)	Rs. 10,000/- P.M.	
	h) ETO (Excise) posted in the District	Rs. 10,000/- P.M.	
v)	Inspector General of Police Incharge of the Zone, D.I.Ps Incharge of the range and SSPs in charge of the Police Districts	Rs. 11,000/- P.M.	460 Ltrs. Petrol (fixed)
vi)	DSPs incharge of the Police Sub Division	Rs. 9,000/- P.M.	377 Ltrs. Petrol (fixed)

- iii) The officers entitled to staff vehicle are allowed 50 litres of petrol per month for undertaking journeys to office and back for one vehicle only. They would also continue to be eligible to undertake private journey on payment basis as per instructions of Motor Vehicle Board. This would be over and above the aforesaid limit.
- iv) The limit of expenditure on maintenance and repair charges for Government vehicles would be Rs. 5,000/- per month or Rs. 60,000/- per year which will not be used towards POL.
- v) Besides above, the amount spent on over-hauling of engine of the vehicle and replacement of tyres will be in addition to the above said limits. The officers already exempted from the limits fixed by the Department of Finance will continue to be exempted from the fixed limit.

*Ramesh Joshi*

- vi) To check the misuse of Government vehicles, the vehicles should be parked at the residence of the officer to whom it is allotted.
- vii) The bills for POL shall be prepared separately and will not be combined with the contingent items. Every Drawing and Disbursing Officer shall give information to District Treasury Officer/Treasury Officer in the enclosed proforma with each bill at the end of every month. In case, an Officer exceeds the above limit on expenditure, it shall be his personal responsibility to pay the bills for the purchase of petrol/diesel and repair of the vehicles over and above the prescribed limit. Further, the Department will have to remain within the budget allotment.
- viii) The Treasury Officer shall pass the bill only upto the limit as prescribed in above para 3 (I) & (II) of this letter.

**II. Repair of Government Vehicles**

The Government vehicles should be got repaired in the open market. For repairs where estimated cost is upto Rs. 500/-, the same may be got done from any workshop. However, where the estimated cost of repair is more than Rs. 500/-, sealed quotations from authorized dealers of vehicles manufacturers, local motor vehicle workshops and others, including PESCO, would be invited by the Department concerned for getting the vehicles repaired.

*Kashmira Singh*

( KASHMIRA SINGH )

of Budget Officer Jaski 1419

A copy is forwarded to the Chief Secretary/Financial Commissioners/Principal Secretaries/Administrative Secretaries for information and necessary action. They are requested to ensure strict compliance of these instructions.

*Kashmira Singh*

of Budget Officer

Jaski  
1419

To

1. The Chief Secretary to Govt. Punjab;
2. All the Financial Commissioners/Principal Secretaries; and
3. All the Administrative Secretaries to Govt of Punjab.

I.D. No. 15/9/2005-5FB1/5852 -54 Dated, Chandigarh, the 14th September, 2006

Endst.No.15/9/2005-5FB1/ 5855 Dated, Chandigarh, the 14th September, 2006

A copy is forwarded to the Secretary Institutional Finance and Banking and Department of Public Enterprises for strict compliance of these institutions by all Public Sector Undertakings, Boards and Apex Cooperative Institutions.

*Kashmira Singh*

of Budget Officer

Jaski  
1419

Ramesh Jaski

GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE BUDGET - I BRANCH)

Subject: Fixing the limit of consumption of POL. (including maintenance and repair charges) for Government vehicles.

All the Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab may refer to this Department's circular letter No. B/1/99-5/FBI/13588, dated 22<sup>nd</sup> September, 1969 on the subject noted above.

2. In view of the steep rise in prices of petroleum products since 1967, Department of Finance has considered the proposal of the Department of General Administration and decided to revise the limit on the consumption of petrol and expenditure on maintenance and repair charges for Government vehicles as also vehicles attached with the entitled officers as under:-

1. Economy in expenditure on consumption of POL and repair charges of Govt. vehicles.

1.	Car (Petrol)	:	290 litre per month (fixed)
2.	Gypsy (Petrol)	:	290 litre per month (fixed)
3.	Jeep Diesel/Tata Sumo	:	440 litre per month (fixed)
4.	Any other vehicle run by:		
	(a) Petrol	:	290 litre per month (fixed)
	(b) Diesel	:	440 litre per month (fixed)

5. The officers entitled for staff vehicles are allowed 50 litres of petrol per month for undertaking journeys to office and back for one vehicle only. They would also continue to be eligible to undertake private journey on payment basis as per instructions of Motor Vehicle Board. This would be over and above the aforesaid limit.

6. The limit of expenditure on maintenance and repair charges for Government vehicles would be Rs. 5,000/- per month or Rs. 60,000/- per year which will not be used towards POL.
7. Besides above, the amount spent on over-hauling of engine of the vehicle and replacement of tyres will be in addition to the above said limits. The officers already exempted from the limits fixed by the Department of Finance will continue to be exempted from the fixed limit.
8. To check the misuse of Government vehicles, the vehicles should be parked at the residence of the officer to whom it is allotted.
9. The bills for POL shall be prepared separately and will not be combined with the contingent items. Every Drawing and Disbursing Officer shall give information to District Treasury Officer/Treasury Officer in the enclosed proforma with each bill at the end of every month. In case, an Officer exceeds the above limit on expenditure, it shall be his personal responsibility to pay the bills for the purchase of petrol/diesel and repair of the vehicles over and above the prescribed limit. Further, the Department will have to remain within the budget allotment.
10. The Treasury Officer shall pass the bill only up to the limit as prescribed in above para 2 (i) of this letter.


#### Repair of Government Vehicles

The Government vehicles should be got repaired in the open market. For repairs where estimated cost is upto Rs. 500/- it may be got done from any workshop. However, where the estimated cost of repair is more than Rs. 500/- sealed quotations from authorized dealers of vehicles manufacturers, local motor vehicle workshops and others, including PESCO, would be invited by the Department concerned for getting the vehicles repaired.

3. The instructions issued by the Finance Department dated 22<sup>nd</sup> September, 1999 vide letter No. 8/1/99-5FBI/13688 on the subject shall stand

The revision in the limit on the consumption of petrol and expenditure on maintenance and repair charges for Government vehicles will become operational from 1<sup>st</sup> December, 2005.

This Issue with the approval of Hon'ble Chief Minister, Punjab.

  
( GURMIT SINGH )  
Budget Officer-cum-Deputy Secretary Finance

ਨੰ: 8/2/2012-5ਵਿ.ਬ.1/ 343

ਪੰਜਾਬ ਸਰਕਾਰ  
ਵਿੱਤ ਵਿਭਾਗ  
( ਵਿੱਤ ਬਜਟ-1 ਸ਼ਾਖਾ )

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 27 ਜੁਲਾਈ, 2012

ਸੇਵਾ ਵਿਖੇ

ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,  
ਸਮੂਹ ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,  
ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਜਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ,  
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ ।

ਵਿਸ਼ਾ :- ਮਾਨਯੋਗ ਵਿੱਤ ਮੰਤਰੀ, ਪੰਜਾਬ ਵੱਲੋਂ ਵਿੱਤੀ ਸਾਲ 2012-13 ਦਾ ਬਜਟ ਪੇਸ਼ ਕਰਦੇ ਸਮੇਂ ਐਲਾਨ ਕੀਤੇ ਅਨੁਸਾਰ ਸਰਕਾਰੀ ਖਰਚੇ ਵਿੱਚ ਕਢਾਇਤ ਕਰਨ ਸਬੰਧੀ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕਰਨ ਬਾਰੇ।

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ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਆਪਦਾ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਵਿੱਤੀ ਸਾਲ 2012-13 ਦੌਰਾਨ ਸਰਕਾਰੀ ਖਰਚੇ ਵਿੱਚ ਕਢਾਇਤ ਕਰਨ ਲਈ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕਰਨ ਦੇ ਆਦੇਸ਼ ਹੋਏ ਹਨ :-

- ੳ) ਵਿੱਤੀ ਸਾਲ 2012-13 ਦੌਰਾਨ ਕਿਸੇ ਤਰ੍ਹਾਂ ਦੀ ਨਵੀਂ ਸਰਕਾਰੀ ਮੋਟਰ ਗੱਡੀ ਦੀ ਖਰੀਦ ਨਾ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਇਸ ਮੋਟਰ ਲਈ ਦੱਖਿਆ ਗਿਆ ਬਜਟ ਤੁਰੰਤ ਸਰੰਡਰ (surrender) ਕਰਵਾਉਣ ਦੀ ਜਿੰਮੇਵਾਰੀ ਸਬੰਧਤ ਵਿਭਾਗ ਦੇ ਮੁੱਖੀ (HOD)/ਦਫਤਰ ਦੇ ਮੁੱਖੀ (HOO) ਦੀ ਹੋਵੇਗੀ। ਇਸ ਸਬੰਧੀ ਵਿਭਾਗ ਦੇ ਮੁੱਖੀ ਵੱਲੋਂ ਕੋਈ ਵੀ ਕੇਸ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਨੂੰ ਨਾ ਭੇਜਿਆ ਜਾਵੇ ਅਤੇ ਨਾ ਹੀ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਵੱਲੋਂ ਕੋਈ ਵੀ ਕੇਸ ਵਿੱਤ ਵਿਭਾਗ ਨੂੰ ਭੇਜਿਆ ਜਾਵੇ।
- ਅ) ਸਰਕਾਰੀ ਗੱਡੀਆਂ ਲਈ ਮੌਜੂਦਾ ਨਿਰਧਾਰਤ ਪੈਟਰੋਲ/ਡੀਜਲ ਦੀ ਵਰਤੋਂ ਤੇ 10% ਦੀ ਕਟੌਤੀ ਅਤੇ ਗੱਡੀਆਂ ਦੇ ਰੱਖ-ਰਖਾਵ ਅਤੇ ਮੁਰੰਮਤ ਤੇ ਆਉਣ ਵਾਲੇ ਖਰਚੇ ਵਿੱਚ ਵੀ 10% ਦੀ ਕਟੌਤੀ ਤੁਰੰਤ ਲਾਗੂ ਕਰਨਾ ਹਰ ਇੱਕ ਵਿਭਾਗ ਦੇ ਮੁੱਖੀ (HOD)/ਦਫਤਰ ਦੇ ਮੁੱਖੀ (HOO) ਦੀ ਜਿੰਮੇਵਾਰੀ ਹੋਵੇਗੀ। ਇਸ ਸਬੰਧੀ 10% ਬਜਟ ਸਰੰਡਰ (surrender) ਕਰਨ ਨੂੰ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ। ਸਰਕਾਰੀ ਗੱਡੀਆਂ ਨੂੰ ਪੈਟਰੋਲ/ਡੀਜਲ ਦੀ ਖਪਤ ਅਤੇ ਗੱਡੀਆਂ ਦੇ ਰੱਖ-ਰਖਾਵ ਅਤੇ ਮੁਰੰਮਤ ਤੇ ਆਉਣ ਵਾਲੇ ਖਰਚੇ ਸਬੰਧੀ ਵਿੱਤ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 15/9/2005-5ਵਿ.ਬ.1/5851, ਮਿਤੀ 14-9-2006 ਰਾਹੀਂ ਨਿਰਧਾਰਿਤ ਕੀਤੀ ਗਈ ਲਿਮਿਟ ਹੁਣ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:-

ਲੜੀ ਨੰ:	ਗੱਡੀ ਦਾ ਨਾਮ	ਮਿਤੀ 14-9-2006 ਨੂੰ ਜਾਰੀ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਪਹਿਲਾਂ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਗਈ ਲਿਮਿਟ	ਹੁਣ ਤੋਂ ਨਵੀਂ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਗਈ ਲਿਮਿਟ
1.	ਕਾਰ (ਪੈਟਰੋਲ)	290 ਲੀਟਰ ਪ੍ਰਤੀ ਮਹੀਨਾ	261 ਲੀਟਰ ਪ੍ਰਤੀ ਮਹੀਨਾ (ਫਿਕਸ)

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2.	ਜਿਪਸੀ(ਪੇਟਰੋਲ)	290 ਲੀਟਰ ਪ੍ਰਤੀ ਮਹੀਨਾ	261 ਲੀਟਰ ਪ੍ਰਤੀ ਮਹੀਨਾ (ਫਿਕਸ)
3.	ਜੀਪ (ਡੀਜਲ)/ ਟਾਟਾ ਸੂਮੋ	440 ਲੀਟਰ ਪ੍ਰਤੀ ਮਹੀਨਾ	261 ਲੀਟਰ ਪ੍ਰਤੀ ਮਹੀਨਾ (ਫਿਕਸ)
4.	ਕੋਈ ਹੋਰ ਚੱਲ ਰਹੀ ਗੱਡੀ		
(ੳ)	ਪੇਟਰੋਲ	290 ਲੀਟਰ ਪ੍ਰਤੀ ਮਹੀਨਾ	261 ਲੀਟਰ ਪ੍ਰਤੀ ਮਹੀਨਾ (ਫਿਕਸ)
(ਅ)	ਡੀਜਲ	440 ਲੀਟਰ ਪ੍ਰਤੀ ਮਹੀਨਾ	261 ਲੀਟਰ ਪ੍ਰਤੀ ਮਹੀਨਾ (ਫਿਕਸ)

ਹੇਠ ਲਿਖੇ ਖੇਤਰੀ ਅਫਸਰਾਂ ਲਈ ਸਰਕਾਰੀ ਗੱਡੀ ਲਈ ਪੇਟਰੋਲ, ਰੱਖ-ਰਖਾਵ ਅਤੇ ਮੁਰੰਮਤ ਲਈ ਖਰਚਾ

ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਨਿਰਧਾਰਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ:

ਲੜੀ ਨੰ:	ਅਫਸਰਾਂ ਦਾ ਅਹੁਦਾ	ਮਿਤੀ 14-9-2006 ਨੂੰ ਜਾਰੀ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਪਹਿਲਾਂ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਗਈ ਲਿਮਟ	ਹੁਣ ਤੋਂ ਨਵੀਂ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਗਈ ਲਿਮਟ
1.	ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ ਅਤੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ	460 ਲੀਟਰ ਪੇਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ	414 ਲੀਟਰ ਪੇਟਰੋਲ/ ਡੀਜਲ ਪ੍ਰਤੀ ਮਹੀਨਾ (ਫਿਕਸ)
2.	ਉਪਮੰਡਲ ਮਜਿਸਟਰੇਟ ਅਤੇ ਤਹਿਸੀਲਦਾਰ	377 ਲੀਟਰ ਪੇਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ	339 ਲੀਟਰ ਪੇਟਰੋਲ/ ਡੀਜਲ ਪ੍ਰਤੀ ਮਹੀਨਾ (ਫਿਕਸ)
3.	ਟਰਾਂਸਪੋਰਟ ਵਿਭਾਗ ਦੇ ਇਨਫੋਰਸਮੈਂਟ ਵਿੰਗ ਦੇ ਅਫਸਰ ਜਿਵੇਂ ਸਕੱਤਰ ਆਰ.ਟੀ.ਏ, ਡੀ.ਟੀ.ਓ ਅਤੇ ਮੁੱਖ ਦਫਤਰ ਵਿਖੇ ਫਲਾਇੰਗ ਸਕਾਰਡ ਦੇ ਮੁੱਖ ਅਫਸਰ	418 ਲੀਟਰ ਪੇਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ	376 ਲੀਟਰ ਪੇਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ (ਫਿਕਸ)
	(ੳ) ਡਵੀਜ਼ਨਲ ਆਬਕਾਰੀ ਤੇ ਕਰ ਕਮਿਸ਼ਨਰ (ਡਵੀਜ਼ਨ ਦੇ ਇੰਚਾਰਜ)	418 ਲੀਟਰ ਪੇਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ	376 ਲੀਟਰ ਪੇਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ (ਫਿਕਸ)
	(ਅ) ਸਹਾਇਕ ਆਬਕਾਰੀ ਤੇ ਕਰ ਕਮਿਸ਼ਨਰ (ਜਿਲ੍ਹੇ ਦਾ ਇੰਚਾਰਜ)	418 ਲੀਟਰ ਪੇਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ	376 ਲੀਟਰ ਪੇਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ (ਫਿਕਸ)
	(ੲ) ਇਨਫੋਰਸਮੈਂਟ ਅਫਸਰ (ਈ.ਟੀ.ਓ ਦੇ ਅਹੁਦੇ ਤੋਂ ਘੱਟ ਨਾ ਹੋਵੇ)	418 ਲੀਟਰ ਪੇਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ	376 ਲੀਟਰ ਪੇਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ (ਫਿਕਸ)
	(ਸ) ਈ.ਟੀ.ਓ (ਆਬਕਾਰੀ) ਜੋ ਜਿਲ੍ਹੇ ਵਿੱਚ ਪੋਸਟ ਹੋਵੇ	418 ਲੀਟਰ ਪੇਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ	376 ਲੀਟਰ ਪੇਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ (ਫਿਕਸ)

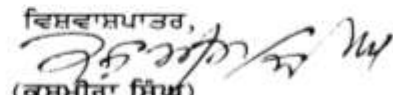
5.	ਇਸਪੈਕਟਰ ਜਨਰਲ ਆਫ ਪੁਲਿਸ ਜੈਨ ਇਚਾਰਜ, ਡੀ.ਆਈ.ਪੀ. ਰੈਨਜ ਇਚਾਰਜ ਅਤੇ ਐਸ.ਐਸ.ਪੀ. ਜਿਲ੍ਹਾ ਪੁਲਿਸ ਦੇ ਇਚਾਰਜ	460 ਲੀਟਰ ਪੈਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ	314 ਲੀਟਰ ਪੈਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ (ਫਿਕਸ)
6.	ਡੀ.ਐਸ.ਪੀ. ਇਚਾਰਜ ਆਫ ਸਬ ਡਵੀਜ਼ਨ ਪੁਲਿਸ	377 ਲੀਟਰ ਪੈਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ	339 ਲੀਟਰ ਪੈਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ (ਫਿਕਸ)

ਗੱਡੀਆਂ ਦੀ ਪੈਟਰੋਲ ਅਤੇ ਡੀਜਲ ਦੀ ਅੰਸਤ ਪ੍ਰਤੀ ਕਿਲੋਮੀਟਰ ਲਗਭਗ ਇੱਕੋ ਜਿਹੀ ਹੀ ਹੈ, ਇਸ ਲਈ ਪੈਟਰੋਲ ਅਤੇ ਡੀਜਲ ਦੀ ਲਿਮਟ ਬਰਾਬਰ ਨਿਸ਼ਚਿਤ ਕਰ ਦਿੱਤੀ ਗਈ ਹੈ। ਅਫਸਰ ਸਟਾਫ ਵਾਹਨ ਦੀ ਵਰਤੋਂ ਲਈ ਕੇਵਲ ਇੱਕ ਵਾਹਨ ਰਾਹੀਂ ਦਫਤਰ ਤੋਂ ਆਉਣ ਜਾਣ ਲਈ 45 ਲੀਟਰ ਪੈਟਰੋਲ ਪ੍ਰਤੀ ਮਹੀਨਾ ਦੀ ਖਪਤ ਕਰਨ ਲਈ ਯੋਗ ਹੋਣਗੇ। ਸਰਕਾਰੀ ਗੱਡੀਆਂ ਦੀ ਰੱਖ-ਰਖਾਵ ਅਤੇ ਮੁਰੰਮਤ ਲਈ ਖਰਚਾ ਕਰਨ ਦੀ ਲਿਮਟ 4500/- ਰੁਪਏ ਪ੍ਰਤੀ ਮਹੀਨਾ ਜਾਂ 54000/- ਰੁਪਏ ਪ੍ਰਤੀ ਸਾਲ ਦੀ ਹੋਵੇਗੀ ਜਿਹੜੀ ਕਿ ਪੈਟਰੋਲ/ਡੀਜਲ ਪ੍ਰਤੀ ਨਹੀਂ ਵਰਤੀ ਜਾਵੇਗੀ।

ੲ) ਰਾਜ ਵਿੱਚ ਬਿਜਲੀ ਦੀ ਕਮੀ ਅਤੇ ਬਿਜਲੀ ਖਰਚੇ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦੇ ਹੋਏ ਸਰਕਾਰੀ ਦਫਤਰਾਂ ਵਿੱਚ ਬਿਜਲੀ ਦੀ ਬੇਲੋੜੀ ਵਰਤੋਂ ਨੂੰ ਰੋਕਣ ਲਈ ਤੁਰੰਤ ਸਖਤ ਕਦਮ ਚੁੱਕੇ ਜਾਣ। ਸਬੰਧਤ ਵਿਭਾਗ ਦੇ ਮੁੱਖੀ (HOD)/ ਦਫਤਰ ਦੇ ਮੁੱਖੀ (HOO) ਇਹ ਸੁਨਿਸ਼ਚਿਤ ਕਰਨਗੇ ਕਿ ਬਿਜਲੀ ਖਰਚੇ ਵਿੱਚ ਘੱਟੋ-ਘੱਟ 10% ਕਟੌਤੀ ਸੰਭਵ ਹੋ ਸਕੇ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਸਰਕਾਰੀ ਟੈਲੀਫੋਨ ਦੀ ਵਰਤੋਂ ਅਤਿ ਜਰੂਰੀ ਕੰਮਾਂ ਲਈ ਹੀ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਟੈਲੀਫੋਨ ਦੀ ਨਜ਼ਾਇਜ਼ ਵਰਤੋਂ ਨੂੰ ਰੋਕਣ ਲਈ ਆਪਣੀ ਪੱਧਰ ਤੇ ਲੋੜੀਂਦੇ ਕਦਮ ਚੁੱਕੇ ਜਾਣ ਤਾਂ ਜੋ ਟੈਲੀਫੋਨ ਬਿਲਾਂ ਵਿੱਚ ਵੀ 10% ਕਟੌਤੀ ਸੰਭਵ ਹੋ ਸਕੇ। ਇਸ ਸੰਦਰਭ ਵਿੱਚ ਸਬੰਧਤ ਮੰਦਾਂ ਵਿੱਚ 10% ਕਟੌਤੀ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਂਦੇ ਹੋਏ ਬਜਟ ਸਰੰਡਰ ਕੀਤਾ ਜਾਵੇ ਅਤੇ ਨਾਲ ਹੀ ਇਹ ਵੀ ਧਿਆਨ ਰੱਖਿਆ ਜਾਵੇ ਕਿ ਉਪਰੋਕਤ ਖਰਚਿਆਂ ਦੇ ਬਿੱਲ ਇਕੱਠੇ ਨਾ ਹੋਣ।

ੳ) ਦਫਤਰਾਂ ਦੀ ਰੈਨੋਵੇਸ਼ਨ ਤੇ ਪੂਰਨ ਪਾਬੰਦੀ ਹੋਵੇਗੀ। ਦਫਤਰੀ ਖਰਚਿਆਂ ਵਿੱਚ 10% ਕਟੌਤੀ ਲਾਗੂ ਕਰਨ ਨੂੰ ਵਿਭਾਗ ਦੇ ਮੁੱਖੀ (HOD)/ ਦਫਤਰ ਦੇ ਮੁੱਖੀ (HOO) ਯਕੀਨੀ ਬਣਾਉਣਗੇ। ਜੇਕਰ 10% ਦੀ ਕਟੌਤੀ ਕਰਨ ਨਾਲ ਫੰਡ ਬੱਚ ਜਾਂਦੇ ਹਨ ਤਾਂ ਉਨ੍ਹਾਂ ਦੀ ਵਰਤੋਂ ਨਾਲ ਦਫਤਰਾਂ ਦੀ ਮੁਰੰਮਤ/ਸਾਜੋ ਸਮਾਨ ਦੀ ਖਰੀਦ ਤੇ ਵੀ ਪਾਬੰਦੀ ਹੋਵੇਗੀ।

ੴ. ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਨੂੰ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਵਿਸ਼ਵਾਸਪਾਤਰ,  
  
 (ਕਰਮਜੀਤ ਸਿੰਘ)  
 ਬਜਟ ਅਫਸਰ-ਕਮ-ਉਪ ਸਕੱਤਰ ਵਿੱਤ

No. 7/61/2017-3FP1/734  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
( Finance Personnel-I branch )

Dated Chandigarh.: 29-08-2017

To

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

Subject: - Government accommodation facility to regular employees of the Government of Punjab recruited after 15.1.2015-regarding.

Sir/Madam,

I am directed to address you on the subject cited above and to inform that the Government of Punjab has decided that the newly recruited regular employees of the Government of Punjab, who are being paid salary @ basic pay (minimum of the pay band) or DC/Labour rate as per Finance Department's instructions No. 7/204/2012-4FP1/66 dated 15.1.2015 and No. 7/204/2012-4FP1/1049 dated 21.12.2015, be allowed to avail government accommodation facility by deducting Licence fee @ 5% of the basic pay plus percentage of House Rent Allowance as permissible to the confirmed employees at their station of posting.

Yours faithfully,

  
(Sangita)

Under Secretary Finance

Dated, Chandigarh. 29-08-2017

Endst. No. No. 7/61/2017-3FP1/735

A copy of the above is forwarded to the following for information and necessary action:-

1. Accountant General (Audit), Punjab.
2. Accountant General (A& E), Punjab, Chandigarh)

  
Superintendent

Dated, Chandigarh. : 29-08-2017

Endst. No. No. 7/61/2017-3FP1/736

A copy of the above is forwarded to the following for information and necessary action:-

- 1) The Chief Secretary, Government of Punjab.
- 2) The Examiner, Local Fund Accounts, Chandigarh.
- 3) All the Dist Treasury Officer Treasury Officers.

  
Superintendent

Dated, Chandigarh. A: 29-08-2017

Endst. No. No. 7/61/2017-3FP1/737

copy of the above is forwarded to:-

- 1) The Secretary, Finance Department, Chandigarh Administration, Chandigarh.
- 2) All the Financial Commissioner and Administrative Secretary, Punjab, Chandigarh.
- 3) The Resident Commissioner, Punjab Bhawan, New Delhi.
- 4) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla.

  
Superintendent



21/06/2015-4ਵਿ.ਪ੍ਰ.2/ 326-331



ਪੰਜਾਬ ਸਰਕਾਰ  
ਵਿੱਤ ਵਿਭਾਗ  
(ਵਿੱਤ ਪ੍ਰਸ਼ਨਨਲ - 2 ਸ਼ਾਖਾ)

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 11-3-2020

ਸੇਵਾ ਵਿਖੇ,

1. ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਸ਼ੇਸ਼ ਮੁੱਖ ਸਕੱਤਰ/ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ/ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ/ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ;
2. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ;
3. ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,
4. ਸਮੂਹ ਡਵੀਜਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,
5. ਸਮੂਹ ਜਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ,
6. ਸਮੂਹ ਜਿਲ੍ਹਿਆਂ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਸਮੂਹ ਸਬ-ਡਵੀਜਨਲ ਮੈਜਿਸਟ੍ਰੇਟ (ਸਿਵਲ)।

ਵਿਸ਼ਾ:- ਪੰਜਾਬ ਵਿੱਤੀ ਨਿਯਮਾਵਲੀ ਭਾਗ-1 ਦੇ ਨਿਯਮ 19.6 ਦੇ ਲੜੀ ਨੰ: 1 ਵਿਚ ਦਰਜ ਪਾਵਰਾਂ ਵਿਚ ਸੋਧ ਕਰਨ ਸਬੰਧੀ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਪੰਜਾਬ ਵਿੱਤੀ ਨਿਯਮਾਵਲੀ ਨੂੰ ਸੋਧਣ (update) ਦਾ ਕੰਮ ਸਰਕਾਰ ਦੇ ਵਿਚਾਰ ਅਧੀਨ ਹੈ। ਇਸ ਸਬੰਧੀ ਪੰਜਾਬ ਰਾਜ ਦੇ ਵੱਖ ਵੱਖ ਵਿਭਾਗਾਂ ਦੀਆਂ ਪ੍ਰਬੰਧਕੀ ਲੋੜਾਂ ਨੂੰ ਮੁੱਖ ਰੱਖਦੇ ਹੋਏ, ਨਵੀਂ (updated) ਪੰਜਾਬ ਵਿੱਤੀ ਨਿਯਮਾਵਲੀ ਦੀ ਕਿਤਾਬ ਦੀ ਛਪਾਈ ਹੋ ਜਾਣ ਤੱਕ, ਮੌਜੂਦਾ ਪੰਜਾਬ ਵਿੱਤੀ ਨਿਯਮਾਵਲੀ ਭਾਗ-1 ਦੇ ਨਿਯਮ 19.6 ਦੇ ਲੜੀ ਨੰ: 1 ਵਿਚ ਦਰਜ ਪਾਵਰਾਂ ਵਿਚ ਹੇਠਾਂ ਦਰਸਾਏ ਕਾਲਮ ਨੰ: 5 ਅਨੁਸਾਰ ਸੋਧ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:-

19.6: Contingencies, stores, fees, compensation, remuneration, etc. (Rule 8.3 and 15.2)

Sr. No.	Nature of Power	Authority to which the power is delegated	Extent of powers delegated (as per current PFR)	Enhanced Powers (till the new PFR is printed)
1	2	3	4	5
1	To sanction non-recurring expenditure, not otherwise provided for in this rule (other than expenditure on installation of new telephones)	All Departments of Government Heads of Departments Controlling Officers Disbursing Officers	Full powers. Up to Rs. 60,000 for any one item. Up to Rs. 6,000 for any one item Up to Rs. 3,000 for any one item	Full powers. Up to Rs. 5,00,000 for any one item. Up to Rs. 50,000 for any one item Up to Rs. 25,000 for any one item

ਵਿਸ਼ਵਾਸ ਪਾਤਰ,

ਉੱਪ ਸਕੱਤਰ, ਵਿੱਤ

No. 04/03/2021-5FP1/1071  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE PERSONNEL-1 BRANCH)

Dated Chandigarh, 07/09/2021

To

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab.
- ii) All Head of Departments of the State;
- iii) All Commissioners of Divisions;
- iv) The Registrar, Punjab and Haryana High Court, Chandigarh;
- v) All Deputy Commissioners and District & Sessions Judges and;
- vi) Secretary, Punjab Vidhan Sabha.

**Subject: - Implementation of recommendations of 6<sup>th</sup> Punjab Pay Commission - Enhancement of Monthly Fixed Travelling Allowance to Government employees.**

**Sir/Madam,**

I am directed to say that the Governor of Punjab, after due consideration of the recommendations of the 6<sup>th</sup> Punjab Pay Commission, is pleased to revise the existing rate of Monthly Fixed Travelling Allowance admissible to employees covered under Rule 2.5 of Punjab Civil Services, Volume-III on the revised pay fixed in accordance with Punjab Civil Services (Revised Pay) Rules, 2021 in different departments as under:-

Sr. No.	Level in Pay matrix	Amount (in Rupees) (per month)
1	Upto Level 6	1000/-
2	Above Level 6 and upto Level 10	1500/-
3	Above Level 10	2000/-

2. The Medical Officers of the Department of Health & Family Welfare working in Subsidiary Health Centre (SHC)/Dispensary shall also be entitled for Monthly Fixed Travelling Allowance (as per above table) corresponding to the level determined in accordance with the Notification No. 09/01/2021-5FP1/671 dated 05<sup>th</sup> July, 2021 issued by the Department of Finance.

3. The above decision shall be effective from 1st July, 2021.

4. Necessary amendments in the rules will be made in the due course.

Yours faithfully,

  
(Jaswinder Singh)

**Under Secretary Finance**

Government of Punjab  
Department of Finance  
(Finance Pension Policy & Coordination Branch)

To

Accountant General (A&E)  
Punjab & Chandigarh  
Plot No. 20, Sector-17  
Chandigarh, 1600

Subject: Extension of benefits of Retirement Gratuity and Death Gratuity to the Punjab Government employees covered by New Defined Contributory Pension Scheme. From:- Indian Audit & Accounts department, o/o AG (A&E) Pb & UT, Chandigarh (RL 949773124).

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Accountant General (A&E) Punjab & Chandigarh kindly refer to your bearing letter No. PP&CB/Clari.Services Gratuity NPS/2020-21/633, dated 01.02.2021.

2 **The Finance Department advised that :-**


- a) Service Gratuity is not admissible to the employees covered under the New Pension Scheme in addition to his/her Retirement Gratuity.
- b) Gratuity is not admissible to Government employee covered under New Pension Scheme, who has superannuated before completion of five years qualifying service as per Punjab Civil

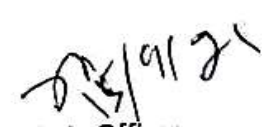
Services Rule 6.16-AA.


Endst no PPCB/2021-22/674-78  
Copy forwarded to:

1. Secretary to the Pr Accountant General
2. All BOs/AAOs in Pension wing
3. Sr AO ITA
4. PS to Sr DAG(P)
5. Office order file

dated  
17/9/2021

  
Jaswinder Singh  
Under Secretary  
07/09/2021

  
Sr Accounts Officer  
PP&CB

  
14/9/2021

No.09/01/2021-5FP1/1257-1262  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE PERSONNEL-1 BRANCH)

Dated, Chandigarh: 01/10/2021

To

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab.
- ii) All Head of Departments of the State;
- iii) All Commissioners of Divisions;
- iv) The Registrar, Punjab and Haryana High Court, Chandigarh;
- v) All Deputy Commissioners and District & Sessions Judges and;
- vi) Secretary, Punjab Vidhan Sabha.

Subject: - Implementation of recommendations of 6<sup>th</sup> Punjab Pay Commission- link at [www.punjab.gov.in](http://www.punjab.gov.in)

R/ Sir/madam,

On the subject cited above, i am directed to say that the notification (Punjab Civil Services (Revised Pay), First Amendment Rules, 2021) regarding 6<sup>th</sup> Punjab Pay Commission has been issued by the Department of Finance vide No. 09/01/2021-5FP1/1228 dated 20.09.2021 and this notification has also been published by the Punjab printing press, Mohali vide no. 2401/9-2021/Pb. Govt. Press, S.A.S. Nagar and same has been uploaded on the Punjab Government website i.e. [www.punjab.gov.in](http://www.punjab.gov.in) under the link E-Gazette. It can be downloaded as Punjab Civil Services (Revised Pay) First Amendment Rules, 2021 from the link mentioned above please.

Endst. No. 09/01/2021-5FP1/1263-64

*Sumit Tetcha*  
**Superintendent**  
Dated, Chandigarh, 01/10/2021

A copy of the above is forwarded to the following for information and necessary action:-

1. Accountant General (Audit), Punjab.
2. Accountant General (A& E), Punjab, Chandigarh

*Sumit Tetcha*  
**Superintendent**

No.2/19/2016-2FPPC/257

Government of Punjab

Department of Finance

(Finance Pension Policy & Coordination Branch)

Dated, Chandigarh 08.10.2021

To,

All Heads of the Departments,  
Commissioners of Divisions,  
Registrar, Punjab and Haryana High Court,  
District and Sessions judges and,  
Deputy Commissioners in the State,

Sub: Additional Relief on death/disability of Government servants covered by the new Defined Contribution Pension System (NPS).

Sir/Madam,

I have been directed to state that the Government of Punjab has decided to extend the benefit of additional Relief on death/disability of Government servants covered under the New Defined Contribution Pension System vide letter No. 38/41/06/P&PW(A), dated 5<sup>th</sup> May, 2009 of Government of India in the event of death/disability during service on the terms and conditions as per Rules 5.11 to 5.26, 6.17(2), 6.17-A, 6.18, 8.34(1) and 8.34(2) of Punjab Civil Services Rules Vol.-II in so far as they relate to family/Invalid pension.

2. These orders shall be applicable to all those Punjab Government employees, who joined government service on or after 01.01.2004 and are covered by New Pension Scheme and shall be applicable w.e.f. 01.01.2004.

3. The pension sanctioning authority shall suo motto take up the case of deceased pensioners who have been covered under New Pension Scheme and since expired during service with Accountant General Punjab for the grant of benefit of Family Pension as the case may be after adopting due procedure as per *Punjab Civil Services Rules Vol.II*.

4. On death/disability of the Subscriber, benefits are payable to the family under Punjab Civil Services Rules Volume II, the Government contribution and returns thereon in the accumulated pension copus of the Subscriber shall be

(2)

transferred to Government account. The remaining accumulated pension corpus shall be paid in lump sum to the person(s) in whose favour a nomination has been made under the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under Nation Pension System) Regulations, 2015. If there is no such nomination or if the nomination made does not subsist, the amount of remaining accumulated pension corpus shall be paid to the legal heir(s).

5. The amount already paid to the legal heirs of subscribers in respect of Government Contribution and its growth shall be recovered with interest as per GPF interest rate from time to time from the date of payment by NSDL to the date of deposit in Government Treasury. This amount is to be deposited in receipt head "0071-Contribution & Recoveries towards pension and other retirement benefits-01 Civil-101-Subscriptions and Contributions-07 Accumulated Pension Wealth in respect of NPS subscribers" before sending the case to Accountant General Punjab by Pension Sanctioning Authority for sanctioning of Family/Invalid Pension.
6. All subscriber-employees of New Pension Scheme shall exercise an option in Annexure I within three months from the date of issuance of these instructions to avail this benefit. The new recruits shall submit this option at the time of joining in service.
7. The legal heirs of expired subscriber shall submit an undertaking in Annexure II.
8. Necessary notification to amend the civil services rule shall be issued in due course of time.



(K.A.P. Sinha), IAS

Principal Secretary to Government of Punjab  
Department of Finance

No. 5/138/2009-3FP1/1383  
Government of Punjab  
Department of Finance  
(Finance Personnel-1 Branch)

Dated: 1-11-2021

To

All Special Chief Secretaries, Additional Chief Secretaries,  
Financial Commissioners, Principal Secretaries and Administrative  
Secretaries to Government of Punjab.

**Sub:- Clarification regarding grant of benefits under instructions dated 3.11.2006 with regard to ACP Scheme and instructions dated 1.12.2011 governing Structural Pay Scale to Junior Engineers / Asstt. Engineers of the State of Punjab.**

Respected Madam/Sir,

In pursuance to the judgment of Hon'ble Punjab and Haryana High Court dated 20.5.2013 in CWP No. 16446 of 2010 titled as Jaswinder Singh Bedi and Others Vs State of Punjab, a letter No. 5/138/2009-3FP1/397 dated 03.03.2020 was duly issued by the Department of Finance, Punjab directing that the judgment be implemented in its true letter and spirit qua the petitioners therein.

2. Subsequently, after multiple litigation and in view of the clarifications sought by the different Administrative Departments as well as the office of the Accountant General, Punjab, Chandigarh; and based on the expert opinion of Ld. Advocate General, Punjab, and due exploration of the matter it has now been decided that the letter No. 5/138/2009-3FP1/881 dated 1.12.2011 and communication issued vide letter No. 7/60/2006-5PP1/15963 dated 3.11.2006 are independent of each other.

3. As per letter No. 5/138/2009-3FP1/881 dated 1.12.2011, the structural pay scale has been granted to the junior engineers which is admissible on completion of 10/20/25 years of service. It implies that the benefits already given under 4/9/14 scheme of instructions dated 03.11.2006 shall be adjusted at the time of granting of structural pay scale on completion of 10/20/25 years of service as per these instructions dated 01.12.2011.

Page 1 of 2



4. It is further, directed that in case, any excess amount / benefit has already been released to any Junior Engineer by any Administrative Department, the concerned department should adjust the amount keeping in view the principle law as enunciated by Hon'ble Apex Court in Rafiq Masih's case applicable by FD's instructions No. 4/118/09-1FPPC/862281/1 dated 20.10.2016 and by issuing prior notice to the concerned employees.

5. All the Administrative Departments are advised to implement the above instructions meticulously.

6. This has been issued with the approval of the Competent Authority.

Yours faithfully,

*Jaswinder Singh*  
(Jaswinder Singh)

Under Secretary Finance  
Dated, Chandigarh, 1-11-2024

Endst. No. 5/138/2009-3FP1/1384-85

A copy of the above is forwarded (included one spare copy) to the following for information and necessary action:-

1. Accountant General (Audit), Punjab.
2. Accountant General (A& E), Punjab, Chandigarh

*Smriti Teethy*  
Superintendent

Dated, Chandigarh, 1-11-2024

Endst. No. No. 5/138/2009-3FP1/1386-88

A copy of the above is forwarded to the following for information:-

- 1) The O.S.D. to the Chief Secretary to Govt. of Punjab, Chandigarh.
- 2) The Pvt. Secretary to the Principal Secretary to the Hon'ble Chief Minister.
- 3) The Resident Commissioner, Punjab Bhawan, New Delhi.

*Smriti Teethy*  
Superintendent

Dated, Chandigarh, 1-11-2024

Endst. No. No. 5/138/2009-3FP1/1389-95

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

- 1) All Head of Departments of the State;
- 2) All Commissioners of Division;
- 3) The Registrar, Punjab and Haryana High Court;
- 4) All Deputy Commissioners and All District and Sessions Judges of State of Punjab;
- 5) The Secretary, Punjab Vidhan Sabha;
- 6) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla.
- 7) The Secretary Finance, Chandigarh Administration, Chandigarh.

*Smriti Teethy*  
Superintendent

Internal Distribution:

- i) Directorate of Financial Resources and Economic Intelligence.
- ii) Director, Treasuries and Accounts, Punjab.
- iii) Director, Public Enterprises and Disinvestment.
- iv) All Branches of the Department of Finance.



No.09/02/2021-5FP1/1451  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE PERSONNEL-1 BRANCH)

Dated, Chandigarh: 03.11.2021.

To

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab.
- ii) All Head of Departments of the State;
- iii) All Commissioners of Divisions;
- iv) The Registrar, Punjab and Haryana High Court, Chandigarh;
- v) All Deputy Commissioners and District & Sessions Judges and;
- vi) Secretary, Punjab Vidhan Sabha

**Subject: - Implementation of Sixth Punjab Pay Commission -Clarification regarding 15% enhancement to the employees recruited between 1.1.2016 to 16.07.2020.**

R/ Sir/madam,

On the subject cited above and in continuation to the Punjab Civil Services (Revised Pay) First Amendment Rules 2021, I am directed to clarify that Punjab Civil Services (Revised Pay) First Amendment Rules 2021 issued by the Finance Department vide no. 09/01/2021-5FP1/1228 dated 20.09.2021 will also be applicable to the Government employees recruited between 1.1.2016 to 16.07.2020 with the following conditions:-


- (i) Pay of the Government employee recruited on or after 01.01.2016 and upto 16.07.2020 shall not be in any case be more than his/her immediate senior Government employee/employees in the cadre. If this condition arises, then the pay of the junior employee will be fixed at the same level as the senior. In case of any wrong fixation of pay under the cover of extending minimum 15% raise shall entail recovery from the salary of the concerned Government employee on its detection at any stage.
- (ii) The pay of a Government employee fixed in accordance with these instructions shall not entitle the senior to get the benefit of his pay to be refixed under senior-junior pay fixation instructions issued from time to time. The instructions on the issue earlier issued by Finance Department from time to time shall stand amended to this effect.
- (iii) During probation period, the employee will not get any arrears. After successful clearance of the probation and extensions thereof, if any, arrear of the factor 2.25 / 2.59 will be granted and the arrear of increase in pay with minimum 15% enhancement minus (-) increase in salary with factor 2.25/2.59 shall not be admissible.

Page 1 of 3

2. It is also clarified that in cases where a Government employee has already been placed in higher pay scale between 1.1.2016 and the date of notification of Rules issued by the Department of Finance vide No. 09/01/2021-5FP1/1228 dated 20.09.2021 on account of promotion, the Government employee shall have the option switch over to the revised pay structure from the date of such promotion, provided he/she will have to forego the claims of arrears during the period of 01.01.2016 to the date of promotion.

3. Notification regarding amendment in Punjab Civil Services (Revised Pay) Rules 2021 will be issued in due course.

Yours faithfully

  
(Jaswinder Singh)  
Under Secretary Finance  
Dated, Chandigarh, 03.11.2021.

Endst. No. 09/02/2021-5FP1/1452-53

A copy of the above is forwarded to the following for information and necessary action:-

1. Accountant General (Audit), Punjab.
2. Accountant General (A& E), Punjab, Chandigarh

  
Under Secretary Finance  
Dated, Chandigarh, 03.11.2021.

Endst. No. 09/02/2021-5FP1/1454-59

A copy of the above is forwarded to the following for information and necessary action:-

- 1) The Secretary to the Govt of Himachal Pradesh, Finance Department, Shimla.
- 2) All the Distt Treasury Officer / Treasury Officers in the State for information and necessary action;
- 3) The Pay and Accounts Officer, Punjab Bhawan, Copernicus Marg, New Delhi; and
- 4) The Director (E.G.), Ministry of Finance, Department of Expenditure, Pay Research Unit, New Delhi.
- 5) The Finance Secretary, Chandigarh Administration, Chandigarh; and
- 6) The Resident Commissioner, Punjab Bhawan, Copernicus Marg, New Delhi.

  
Under Secretary Finance  
Dated, Chandigarh, 03.11.2021.

Endst. No. 09/02/2021-5FP1/1460-61

A copy of the above is forwarded to the following for information and necessary action:-

- 1) The OSD/ Chief Secretary to Govt .of Punjab, Chandigarh.
- 2) The Resident Commissioner, Punjab Bhawan, New Delhi.

  
Under Secretary Finance

No. 09/02/2021-5FP1/ 45-50  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE PERSONNEL-1 BRANCH)

Dated, Chandigarh: 06/01/2022

To

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab.
- ii) All Head of Departments of the State;
- iii) All Commissioners of Divisions;
- iv) The Registrar, Punjab and Haryana High Court, Chandigarh;
- v) All Deputy Commissioners and District & Sessions Judges and;
- vi) Secretary, Punjab Vidhan Sabha

**ਵਿਸ਼ਾ:-** 6ਵਾਂ ਪੰਜਾਬ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਲਾਗੂ ਕਰਨ ਸਬੰਧੀ- ਮਿਤੀ 01.01.2016 ਤੋਂ ਮਿਤੀ 20.09.2021 ਤੱਕ ਪ੍ਰਮੋਟ ਹੋਏ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਪ੍ਰਮੋਸ਼ਨ ਤੇ 15% ਦਾ ਵਾਧਾ ਦੇਣ ਸਬੰਧੀ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਵਿਸ਼ਾ ਅੰਕਿਤ ਮਾਮਲੇ ਸਬੰਧੀ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਪੱਤਰ ਨੰ: 09/02/2021-5FP1/1452-1461 ਮਿਤੀ 03.11.2021 ਦੇ ਪੈਰਾ -2 ਵਿੱਚ ਉਪਬੰਧ ਕੀਤਾ ਗਿਆ ਸੀ ਕਿ ਜਿਹੜੇ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਮਿਤੀ 01.01.2016 ਤੋਂ ਮਿਤੀ 20.09.2021 ਤੱਕ ਪ੍ਰਮੋਟ ਹੋਏ ਹਨ, ਉਹ ਰਿਵਾਇਜ਼ਡ ਤਨਖਾਹ ਦਾ ਲਾਭ ਉਹਨਾਂ ਦੀ ਪ੍ਰਮੋਸ਼ਨ ਦੀ ਮਿਤੀ ਤੋਂ ਲੈਣ ਸਬੰਧੀ ਆਪਣੀ ਆਪਸ਼ਨ ਦੇ ਸਕਦੇ ਹਨ।

2. ਇਸ ਸਬੰਧੀ ਸਰਕਾਰ ਵੱਲੋਂ ਵਿਚਾਰ ਕਰਨ ਉਪਰੰਤ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਉਪਰੋਕਤ ਪੈਰਾ-1 ਅਨੁਸਾਰ ਰਿਵਾਇਜ਼ਡ ਤਨਖਾਹ ਦਾ ਲਾਭ ਪ੍ਰਮੋਸ਼ਨ ਦੀ ਮਿਤੀ ਤੋਂ ਲੈਣ (ਆਪਟ ਕਰਨ ਤੇ) ਵਾਲੇ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਨੂੰ ਪ੍ਰਮੋਸ਼ਨਲ ਪੋਸਟ ਤੇ ਫਿਕਸ ਕੀਤੀ ਗਈ ਤਨਖਾਹ (Pay in Pay Band+ Grade Pay = Basic Pay) ਉਪਰ ਘੱਟੋ ਘੱਟ 15% ਦੇ ਵਾਧੇ ਦਾ ਲਾਭ (ਬੇਸਿਕ ਪੇਅ +113% (ਡੀ.ਏ.)+ਘੱਟੋ ਘੱਟ 15% ਦਾ ਵਾਧਾ) ਮਿਲਣਯੋਗ ਹੋਵੇਗਾ।

3. ਇਥੇ ਇਹ ਵੀ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਰਿਵਾਇਜ਼ਡ ਤਨਖਾਹ ਦਾ ਲਾਭ ਪ੍ਰਮੋਸ਼ਨ ਤੋਂ ਲੈਣ ਵਾਲੇ ਅਧਿਕਾਰੀ/ ਕਰਮਚਾਰੀ ਨੂੰ ਮਿਤੀ 01.01.2016 ਤੋਂ ਪ੍ਰਮੋਸ਼ਨ ਦੀ ਮਿਤੀ ਤੱਕ ਦਾ ਅਤੇ ਪ੍ਰਮੋਸ਼ਨ ਤੇ ਪ੍ਰਾਪਤ ਕੀਤੇ ਜਾਣ ਵਾਲੇ ਉਕਤ 15% ਦੇ ਵਾਧੇ ਦਾ ਮਿਤੀ 20.09.2021 ਤੱਕ ਕੋਈ ਏਰੀਅਰ ਮਿਲਣਯੋਗ ਨਹੀਂ ਹੋਵੇਗਾ।

4. ਪ੍ਰਮੋਸ਼ਨਲ ਪੋਸਟ ਤੇ 15% ਦੇ ਵਾਧੇ ਨਾਲ ਫਿਕਸ ਹੋਣ ਵਾਲੀ ਰਿਵਾਇਜ਼ਡ ਤਨਖਾਹ ਪ੍ਰਾਪਤ ਕਰਨ ਵਾਲੇ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਦੀ ਅਗਲੀ ਸਲਾਨਾ ਤਰੱਕੀ ਉਸ ਦੀ ਪ੍ਰਮੋਸ਼ਨ ਦੀ ਮਿਤੀ ਤੋਂ 12 ਮਹੀਨੇ ਦੀ Qualifying Service ਮੁਕੰਮਲ ਹੋਣ ਉਪਰੰਤ ਦਿੱਤੀ ਜਾਵੇਗੀ।

Yours faithfully



(Jaswinder Singh)

Under Secretary Finance

1/321456/2022

File No. FD-FB-108/1/2022-5FB1

No. FD-FB-108/1/2022-5FB1/321456  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE BUDGET-I BRANCH)

Dated, Chandigarh the 22 February, 2022

To

- i) The Special Chief Secretary, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries & Administrative Secretaries to Govt. of Punjab
- ii) All Heads of the Departments of the State
- iii) All Commissioners of Divisions:
- iv) All Deputy Commissioners & District & Sessions Judges and
- v) The Registrar, Punjab & Haryana High Court, Chandigarh,
- vi) Secretary, Punjab Vidhan Sabha.

**Subject:** To deposit EPF, ESIC contribution and other Statutory Contributions of the outsourced manpower in different Government Departments, Societies, Boards and Corporations engaged through manpower/ works contracts.

Madam/Sir,

I am directed to inform that it has been brought to the notice of Finance Department that the EPF and ESIC contribution of the outsourced manpower (whether through enlistment or contractors) in different Government Departments, Societies, Boards, Corporations and other Government Agencies engaged through manpower/ works contracts is not being deposited in their accounts as required under various laws governing their engagement.

2.0 In this matter, you are requested to ensure the compliance of following instructions in your department;

- i) DDOs must check that the EPF, ESIC and other statutory contributions are duly deposited by the contractors in the accounts of the outsourced manpower created for the specific purpose and further DDOs will be responsible for verifying the contributions of the previous month before releasing the amount due for the next month. Cross verification of deductions made and deposit receipts/account statements of the concerned manpower may be done before releasing the amount due for next month.
- ii) In the event of failure of the DDO to take necessary measures to verify the deduction and deposit of EPF, ESIC and other statutory contributions, the amount due to be deposited as EPF, ESIC etc along with interest and penalty due as per law shall be deducted upfront from his salary.
- iii) Head of the office shall seek compliance report from all DDOs under his jurisdiction on quarterly basis.

*Harvinder Singh*  
Budget Officer  
2+

A copy is forwarded to the Chief Secretary to the Government of Punjab for his kind information please.

*Harvinder Singh*  
Budget Officer  
2+

*H.S.*

I/355057/2022

GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE PERSONNEL-1 BRANCH)

Dated, Chandigarh: 05-05-2022

To

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab.
- ii) All Head of Departments of the State;
- iii) All Commissioners of Divisions;
- iv) The Registrar, Punjab and Haryana High Court, Chandigarh;
- v) All Deputy Commissioners and District & Sessions Judges and;
- vi) Secretary, Punjab Vidhan Sabha.

**Subject: Explanation regarding revision/fixation of pay of Government employee under Punjab Civil Services (Revised Pay) Rules, 2021- for better understanding of the letter dated 04.03.2022.**

\*\*\*\*

I have been directed to refer the letter no. FD-FP-10ACP (DACP)/5/2021-5FP1/1//326442, dated 04.03.2022 on the subject cited above and to say that consequent upon the issuing of this letter, verbal queries are being received from some of the Administrative Departments regarding its interpretation. Though these instructions are very clear, it is further explained that:-

1. A Government employee who was given the benefit under Assured Carrier Progression scheme/ proficiency step up on completion of 4-9-14 years of service or 8-16-24-32 years of service as per instructions dated 03.11.2006, 25.09.1998 and 01.01.2018 issued by Department of Personnel and Department of Finance (as the case may be) shall **not be** considered as re-revision of pay for the purpose of revision/fixation of pay under Punjab Civil Services (Revised Pay) Rules, 2021. In this regard Rule 7 (V) of the above rules is already very clear.

2. It is further explained that if a Government employee in respect of any of the categories referred to in para 2 of the instructions dated 04.03.2022 has already been given the benefit of Assured Carrier Progression as stated in para 1 above, then the applicable Level in the Pay Matrix shall be considered in accordance with Rule 7 (V) of Punjab Civil Services (Revised Pay) Rules, 2021 read with illustrations No. 11 & 12 mentioned thereunder, and are repeated here for further convenience:

"7(V). In all the above cases i.e. (I), (II),(III) and (IV), the resultant pay shall be rounded-off to the nearest rupee. This rounded-off figure

ਨੰ:3/01//2021-3ਵਿਪਪਤ/ 84

ਪੰਜਾਬ ਸਰਕਾਰ

ਵਿੱਤ ਵਿਭਾਗ

(ਵਿੱਤ ਪੈਨਸ਼ਨ ਪਾਲਿਸੀ ਅਤੇ ਤਾਲਮੇਲ ਸਾਖਾ)

ਮਿਤੀ:ਚੰਡੀਗੜ੍ਹ 22.07.2022

ਸੇਵਾ ਵਿਖੇ

- i) ਵਿਸ਼ੇਸ਼ ਮੁੱਖ ਸਕੱਤਰ, ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।
- ii) ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ;
- iii) ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ;
- iv) ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ, ਚੰਡੀਗੜ੍ਹ;
- v) ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ ਅਤੇ ;
- vi) ਸਕੱਤਰ, ਪੰਜਾਬ ਵਿਧਾਨ ਸਭਾ।

**ਵਿਸ਼ਾ** Implementation of the recommendations of 6<sup>th</sup> Punjab Pay Commission- Revision of Pension of pre 01-01-2016 pensioners/family Pensioners:- Illustrations for convenience.

ਸ੍ਰੀ ਮਾਨ/ਸ੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ 6ਵੇਂ ਪੰਜਾਬ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਵਲੋਂ ਕੀਤੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਦੇ ਸਨਮੁੱਖ ਮਿਤੀ 01.01.2016 ਤੋਂ ਪਹਿਲਾਂ ਰਿਟਾਇਰ ਹੋਏ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਦੀ ਪੈਨਸ਼ਨ/ਫੈਮਿਲੀ ਪੈਨਸ਼ਨ ਰਿਵਾਇਜ਼ ਕਰਨ ਸਬੰਧੀ ਵਿੱਤ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 3/1/2021-3ਵਿਪਪਤ/276, ਮਿਤੀ 29.10.2021 ਰਾਹੀਂ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਸਨ।

2. ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੇ ਪੈਰਾ 5.1(a) ਅਤੇ 5.1(b) ਵਿਚ ਇਹਨਾਂ ਪੈਨਸ਼ਨਰਾਂ/ਫੈਮਿਲੀ ਪੈਨਸ਼ਨਰਾਂ ਦੀ ਪੈਨਸ਼ਨ/ਫੈਮਿਲੀ ਪੈਨਸ਼ਨ ਰਿਵਾਇਜ਼ ਕਰਨ ਸਬੰਧੀ ਅਪਣਾਏ ਜਾਣ ਵਾਲੇ Method ਸਬੰਧੀ ਹੇਠ ਅਨੁਸਾਰ ਉਪਬੰਧ ਕੀਤਾ ਗਿਆ ਸੀ:-

5.1 Fixation of Pension:

a) The pay band and grade pay of the post from which the government employee has retired is to be used to determine the corresponding level in the Pay Matrix (corresponding to the Pay Scales Notified by Department of Finance vide notification no.5/10/09-5FP1/207 dated 27.05.2009) enclosed with the notification No. 09/01/2021-5FP1/671, dated 05.07.2021 issued by the Department of Finance and the Minimum pay admissible at that level be determined. Subsequently the number of increments @ 3% earned in that level while in service be determined in the vertical range of the proposed Pay Matrix to arrive at the Notional Pay of the employees. The Pension is be calculated @ 50% of the Notional Pay so determined.

b) The fixation of pension as shown in para 5.1(a) above may take a little time since the records of each pensioner will have to be checked to ascertain the number of increments, he/she has earned. Therefore in the first instance the revised

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ਪਿਛਲੇ ਪੰਨੇ ਤੋਂ.....

pension may be calculated by all the Pension Disbursing Authorities handling disbursement of pension to the Punjab Government Pensioner/family pensioners and same may be paid to the existing pensioner/family pensioners at the consolidated rate to be worked out by adding together:-

- i) Existing basic pension/family pension as on 31.12.2015.
- ii) Dearnes relief @ 113% of Basic Pension/Family Pension.
- iii) 15% (of existing basic Pension/Family Pension+Dearness relief @ 113% of Basic Pension/Family Pension

The amount of revised pension/family pension so arrived at shall be rounded off to next higher rupee and will be regarded as consolidated pension/family pension with effect from 01.01.2016 and will be treated as basic pension for the purpose of grant of Dearness Relief from 01.01.2016.

c) If the calculation as per 5.1 (a) yields a higher amount, the difference may be paid subsequently with the due approval of the two member committee.....

3. ਸਬੰਧਤ Pension Disbursing Authority/Banks ਵੱਲੋਂ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਕਾਰਵਾਈ ਕਰਦੇ ਹੋਏ ਮਿਤੀ 01.01.2016 ਤੋਂ ਪਹਿਲਾਂ ਰਿਟਾਇਰ ਹੋਏ ਮੁਲਾਜ਼ਮਾਂ ਦੀ ਪੈਨਸ਼ਨਰਾਂ ਰਿਵਾਈਜ਼ ਕੀਤੀਆਂ ਜਾ ਚੁੱਕੀਆਂ ਹਨ। ਹੁਣ ਵੱਖ-ਵੱਖ ਪੈਨਸ਼ਨਰਜ਼ ਜੱਬਬੰਦੀਆਂ ਵਲੋਂ ਵਿੱਤ ਵਿਭਾਗ ਦੀਆਂ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਦੇ ਪੈਰਾ-5(a) ਅਨੁਸਾਰ ਪੈਨਸ਼ਨ/ਫੈਮਿਲੀ ਪੈਨਸ਼ਨ ਰਿਵਾਇਜ਼ ਕਰਨ ਲਈ illustrations ਜਾਰੀ ਕਰਨ ਦੀ ਮੰਗ ਕੀਤੀ ਗਈ ਹੈ ਤਾਂ ਜੋ ਪੈਨਸ਼ਨ/ਫੈਮਿਲੀ ਪੈਨਸ਼ਨ ਫਿਕਸ ਕਰਨ ਲਈ ਹੋਰ ਸਪੱਸ਼ਟ ਹੋ ਸਕੇ।

4. ਇਸ ਲਈ ਸਬੰਧਤ ਪੈਨਸ਼ਨ ਸੈਕਸ਼ਨ ਅਥਾਰਟੀਆਂ ਦੀ ਸਹੂਲਤ ਲਈ illustrations ਨਾਲ ਨੱਥੀ ਕਰਦੇ ਹੋਏ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਸ ਪੱਤਰ ਦੇ ਜਾਰੀ ਹੋਣ ਦੇ ਵੱਧ ਤੋਂ ਵੱਧ ਦੇ ਮਹੀਨੇ ਦੇ ਅੰਦਰ ਅੰਦਰ ਪੈਨਸ਼ਨ/ਫੈਮਿਲੀ ਪੈਨਸ਼ਨ ਰਿਵਾਈਜ਼ ਕਰਨ ਸਬੰਧੀ ਬਣਦੀ ਕਾਰਵਾਈ ਮੁਕੰਮਲ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਉਣ।

5. ਇਸ ਦੀ ਪਾਲਣਾ ਰਿਪੋਰਟ ਆਪਣੇ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਰਾਹੀਂ ਵਿੱਤ ਵਿਭਾਗ ਨੂੰ ਭੇਜਣੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

ਬਲਿੰਦੂ ਸਿੰਘ  
ਅਧੀਨ ਸਕੱਤਰ, ਵਿੱਤ

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 22.07.2022

ਪਿੱਠ ਅੰ: ਨੰ: 03/01/2021-3ਵਿਪਪਤ/ 85

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

- 1. ਮਹਾਲੇਖਾਕਾਰ ਪੰਜਾਬ (ਅੰਦਰੂਨੀ ਪਤਰਾਲ) ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ
- 2. ਮਹਾਲੇਖਾਕਾਰ ਪੰਜਾਬ (ਲੇਖਾ ਤੇ ਹੱਕਦਾਰੀ), ਪੰਜਾਬ ਚੰਡੀਗੜ੍ਹ।
- 3. ਮਹਾਲੇਖਾਕਾਰ ਪੰਜਾਬ, (ਲੇਖਾ ਤੇ ਹੱਕਦਾਰੀ) ਉਤਰਾਖੰਡ, ਓਬਰਾਏ ਮੋਟਰ ਬਿਲਡਿੰਗ, ਸਹਾਰਨਪੁਰ ਰੋਡ ਮਾਜਰਾ, ਦੇਹਰਾਦੂਨ;
- 4. ਮਹਾਲੇਖਾਕਾਰ ਪੰਜਾਬ (ਲੇਖਾ ਤੇ ਹੱਕਦਾਰੀ) ਅਲਾਹਾਬਾਦ, ਯੂ.ਪੀ;
- 5. ਮਹਾਲੇਖਾਕਾਰ ਪੰਜਾਬ (ਲੇਖਾ ਤੇ ਹੱਕਦਾਰੀ) ਜੰਮੂ ਅਤੇ ਕਸ਼ਮੀਰ।

ਬਲਿੰਦੂ ਸਿੰਘ  
ਅਧੀਨ ਸਕੱਤਰ, ਵਿੱਤ

ਚੱਲਦਾ ਪੰਨਾ....3

ਪੰਜਾਬ ਸਰਕਾਰ  
ਵਿੱਤ ਵਿਭਾਗ  
(ਵਿੱਤ ਪੈਨਸ਼ਨ ਪਾਲਿਸੀ ਤੇ ਤਾਲਮੇਲ ਸਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

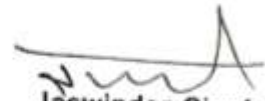
ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ  
ਪਬਲਿਕ ਐਂਟਰਪ੍ਰਾਈਜ਼ਿਜ਼ ਐਂਡ ਡਿਸਇੰਨਵੈਸਟਮੈਂਟ  
ਵਿੱਤ ਤੇ ਯੋਜਨਾ ਭਵਨ, ਸੈਕਟਰ-33 ਏ, ਚੰਡੀਗੜ੍ਹ

ਵਿਸ਼ਾ: Enhancement in payment of Gratuity from Rs. 10 lacs to Rs. 20 lacs-Approval thereof.

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ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ, DPED ਕ੍ਰਿਪਾ ਕਰਕੇ ਆਪਣੀ ਤਜਵੀਜ਼ E-40699 File No: F.D-DPED0MISC/4/2020-JOINT DIRECTOR ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੋਚਲ ਕਰਨ।

2 ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਨੰ: 281, ਮਿਤੀ 29.10.2021 ਅਨੁਸਾਰ ਅਤੇ Payment of Gratuity (Amendment) Act, 2018 ਤਹਿਤ 20 ਲੱਖ ਗ੍ਰੈਚੂਟੀ ਕਰਨ ਦੀ ਪ੍ਰਵਾਨਗੀ ਇਸ ਸ਼ਰਤ ਤੇ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਸਬੰਧਤ ਅਦਾਰਾ ਆਪਣੇ ਵਿੱਤੀ ਸਾਧਨਾਂ ਨੂੰ ਦੇਖਦੇ ਹੋਏ ਹੀ 10 ਲੱਖ ਤੋਂ 20 ਲੱਖ ਗ੍ਰੈਚੂਟੀ ਦੇਣ ਸਬੰਧੀ ਫੈਸਲਾ ਲਏਗਾ। ਸਰਕਾਰ ਵੱਲੋਂ ਕੋਈ ਵਿੱਤੀ ਸਹਾਇਤਾ ਨਹੀਂ ਕੀਤੀ ਜਾਵੇਗੀ।

  
Jaswinder Singh

Under Secretary

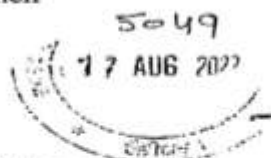
04/08/2022



Government of Punjab  
Department of Water Resources  
Irrigation Personnel III Branch

To,

Chief Engineers, Headquarters,  
Department of Water Resources,  
Chandigarh



Memo No: WR-IRP3017/81/2022-2IP3/410324/2022

Dated: 17.08.2022

**Subject:** Payment of Fixed Travelling Allowance to the Junior Engineers of the Department appointed after 15.01.2015 through direct appointment.

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Please refer to the subject cited above.

2. The Junior Engineers of the Department of Water Resources were being given fixed Travelling Allowance in terms of the instructions dated 01.12.2011 of the Department of Finance. As per this letter, an amount equal to the average price of 30 litres of petrol, as obtained from the Controller of Stores, Punjab was to be paid to them.

3. However, vide its letter dated 15.01.2015, the State Government decided that all appointments made from 15.01.2015 onwards shall be paid a consolidated amount as pay (equal to the minimum of the Pay Band of the Post they are recruited/appointed) during their probation period (2 years) and no other allowances except the travelling allowance shall be paid to them. As such the Fixed Travelling Allowance being paid to them by the Department was stopped.

4. These Junior Engineers who were appointed subsequently are not being paid any Fixed Travelling Allowance although they are performing the duties assigned to them and they are footing the bills of their travel from their individual pocket.

5. The Department of Finance, as per the recommendations of the 6<sup>th</sup> Punjab Pay Commission did come out with instructions governing the payment of Fixed Travelling Allowance vide its letter No. 1071, dated 07.09.2021, but were withdrawn thereafter vide letter No. 1201, dated 15.09.2021 with an observation that Administrative Departments will work out the payment of this Fixed Travelling Allowance and submit proposals to the FD.

6. The matter for release of Fixed Travelling Allowance has been pending since then with the officers requesting the department for release of the Fixed Travelling Allowance since the work profile required them to travel extensively and in the absence of any instructions, they are not being paid Fixed Travelling Allowance. It is a fact that the work profile of the Junior Engineers requires them to travel and as such the facility of Fixed Travelling Allowance is required to be extended to them. However as there are no instructions in place at the moment, they are not being paid.

7. In the overall interest of the work it is therefore decided that the Junior Engineers of the department who are required to travel as part of their official duties may be allowed to travel by their own personal car/vehicle and they may be allowed to lodge their travelling allowance claims subject to the maximum of Rs. 3000/- (calculated on account of price of 31 litres of petrol @Rs. 96.00/litre (approx.).

8. These instructions may be brought to the notice of all concerned for strict compliance please.

9. The matter is separately being taken up with the Finance Department for their consent and issue of instructions in this regard.

Krishan Kumar IAS  
Principal Secretary to Govt. of Punjab  
Department of Water Resources

Date, Chandigarh: 09.08.2022

Endst No. WR-IRP3017/81/2022-2IP3

Date, Chandigarh:

Copy of the above is forwarded to the following for information & further necessary action, please.

1. Chief Engineer, Canal, Department of Water Resources, Punjab.
2. Chief Engineer, Design Water System.
3. Chief Engineer, Drainage and Mining.
4. Chief Engineer, Vigilance.
5. Chief Engineer, RSD and Shahpurkandi.
6. Chief Engineer, Ground Water cum Project Coordinator.
7. Chief Engineer, R.S.D.D.
8. Chief Engineer, B.B.M.B. Nangal.

  
Under Secretary, Water Resources.  
27/8/22

GOVERNMENT OF PUNJAB  
DEPARTMENT OF WATER RESOURCES

To

(1) All Chief Engineers  
(ii) All Executive Engineers  
(iii) All Superintending Engineers  
Water Resources Department, Punjab


Memo. No. 76 WR / 2022 / 474747 / 152-154  
Dated: 23 / 08 / 2022

Subject: Roles and duties of the officers in the Water Resources Department.

1.0 Please refer to the above subject matter.

2.0 During the review meetings it has been noted that the department has not got the clear duties and responsibilities assigned to the various officers and as a result there is lot of confusion. This is also one of the reason that the execution of various projects tend to be slow and at the same time it becomes difficult for the department to fix the responsibility wherever required. It has been requested by many officers that the department should clearly define the roles to various officers so that it improves the efficiency. At the same time efficient officers get due recognition on account of good work done by them. Accordingly, the department has finalized the roles and duties of the following officers i.e. SAS Cadre (Divisional Accountant).

3.0 The Department is in the process of preparing the roles and duties for all cadres which shall be issued in due course of time. All concerned are requested to adhere to these roles and duties and ensure that necessary action is taken by them as per annexures.

  
Principal Secretary Water Resources

Encls, as above

Duties of SAS Cadre(Divisional Accountant)

- i) Preparation of Budget Estimates/Supplementary Estimates.
- ii) Watching of actual against appropriations, scrutiny of proposals for transfer/re-appropriation of funds from one head to another before these are sanctioned by Heads of Departments or are forwarded to the Government.
- iii) Scrutiny of departmental schemes generally and all proposals for fresh expenditure in particular from the financial and accounts point of view.
- iv) To act DDO on behalf of Heads of Department/Heads of office to make payments on account of pay and allowances, contingencies etc. in conformity with the financial rules applicable to each class of payments.
- v) To deal with the audit and inspection reports, audit objections and to take action to rectify and prevent the irregularities pointed out by the State A.G. Punjab/Internal Audit Organization.
- vi) Maintenance and up-keep of G.P.F. Accounts, Loans and advances and determination of interest, thereon.
- vii) To furnish to the State Accountant General the certificate of permanent advance annually and submission of statements of Accounts to Government etc.
- viii) Reconciliation of account of department with those maintained by the State Accountant General.
- ix) Reconciliation of budget allocations made by the Government vis-à-vis expenditure of the Department.
- x) Reconciliation of budget allocations made by the HOD to the field offices and expenditure.
- xi) To render advice on all the matters involving financial implications/expenditures of Government money to prevent commission of any financial irregularity.
- xii) To conduct internal audit if accounts kept in subordinate offices under the departmental rules.
- xiii) To correct irregularities revealed as a result of scrutiny of accounts maintained by the subordinate offices.
- xiv) To conduct audit of Government schemes like grant in aid to schools and Colleges and other inflations/other welfare schemes. Also reconcile the allocations and expenditure.
- xv) Ensuring Submission of AC/DC Bills into Treasury at HO and Field office level.
- xvi) Holding of Review meeting, settlement of Audit Paras of the department of various wings of the department.
- xvii) Follow up of the pension cases sent to AG Punjab for timely finalization.
- xviii) Issue of advice in case of Pay fixation matters.
- xix) Monitoring that the writing of cash books completed in time by the Field Offices/HO.
- xx) Release of Budget to the Field Offices for clearance of Medical Bills (Serving as well as retired officials/officers).

Release of Budget to the HO for clearance of Medical Bills of Retired as well as Serving Officers.

Presenting the bills in the treasury.

To monitor the collection of non tax revenue of the department.

To monitor utilization of funds made available through Budget or State /Centrally Sponsored Schemes & submit the report to Head Office directly

ਨੰ:17/104/2016-1ਪੀ.ਪੀ.1/351  
ਪੰਜਾਬ ਸਰਕਾਰ  
ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ  
(ਪ੍ਰਸੋਨਲ ਪਾਲਿਸੀਜ਼-1ਸ਼ਾਖਾ)

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 07-08-2023

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,  
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,  
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,  
ਸਮੂਹ ਜਿਲ੍ਹਾ ਤੇ ਸੈਸ਼ਨਜ ਜੱਜ ਅਤੇ  
ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ,  
ਪੰਜਾਬ ਰਾਜ ਵਿੱਚ।

ਵਿਸ਼ਾ:- ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ ਵੱਲੋਂ ਸਮੇਂ-ਸਮੇਂ ਤੇ ਜਾਰੀ rules, regulations, notifications and Acts ਪ੍ਰਾਪਤ ਕਰਨ ਸਬੰਧੀ।

ਸ਼੍ਰੀ ਮਾਨ /ਸ਼੍ਰੀ ਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ ਵੱਲੋਂ ਮਿਤੀ 30.6.2023 ਤੱਕ ਜਾਰੀ rules, regulations, notifications and Acts ਪੰਜਾਬ ਸਰਕਾਰ ਦੀ website ਤੇ upload ਕੀਤੇ ਜਾ ਚੁੱਕੇ ਹਨ। ਪ੍ਰੰਤੂ ਇਸ ਦੇ ਬਾਵਜੂਦ ਵੀ ਕਈ ਵਿਭਾਗਾਂ/ਖੇਤਰੀ ਅਦਾਰਿਆਂ ਆਦਿ ਦੇ ਕਰਮਚਾਰੀਆਂ ਵੱਲੋਂ ਕੇਵਲ ਹਦਾਇਤਾਂ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਇਸ ਵਿਭਾਗ ਨੂੰ ਪਹੁੰਚ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਇਸ ਨਾਲ ਉਨ੍ਹਾਂ ਦਾ ਵੀ ਅਤੇ ਇਸ ਦਫਤਰ ਦਾ ਵੀ ਸਮਾਂ ਬਰਬਾਦ(waste) ਹੁੰਦਾ ਹੈ।

2. ਉਪਰੋਕਤ ਦੇ ਸਨਮੁੱਖ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ ਵੱਲੋਂ ਮਿਤੀ 30.06.2023 ਤੱਕ ਜਾਰੀ rules, regulations, circulars, notifications and acts ਪੰਜਾਬ ਸਰਕਾਰ ਦੀ website ਤੇ ਉਪਲੱਬਧ ਹਨ। ਉਕਤ ਦਸਤਾਵੇਜ਼ ਹੇਠ ਦਰਸਾਈ ਵਿੱਧੀ ਅਨੁਸਾਰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀ website (<https://punjab.gov.in>) ਤੋਂ ਪ੍ਰਾਪਤ ਕੀਤੇ ਜਾ ਸਕਦੇ ਹਨ:-

**STEPS TO GET THE ABOVE DOCUMENTS**

- i. [punjab.gov.in](https://punjab.gov.in)
- ii. Orders/Notification
- iii. Select Department > Department of Personnel
- iv. Search

ਆਪ ਜੀ ਦਾ ਵਿਸ਼ਵਾਸਪਾਤਰ

ਅਧੀਨ ਸਕੱਤਰ, ਪ੍ਰਸੋਨਲ

ਨੰ. ਟੀ.ਏ. (ਡੀ.ਡੀ.ਆਈ./ACFA-IT) 2023/ 5448-52

ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ

ਖਜਾਨਾ ਤੇ ਲੇਖਾ ਸਾਖਾ

ਵਿੱਤ ਤੇ ਯੋਜਨਾ ਭਵਨ, ਪਲਾਟ ਨੰ-2 ਬੀ, ਸੈਕਟਰ 33 ਏ, ਚੰਡੀਗੜ੍ਹ

(ifms.punjab@punjab.gov.in)

ਸੇਵ ਵਿਖੇ,

1. ਸਮੂਹ ਵਿਭਾਗ ਦੇ ਮੁੱਖੀ, ਚੰਡੀਗੜ੍ਹ।
2. ਸਕੱਤਰ, ਪੰਜਾਬ ਵਿਧਾਨ ਸਭਾ।
3. ਰਜਿਸਟਰਾਰ ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ, ਚੰਡੀਗੜ੍ਹ।
4. ਜਿਲਾ ਖਜਾਨਾ ਅਫਸਰ, ਸਮੂਹ ਪੰਜਾਬ।
5. ਸਮੂਹ ਡੀ.ਡੀ.ਓਜ, ਚੰਡੀਗੜ੍ਹ।

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 06/09/2023

ਵਿਸ਼ਾ- ਐਚ.ਆਰ.ਐਮ.ਐਸ ਵਿੱਚ ਆਨਲਾਈਨ ਪੈਨਸ਼ਨ ਕੇਸਾਂ ਸਬੰਧੀ ਐਸ.ਓ.ਪੀ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ.

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਮਿਤੀ 09.05.2023 ਨੂੰ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਜੀ ਦੇ ਪੱਧਰ ਤੇ ਜਾਰੀ ਹੋਏ ਅਰਥ ਸਰਕਾਰੀ ਪੱਤਰ ਵੱਲ ਦਿਵਾਉਂਦੇ ਹੋਏ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਕੁੱਝ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਮਹਾਲੇਖਾਕਾਰ, ਪੰਜਾਬ ਦਫਤਰ ਨੂੰ ਜੋ ਵੀ ਪੈਨਸ਼ਨ ਕੇਸ ਆਨਲਾਈਨ ਭੇਜੇ ਜਾ ਰਹੇ ਹਨ, ਉਨ੍ਹਾਂ ਵਿੱਚ ਹੇਠ ਮੁਤਾਬਿਕ ਤਰ੍ਹਾਂ ਪਾਈਆ ਗਈਆ ਜਿਨ੍ਹਾਂ ਨੂੰ ਵਿਚਾਰਨ ਉਪਰੰਤ ਹੇਠ ਅਨੁਸਾਰ ਸਟੈਂਡਰਡ ਉਪਰੇਟਿੰਗ ਪ੍ਰੋਸੀਜਰ (ਐਸ.ਓ.ਪੀ) ਜਾਰੀ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ:

#### 1. Proper Scanning of Service Book:

ਇਸ ਦਫਤਰ ਦੇ ਧਿਆਨ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਪੈਨਸ਼ਨਰਾਂ ਦੀ ਸਰਵਿਸ ਬੁੱਕ ਜੋ ਕਿ ਆਨਲਾਈਨ ਸਕੈਨ ਕਰਕੇ ਪੈਨਸ਼ਨ ਮੋਡਿਊਲ ਰਾਹੀਂ ਮਹਾਲੇਖਾਕਾਰ, ਪੰਜਾਬ ਨੂੰ ਭੇਜੀ ਜਾ ਰਹੀ ਹੈ, ਉਸ ਨੂੰ ਸਹੀ ਤਰੀਕੇ ਨਾਲ ਸਕੈਨ ਕਰਕੇ ਨਹੀਂ ਭੇਜਿਆ ਜਾ ਰਿਹਾ ਹੈ। ਅਜਿਹੇ ਪੈਨਸ਼ਨ ਕੇਸ ਨੂੰ ਮਹਾਲੇਖਾਕਾਰ ਦਫਤਰ ਵੱਲੋਂ ਵਾਪਿਸ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ। ਇਸ ਲਈ ਸਰਵਿਸ ਬੁੱਕ ਨੂੰ ਸਹੀ ਢੰਗ ਨਾਲ ਸਕੈਨ ਕਰਕੇ (portrait mode ਵਿੱਚ) ਔਪਲੋਡ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

#### 2. Checklist Completion

ਪੈਨਸ਼ਨ ਮੋਡਿਊਲ ਵਿੱਚ ਜਿਸ ਵੀ ਕਿਸਮ ਦੇ ਡਾਕੂਮੈਂਟ ਔਪਲੋਡ ਕਰਨੇ ਜ਼ਰੂਰੀ ਹਨ, ਉਸ ਸਬੰਧੀ ਚੈਕਲਿਸਟ ਬਣਾਈ ਗਈ ਹੈ ਅਤੇ ਇਸ ਚੈਕਲਿਸਟ ਅਨੁਸਾਰ ਹੀ ਮਹਾਲੇਖਾਕਾਰ, ਪੰਜਾਬ ਨੂੰ ਪੈਨਸ਼ਨ ਕੇਸ ਭੇਜਿਆ ਜਾਣਾ ਹੈ। ਕਿਸੇ ਵੀ ਪ੍ਰਕਾਰ ਦੀ ਅਣਗਿਹਲੀ ਉਪਰੰਤ ਮਹਾਲੇਖਾਕਾਰ, ਪੰਜਾਬ ਦਫਤਰ ਵੱਲੋਂ ਕੇਸ ਨੂੰ ਰਿਜੈਕਟ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

#### 3. Joint Photograph

ਪੈਨਸ਼ਨ ਮੋਡਿਊਲ ਵਿੱਚ ਪਾਸਪੋਰਟ ਸਾਈਜ਼ ਫੋਟੋ, ਹਸਤਾਖਰ ਅਤੇ ਜੁਆਇੰਟ ਫੋਟੋ ਨੂੰ ਅਣਚ ਕਰਨ ਦੀ ਪ੍ਰੋਹੀਬਿਸ਼ਨ ਕੀਤੀ ਗਈ ਹੈ। ਇਸ ਲਈ ਜੇਕਰ ਕਰਮਚਾਰੀ ਦਾ ਜੀਵਨ ਸਾਥੀ ਜੀਵਤ ਹੈ ਤਾਂ ਜੁਆਇੰਟ ਫੋਟੋਗਰਾਫ ਤੇ ਕੇਵਲ ਪਤੀ-ਪਤਨੀ ਦੀ ਫੋਟੋ ਹੀ ਔਪਲੋਡ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਅਤੇ ਜੇਕਰ ਜੀਵਨ ਸਾਥੀ ਜੀਵਤ ਨਹੀਂ ਹੈ ਤਾਂ ਉਥੇ ਵਿਅਕਤੀਗਤ ਫੋਟੋ ਅਣਚ ਕੀਤੀ ਜਾਵੇ।

#### 4. KYC Mismatch

KYC ਦਾ ਪੈਨਸ਼ਨ ਪੇਪਰ ਨਾਲ ਮਿਲਾਨ ਹੋਣਾ ਜ਼ਰੂਰੀ ਹੈ। ਜੇ ਵੀ ਡਿਟੇਲਜ਼ ਪੈਨਸ਼ਨ ਮੋਡਿਊਲ ਵਿੱਚ ਪੈਨਸ਼ਨ ਅਪਲਾਈ ਕਰਨ ਲਈ ਭਰੀ ਜਾਣੀ ਹੈ, ਉਸ ਰਿਕਾਰਡ ਦਾ ਅਧਾਰ ਕਾਰਡ, ਅਤੇ ਪੈਨ ਕਾਰਡ ਆਦਿ ਨਾਲ ਮੇਲ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਕਰਮਚਾਰੀ/ਬਿਨੈਕਾਰ ਵੱਲੋਂ ਸਹੀ ਸੇਬਾਈਲ ਨੰਬਰ ਵੀ ਭਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ। ਕਿਉਂਕਿ ਇਹ ਹਰੇਕ

ਪੱਖਰ 'ਤੇ ਜਿਵੇਂ ਕਿ ਪੀਐਸਏ, ਮਹਾਲੇਖਾਕਾਰ ਦਫਤਰ, ਖਜਾਨਾ ਦਫਤਰ ਆਦਿ ਆਨਲਾਈਨ ਭੇਜੇ ਪੈਨਸ਼ਨ ਕੇਸ ਦੀ ਸਥਿਤੀ ਜਾਣਨ ਲਈ ਸੰਚਾਰ ਦਾ ਇੱਕ ਮਾਧਿਅਮ ਹੋਵੇਗਾ।

**5. Case of Multiple Family Pension**

ਜੇਕਰ ਕਿਸੇ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਵੱਲੋਂ ਇੱਕ ਤੋਂ ਵੱਧ ਫੈਮਲੀ ਪੈਨਸ਼ਨ ਕੇਸ ਲਈ ਅਪਲਾਈ ਕੀਤਾ ਜਾਵੇ ਤਾਂ ਉਸ ਸਬੰਧੀ ਵਿੱਤ ਪੈਨਸ਼ਨ ਪਾਲਿਸੀ ਅਤੇ ਤਾਲਮੇਲ ਸਾਖਾ ਦੇ ਪੱਤਰ ਨੰਬਰ 3/4/13-3ਵਿਧਿਪਤ/695601/1 ਮਿਤੀ 24 ਫਰਵਰੀ 2016 ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦੇ ਹੋਏ ਹੀ ਅਪਲਾਈ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

**6. E-Sign**

ਈ-ਸਾਈਨ ਦੇ ਪੂਰੀ ਤਰ੍ਹਾਂ ਨਾਲ ਇਮਪਲੀਮੈਂਟ ਹੋਣ ਕਰਕੇ, ਪੈਨਸ਼ਨ ਸੈਕਸ਼ਨ ਅਥਾਰਟੀ ਵੱਲੋਂ ਪੈਨਸ਼ਨ ਪੇਪਰ ਨੂੰ physically ਸਾਈਨ ਕਰਕੇ ਨਹੀਂ ਭੇਜਿਆ ਜਾਣਾ। ਜੇ ਪੈਨਸ਼ਨ ਪੇਪਰ ਐਚ.ਆਰ.ਐਮ.ਐਸ ਵਿੱਚੋਂ ਜਨਰੇਟ ਨਹੀਂ ਹੋਏ, ਕੇਵਲ ਉਨ੍ਹਾਂ ਪੇਪਰਾਂ ਤੇ ਹੀ physically ਸਾਈਨ ਕੀਤਾ ਜਾਣਾ ਹੈ।

**7. Mapping**

ਇੱਕ ਪੈਨਸ਼ਨ ਸੈਕਸ਼ਨ ਅਥਾਰਟੀ ਨੂੰ ਕੇਵਲ ਇੱਕੋ ਹੀ ਏ.ਜੀ ਕੋਡ ਨਾਲ ਮੈਪ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ। ਇਸ ਸਬੰਧੀ ਅਪਨੇ ਦਫਤਰ ਦੀ ਸਹੀ mapping ਕਰਨ ਦਾ ਵਿਸ਼ੇਸ਼ ਧਿਆਨ ਰੱਖਿਆ ਜਾਵੇ।

**8. Pension Cases through Online Mode Only**

ਪੈਨਸ਼ਨ ਸੈਕਸ਼ਨ ਅਥਾਰਟੀ ਇਹ ਯਕੀਨੀ ਬਣਾਉਣ ਕਿ ਸਾਰੇ ਨਵੇਂ ਅਤੇ ਪਰਿਵਾਰਕ ਪੈਨਸ਼ਨ ਦੇ ਮਾਮਲੇ ਸਿਰਫ ਆਨਲਾਈਨ ਮੋਡ ਰਾਹੀਂ ਹੀ ਮਹਾਲੇਖਾਕਾਰ ਦਫਤਰ, ਪੰਜਾਬ ਨੂੰ ਹੀ ਭੇਜੇ ਜਾਣ। (ਕੋਈ ਵੀ ਕੇਸ ਆਫ-ਲਾਈਨ ਮੋਡ ਵਿੱਚ ਨਾ ਭੇਜਿਆ ਜਾਵੇ)। ਇਸ ਤੋਂ ਇਲਾਵਾ ਕੋਈ ਵਿਭਾਗਾਂ ਤੋਂ ਇੱਕੋ ਹੀ ਕਰਮਚਾਰੀ ਦਾ ਆਨਲਾਈਨ ਅਤੇ ਆਫਲਾਈਨ ਦੋਨਾਂ ਤਰੀਕਿਆਂ ਨਾਲ ਕੇਸ ਮਹਾਲੇਖਾਕਾਰ, ਪੰਜਾਬ ਨੂੰ ਭੇਜਿਆ ਜਾ ਰਿਹਾ ਹੈ, ਜਿਸ ਕਾਰਣ ਦੋਹਰੀ ਅਦਾਇਗੀ ਹੋਣ ਦੀ ਸੰਭਾਵਨਾ ਹੈ। ਇਸ ਲਈ ਅਜਿਹਾ ਕਰਨ ਤੋਂ ਗੁਰੇਜ ਕੀਤਾ ਜਾਵੇ ਨਹੀਂ ਤਾਂ ਇਨ੍ਹਾਂ ਮਾਮਲਿਆਂ ਵਿੱਚ ਜ਼ਿੰਮੇਵਾਰੀ ਸਬੰਧਤ ਪੀਐਸਏ/ਡੀਡੀਓ ਦੀ ਹੋਵੇਗੀ।

**9. Signature & Photograph:**

ਪੈਨਸ਼ਨ ਸੈਕਸ਼ਨ ਅਥਾਰਟੀ ਦੁਆਰਾ ਸਹੀ ਢੰਗ ਨਾਲ ਤਸਦੀਕ ਕੀਤੀਆਂ ਜੁਆਇੰਟ ਫੋਟੋਆਂ ਦੀ ਸਪਸ਼ਟ ਤਸਦੀਕ ਅਤੇ ਕਰਮਚਾਰੀ ਦੇ ਦਸਤਖਤ ਅਪਲੋਡ ਕੀਤੇ ਜਾਣ। ਜੁੰਦਲੇ/ਜੁੰਦਲੇ ਦਸਤਖਤ, ਜੁਆਇੰਟ ਫੋਟੋਆਂ ਦੀ ਤਸਦੀਕ ਨਾ ਕੀਤੀਆਂ ਫੋਟੋਆਂ ਦੇ ਮਾਮਲੇ ਵਿੱਚ, ਪੈਨਸ਼ਨ ਕੇਸ ਮਹਾਲੇਖਾਕਾਰ ਦਫਤਰ ਵੱਲੋਂ ਵਾਪਿਸ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਇਸ ਲਈ ਇਨ੍ਹਾਂ ਨੂੰ ਸਹੀ ਢੰਗ ਨਾਲ ਅਪਲੋਡ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

**10. Checking of Certificates:**

ਗਰੁੱਪ ਏ ਅਤੇ ਬੀ ਦੇ ਅਧਿਕਾਰੀਆਂ ਦੇ ਸਬੰਧ ਵਿੱਚ, ਸਮਰੱਥ ਅਥਾਰਟੀ ਦੁਆਰਾ ਜਾਰੀ ਕੀਤੇ ਗਏ ਵਿਜੀਲੈਂਸ ਕਲੀਅਰੈਂਸ ਸਰਟੀਫਿਕੇਟ ਨੂੰ ਅਪਲੋਡ ਕਰਨ ਤੋਂ ਪਹਿਲਾਂ ਪੈਨਸ਼ਨ ਸੈਕਸ਼ਨ ਅਥਾਰਟੀ ਵੱਲੋਂ ਸਹੀ ਢੰਗ ਨਾਲ ਜਾਂਚਿਆ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ ਅਤੇ No due certificate, No enquiry certificate, no judicial enquiry certificate ਆਦਿ ਅਪਲੋਡ ਕਰਨ ਤੋਂ ਪਹਿਲਾਂ ਪੈਨਸ਼ਨ ਸੈਕਸ਼ਨ ਅਥਾਰਟੀ ਦੁਆਰਾ ਸਹੀ ਢੰਗ ਨਾਲ ਜਾਂਚ ਕਰਨਾ ਵੀ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

**11. No requirement of Hard copies of EPPQ and Intimation Slip:**

ਕਿਉਂਕਿ ਪੈਨਸ਼ਨ ਕੇਸਾਂ ਨੂੰ ਆਨਲਾਈਨ ਮਹਾਲੇਖਾਕਾਰ ਦਫਤਰ ਨੂੰ ਭੇਜਿਆ ਜਾ ਰਿਹਾ ਹੈ, ਇਸ ਲਈ ਸੂਚਨਾ ਸਲਿੱਪ ਜੋ ਪਹਿਲਾਂ ਮਹਾਲੇਖਾਕਾਰ ਦਫਤਰ ਵੱਲੋਂ ਸਬੰਧਤ ਪੀ.ਐਸ.ਏਜ/ਡੀ.ਡੀ.ਓਜ ਅਤੇ ਪੈਨਸ਼ਨਰਾਂ ਨੂੰ ਭੇਜੀ ਜਾਂਦੀ ਸੀ, ਉਸ ਨੂੰ ਕਾਗਜ਼ਾਂ, ਖਜਾਨੇ ਦੇ ਖਰਚੇ ਨੂੰ ਬਚਾਉਣ, ਡਾਕ ਚਸੀਦਾਂ ਵਿੱਚ ਦੇਰੀ, ਦਸਤਾਵੇਜ਼ਾਂ ਦੇ ਗੁੰਮ ਹੋਣ ਤੋਂ ਬਚਣ ਅਤੇ ਕੇਸਾਂ ਦੇ ਨਿਪਟਾਰੇ ਵਿੱਚ ਤਤਪਰਤਾ ਵਧਾਉਣ ਲਈ ਬੰਦ ਕਰ ਦਿੱਤਾ ਗਿਆ ਹੈ। ਹਾਲਾਂਕਿ, ਸੂਚਨਾ ਸਲਿੱਪ ਦੀ ਥਾਂ, ਪੈਨਸ਼ਨਰ ਦੇ ਮੋਬਾਈਲ ਨੰਬਰ 'ਤੇ ਮਹਾਲੇਖਾਕਾਰ ਦਫਤਰ ਅਤੇ ਆਈਐਚਆਰਐਮਐਸ ਸਾਫਟਵੇਅਰ ਦੁਆਰਾ message ਭੇਜਿਆ ਜਾਵੇਗਾ। ਜਿਲ੍ਹਾ ਖਜਾਨਾ ਅਧਿਕਾਰੀਆਂ, ਪੀਐਸਏ/ਡੀਡੀਓ ਅਤੇ ਪੈਨਸ਼ਨਰਾਂ ਵੱਲੋਂ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਲਈ ਈ-ਪੀਪੀਓ ਆਈਐਚਆਰਐਮਐਸ ਦੇ ਲਾਗੂ

ਇੰਨ ਵਿੱਚ ਉਪਲਬਧ ਹੋਵੇਗਾ। ਈ-ਪੀਪੀਓ ਨੂੰ ਪੈਨਸ਼ਨਰ ਦੁਆਰਾ ਹਿਕਾਰਤ ਦੇ ਉਦੇਸ਼ ਲਈ ਸੈਂਡ ਹੋਣ 'ਤੇ ਆਈਐਚਆਰਐਮਐਸ ਪੋਰਟਲ ਰਾਹੀਂ ਡਾਊਨਲੋਡ ਅਤੇ ਰੀਵਿਊ ਵੀ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

ਆਪ ਨੂੰ ਸ਼ੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਕਤ ਦਰਸਾਏ ਜੁਆਇੰਟਾਂ ਅਨੁਸਾਰ ਐਚ ਆਰ ਐਮ ਐਸ ਵਿੱਚ ਆਨਲਾਈਨ ਪੈਨਸ਼ਨ ਕੇਸਾਂ ਨੂੰ ਮਹਾਲੇਖਾਕਾਰ ਦਫਤਰ ਨੂੰ ਭੇਜਣ ਸਮੇਂ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਸੀ।

ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ (ਪਤਰਾਲਾ),  
ਵਾ. ਡਾਇਰੈਕਟਰ (ਖਜਾਨਾ ਤੇ ਲੇਖਾ),  
ਵਿੱਤ ਵਿਭਾਗ, ਪੰਜਾਬ।



## PUNJAB HEALTH SYSTEMS CORPORATION

E-Block, Punjab School Education Board Building,  
Near Post Office, 2<sup>nd</sup> Floor, Phase -VIII,  
SAS Nagar (Mohali), e-mail: Deputyprojects@gmail.com

No. PHSC/DPJ/2023/ 1557 -59

Dated: 06/09/2023

To

1. All Administrative Secretaries
2. All Heads of the Boards/ Corporations
3. All Deputy Commissioners, State of Punjab

**Subject: Providing Free Radio & Lab Diagnostics Services to various categories of Government Employees.**

Department of Health & Family Welfare has established six MRI Centres; 25 CT Scan machines (22 DHs and 3 SDHs); 30 Laboratories and 95 collection centres on PPP mode with M/s Krsnaa Diagnostics Limited (KDL) at all major secondary level healthcare facilities in the state of Punjab (lists are enclosed at Annexure -'A').

2. As per the agreement, M/s KDL has to provide 5% of the tests done free of cost to the patients which are recommended by the SMO I/c of the Health facility. The list includes all the Government employees/pensioners & their dependent family members. This facility has also been extended for employees and dependent family members of Boards and Corporations under Government of Punjab for one year from the issuance of this letter (categories attached at Annexure 'B').

3. In the light of the above, it is requested that the employees of your department may be asked to get in touch with the respective Sr. Medical Officer I/c of the health institution to get free tests conducted by M/s KDL please.

Enclosed: As above

  
Managing Director  
PHSC

CC:

1. The Secretary to Principal Secretary Health and Family Welfare, Punjab for kind information of the PSHFW.
2. The Admin Secretary (GAD) with a request to also upload this information on the Punjab Government website for information.
3. The Director Health Services, Punjab.
4. All Civil Surgeons
5. All Deputy Medical Commissioners
6. All Hospital Incharges of Radio Diagnostic & Laboratories/ Collection Centres where PPP facilities have been set up.
7. Managing Director, M/s Krsnaa Diagnostics Ltd. Pune for information and necessary action.

1/468381/2022



ਪੰਜਾਬ ਸਰਕਾਰ  
ਵਿੱਤ ਵਿਭਾਗ  
(ਵਿੱਤ ਪ੍ਰਸ਼ੇਨਲ-2 ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

ਸਮੂਹ ਵਿਸ਼ੇਸ਼ ਮੁੱਖ ਸਕੱਤਰ, ਵਪੀਕ ਮੁੱਖ ਸਕੱਤਰ,  
ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ  
ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਾਰੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,  
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ, ਚੰਡੀਗੜ੍ਹ,  
ਡਵੀਜ਼ਨ ਦੇ ਕਮਿਸ਼ਨਰ, ਜਿਲ੍ਹਾ ਅਤੇ ਸੈਸਨ ਜੱਜ,  
ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ ਅਤੇ ਸੱਬ ਡਵੀਜ਼ਨਾਂ ਦੇ ਅਧਿਕਾਰੀ।

ਵਿਸ਼ਾ: ਹੈਂਡੀਕੈਪਡ ਭੱਤਾ ਦੇਣ ਸਬੰਧੀ।

\*\*\*\*\*

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਪੰਜਾਬ ਸਰਕਾਰ ਵਲੋਂ ਸਾਰੇ ਸਰਕਾਰੀ ਦਿਵਿਆਂਗਜਨ ਕਰਮਚਾਰੀਆਂ ਨੂੰ 1,000/-  
ਰੁਪਏ ਪ੍ਰਤੀ ਮਹੀਨਾ ਹੈਂਡੀਕੈਪਡ ਭੱਤਾ ਮਿਤੀ 01.01.2023 ਤੋਂ ਲਾਗੂ ਕਰਨ ਦਾ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਹੈ।

- 2 ਇਹ ਹਦਾਇਤਾਂ ਤੁਰੰਤ ਪ੍ਰਭਾਵ ਤੋਂ ਲਾਗੂ ਹੋਣਗੀਆਂ।
3. ਇਹ ਹਦਾਇਤਾਂ ਆਪਣੇ ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ।

ਵਿਸਵਾਸਪਾਤਰ,  
ਬਲਜੀਤ ਕੌਰ  
(ਬਲਜੀਤ ਕੌਰ)  
ਉੱਪ ਸਕੱਤਰ ਵਿੱਤ



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**M/S RAM KUMAR BANSAL CONTRACTOR**

H.no. 19600, St.No. 1, Bibi Wala Road, Bathinda

**Mobile No.: 92161-81311**

# SECTION - VII

## Case Law Sanction and others

### HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH OFFICE ORDER

Dated, Chandigarh the 23<sup>rd</sup>, September, 2021

In exercise of the powers conferred under Article 229 of the Constitution of India read with provisions of Rule 26(2) and 34(1) of the High Court Establishment (Appointment and Conditions of Service) Rules, 1973, as amended from time to time, Hon'ble the Chief Justice and Judges, have been pleased to adopt Notification No. 09/01/2021-5FP1/671, dated 05.07.2021 (Punjab Civil Services (Revised Pay), Rules, 2021) regarding 6<sup>th</sup> Punjab Pay Commission w.e.f. 01.01.2016, as conveyed by the Department of Finance (Finance Personnel-1 Branch), Government of Punjab, vide letter No. 09/01/2021-5FP1/893-898, dated 19.07.2021, qua employees of this Court.

The component of Additional Pay @ 20% on the basic pay to be fixed in the revised pay scale w.e.f. 01.01.2016 in terms of the Punjab Government Notification dated 05.07.2021, will be admissible only to those categories of employees who are presently availing the same (i.e. except Junior Assistants/Clerks, Supervisors of Record, Book Binders and Restorers), for all intents and purposes. The basic pay under the revised pay scale w.e.f. 01.01.2016, of those cadre of employees who are entitled to the benefit of additional pay @ 20% would be worked out as per the notification dated 05.07.2021 by placement in the appropriate Matrix Level and additional pay @20% be paid on the revised basic pay.

  
(Sanjiv Berry)  
Registrar General

Endst. No. 913/SPL. /2Exc. Cell,

Dated 23.09.2021

**Copy along with a copy of Notification No. 09/01/2021-5FP1/671, dated 05.07.2021 (Punjab Civil Services (Revised Pay), Rules, 2021), togetherwith a copy of letter No. 09/01/2021-5FP1/893-898, dated 19.07.2021, is forwarded to the following for information and necessary action:-**

1. The Home Secretary, Chandigarh Administration, Chandigarh.
2. The Finance Secretary, Chandigarh Administration, Chandigarh.
3. The Accountant General Punjab, (A&E), Sub Office, U.T., Chandigarh.
4. The Accountant General (Audit), Haryana, U.T., Chandigarh.
5. The Treasury Officer, U.T., Chandigarh.

  
(Sanjiv Berry)  
Registrar General

Central Administrative Tribunal Principal Bench OA No. 2966 of 2012

Orders reserved on 11.11.2013 Order pronounced on 13.11.2013.

HON'BLE SHRI G. GEORGE PARACKEN, MEMBER (J)

HON'BLE SHRI SHEKHAR AGARWAL, MEMBER (A)

**ORDER**

Shri G. George Paracken, Member (J):

The applicants in this Original Application are (1) All India Federation of Divisional Accounts-

1. In the above facts and circumstances of the case, we allow this OA with the same directions as given by the Hon'ble Delhi High Court in Writ Petition No. 2698/2013 Accordingly we quash and set aside the impugned Annexure A-1 office Memorandum dated 7.7.2011 of the Ministry of Finance. Department of Expenditure Consequently, we hold that the Senior Divisional Accounts Officers of the IA & AD are entitled to be classified as Group 'A' officers: Therefore, the respondents are liable to implement the aforesaid DOP&T Circulars dated 9.4.2009 and 17.4.2009 in their cases also. IN compliance of the aforesaid directions, the respondents shall pass appropriate order conferring Group 'A' status to the Senior Divisional Accounts Officers who are drawing the same Grade Pay as other Group 'A' officers of the Central Civil Services with effect from 1.1.2006, within six weeks from the Date of receipt of a certified copy of this order.
2. There shall be no order as to cost.

**(SHEKHAR AGARWAL)**  
**MEMBER (A)**

**G. GEORGE PARACKEN)**  
**MEMBER (J)**

Union of India v. Sujatha Vedachalam, (SC)2000(2) S.C.T. 808: 2000 A.I.R. (SC) 2709: 2009(9) S.C.C. 187: 2000 (3) Scale 238: 2000 (6) J.T. 2017

## **SUPREME COURT OF INDIA**

Before: V.N. Khare and Doraiswamy Raju, JJ

Civil Appeal No. 6423 of 1998 with C.A 6422 of 1998, D/d. 7.4.2000

Union of India and others-Appellants

**Versus**

Sujatha Vedachalam and another-Respondents

For the Appellants: Mr. K.N. Raval, Additional Solicitor General, Ms. Anubha Jain and Mr. Kr. Sharma, Advocates.

**For the Respondents: Mr. S.N. Bhat, Advocate**

Constitution of India, Articles 14 and 16 Transfer-Conditions of transfer Reduction to time scale-Transfer made on request on accepted conditions that the applicant would be treated as fresh appointee in the original time scale at transferred destination-Rectification of wrong fixation of pay with order of recovery of excess amount paid-Order of the authority held to be proper -However, recovery ordered to be made in easy instalments..

### **Paras 2 and 3]**

1. Comptroller & Auditor General of India and other V. Farid Sttar, 2000 (2) S.C.T. 468: 2000 (87) A.IR.(SC) 1557
2. Chandan Saha V. Union of India and others, Special Leave Petition No. 9324/96 decided on 25.4.96

### **JUDGEMENT**

VN, Khare, J. The respondent in C.A. No. 6423/98 was working as a Senior Accountant in the pay scale of Rs. 1400-2600 in the office of the Accountant General Maharashtra at Nagpur and was drawing a pay of Rs. 1,260/- per month. Subsequently for personal reasons the respondent sought transfer to the office of the Accountant.

For the reasons stated in Civil Appeal No. 13020/96 titled Comptroller & Auditor General of India and other y. Farid Sattar, 2000 (2) S.C.T. 468: 2000(87) A.I.R. (SC) 1557 decided today and decision of this Court in Special Leave Petition No. 9324/96 titled Chandan Saha v. Union of India and others, decided on 25.4.96 the impugned orders and judgment under appeal are set aside. Both these appeals are allowed. There shall be no order as to costs. However, so far as recovery of excess pay paid to the respondents is concerned, the appellants may recover the said amount in easy Instalments which may spread over for fifteen years or till the date of retirement whichever is earlier.

**Appeal allowed**

**Om Parkash Bhardwaj v. State of Punjab (P&H) 2004(1) R.S.J. 328:  
2004(1) LI.C. 362:2003(4) S.C.T. 846**

**PUNJAB AND HARYANA HIGH COURT**

Before: M.M. Kumar, J.

Civil Writ Petition No. 12798 of 1997. D/d. 31.7.2003

Om Parkash Bhardwaj - Petitioner

**Versus**

State of Punjab-Respondents

**[Paras 8 to 10]**

C. Punjab Service of Engineers, Class-11, PWD (Building & Roads Branch) Rules, 1965, Rule 9.16- Recovery and adjustment of Government dues-Recovery and adjustment of Government dues can be made by ascertaining the dues payable by a Government employee from his death-cum-retirement gratuity-Government dues would include over payment of pay and allowances or leave salary.

Delhi Tourism and Transportation Development Corporation Ltd. V. Leman International Pvt. Ltd. (Delhi): Law Finder Doc Id# 214264

DELHI HIGH COURT

Before: Vikramjit Sen, J

I.A. 5969 of 1998-D/a 14.3.2000

Delhi Tourism and Transportation Development Corporation Ltd. Plaintiff

**Versus**

Leman International Pvt. Ltd., Defendant

14. In this view of the matter, the Defendant is liable for payment of all dues for the period commencing with June 1992 (a) in respect of the licence fee, the liability is adjudged at Rs. 10,000.00 per month upto the period November 1993. With effect from month together with all other dues contemplated in the Licence Deed and (b) royalty commissions at the rate of 11 percent would be payable with effect from Juen 1992, a5 given in Annexure A-1 to the application. These payments are to be made within thirty days from today.

The application is disposed of in these terms. However, the plaintiff will also be entitled to costs which are adjudged at Rs. 20,000.00

**Application disposed of.**



## DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS, PUNJAB

Notification The 27th August, 2009 No. Leg. 17/2009. The following Act of the Legislature of the State of Punjab received the assent of the President of India on the 30th July, 2009, and is hereby published for general information.

The industrial disputes (Punjab amendments) act, 2009  
(Punjab Act. No. 18 of 2006)

An Act

Further to amend the industrial Disputes Act. 1947, in its application to the State of Punjab.

Be it enacted by the Legislature of the State of Punjab in the Sixtieth Year of the Republic of India as follows:-

1. (1) This Act may be called the industrial Disputes Short title and commencement (Punjab Amendment Act, 2009), (2) It shall come into force at once

2. In the industrial Disputes Act, 1947 in its application to the State of Punjab, in section 2, for clause(s) the following clause shall be substituted, namely L:- Section 2 of Central Act 14 of 1947

"(s) "workman" means any person (including an apprentice) employed in any industry to do any manual, unskilled, skilled, technical, sales promotion,, for hire or reward, whether the terms of employment be express or implied, and for purpose of any proceeding under this Act in relation to an industrial dispute includes any such person, who has been dismissed, discharged or retrenched in connection with, or as a consequence of, that dispute, but does not include any such person.

- a) Who is subject to the Air Forcde Act, 1950 (45 of 1950) or the Army Act, 1950 (46 of 1950) or the Navy Act, 1957 (62 of 1957)
- b) Who is employed in the police service or as an officer or other employee of a prison  
or
- c) Who is employed mainly in a managerial or administrative capacity; or
- d) Who being employed in a supervisory capacity, draws wages exceeding on thousand six hundred rupees per mensem or exercise, either by the nature of the duties attached to the office or by reason of the powers vested in him, functions mainly of a managerial nature.

**Sd/-**

Secretary to Government of Punjab  
Department of Legal and Legislative Affairs

**2012 STPL (Web.) 437 SC Supreme Court of India K.S Radha krishnana  
& Dipak Misra.J Chandi Prasad Uniyal & Ors.**

Appellants

**Versus**

State of Uttarakhand & Ors.

Respondents

Civil Appeal No. 5899 of 2012@ Special Leave petition No. 30858/2001(with L.A. Nos.  
2 and 3) Decided on 17.08.2012.

Service Law- Overpayment

17. We are, therefore of the considered view that except few instances pointed out in Syed Abdul Qadir case (supra) and in Col. B.J. Akkara (retd.) case (supra), the excess payment made due to wrong/irregular pay fixation can always be recovered. 18. Appellants in the appeal will not in fall any of these exceptional categories, over and above, there wa stipulation in the fixation order that in the condition of irregular wrong pay fixation, the institution in which the appellants were working would be responsible for recovery of the amount received in excess from the salary/pension. IN such circumstances, we find no reason to interfere with the judgement of the High Court. However, we order the excess payment made be recovered from the appellant's salary in twelve equal monthly installments starting from October 2012. The appeal stands dismissed with no order as to costs. IA Nos 2 and 3 are disposed of.

**Held:** "It is well settled principle in service jurisprudence that a person must be paid if he has worked and should not be paid if he has not. In other words, the doctrine of "No Work-No pay" is based on justice, equity and good conscience and in absence of valid reasons to the contrary, it should be applied. IN the Present case though the Appellant ought to have joined the post he was reverted to but he did not do so. Reversion was found to be lgal. He therefore, cannot claim salary for the period he did not work. But he will be allowed to work as Postman. He will also be paid salary as Postman but we also hold that since the aciton of the Respondent authorities in reverting him to his susbtantive post of EDBPM was stictly in consonance with law, the Appellant would be entitled to pensioners and other benefits not as Postman but as EDBPM which post he was holding substantively".

[Sukhdeo Pandey v. Union of India and another, Swamynews 58, 2007(2) SCC (L&S) 992 date of judgement 24.8.2007]

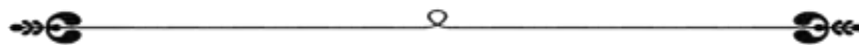
Equal pay for equal work principle, in the case of Senior Auditors of AG's office with Assistants in Central Secretariat, cannot be applied unless there is a complete and wholesale identity between the two groups which principle also has to be initiated by an expert committee.

**Facts:** The respondents who are Senior Auditors in the Office of the Accountant General Assam and Meghalaya approached the Central Administrative Tribunal for decreasing parity in the pay scale with Assistants in the Central Secretariat. Tribunal decreed so by order, dated 19.1.2001 and upheld by the Gauhati High Court. These are challenged before the Apex Court.

Apex court in S.C. Chandra y. State of Jharkhand] 2007(2) SCC (L&S) 897, held that fixing of pay scale is purely an executive function. It was also said that such a principle can be applied only if there is complete and wholesale identity between two groups as per the examination of an expert body. Following that, it cannot be said that there is complete identity between Senior Auditors and Assistants of Central Secretariat.

Even though the Respondents submitted that pay scale of these two groups were same earlier which was denied by the appellant such submission help the Respondents. Even if the pay scale of one group is increased compared to the other which was same earlier, to increase the pay scale it is entirely on the Government and the authorities to fix the pay scale and the judiciary cannot encroach on it.

In view of the above, the appeal is allowed setting aside the orders of the High Court and Tribunal



**[Union of India and others v. Hiranmoy Sen and others. 4/2008, swamynews 61, 2008(1) SCC (L&S) 271, date of judgement 12.10.2007**

**C.A. No. of 2003 with SDPO No. 6229 of 2006  
And C.A. Nos. 7234 of 2003 and 4848 of 2007**

An employee who resigns from service after completion of the minimum qualifying service is entitled to pension.

**Held:** By this OA the applicant has claimed pension with effect from 1.2.1978 as per the respondents, the applicant served the department for 14 years 4 months and 26 days with effect from 3.9.1963 to 1.2.1978. The main objection of the respondents is that as

the applicant resigned from service, he is not entitled to pension in terms of Rule 26 of the Central Civil Services (Pension) Rules 1972. A similar matter came up for consideration before the Division Bench of the Central Administrative Tribunal, Jabalpur in O.A. No. 623 of 1991, A.P. Shukla v. Union of India and others decided on 13.10.1995. IN this case, the applicant had tendred resignation on 11.5.1971 after completing 17 years 9 months and 10 days service. The applicant therein was a Railway servant. The objection of the respondents was that since the applicant had resigned from the job, he was not entitled to pension under Rule 311 of the Manual of Railway Pension Rules, 1950. This question was dealt with by the Jabalpur Bench in Paras. 4,15 and 16 of its order. The same is reproduced below:

**Para 4.** The first question to be considered is whether the resignation tendered by the applicant can be treated as retirement for purpose of grant of pension. The applicant has relied on M/s J.K. Cotoon Spinning and Weaving Mills Company Ltd. Kanpur V. state of U.P. and others [AIR 1990 SC 1808] in which the employees request contained in the letter of resignation was accepted by the employer and that brought to an end the contract of service. The meaning of the term 'resign' as found in the Shorter Oxford Dictionary includes 'retirement'. Therefore, when an employee voluntarily tenders his resignation it is act by which he voluntarily gives up his job. Therefore, the resignation of the applicant could be treated as superannuation for all purpose.

**Para15.** The Apex Court in the case M/s. J.K. Cotton spinning and Weaving Mills Company Ltd. Kanpur (supra) held that the resignation amounts to voluntary retirement. The applicant after all has served the department for 10 years. Had he not tendered his resignation he would have received pension. As such when there si voluntary resignation, there is a termination of service which for the purpose of pension may be treated as voluntarily retirement though under the rule this benefit is available only on completion of 30 years of service.

**Para 16.** Why a person who could get pension on completion of 10 years of service should not be equated with a person who has tendered resignation after 17 years of service as having performed his service for 10 years for purpose of obtaining pension.

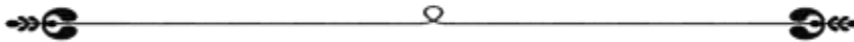
Learned Counsel for the applicant has also placed reliance on another Division Bench, decision of the Central Administrative Tribunal, Principal Bench, New Delhi in case of Smt. Bimlar Devi v. Union of India and others (1992 (2) SLJ 310]. IN this cited case also the applicant had submitted resignation. It was held that the applicant therein was entitled for pension. In view of the decisions in these cases, I am of the view that pension cannot be forfeited in terms of Rule 26 of the CCS (Pension) Rules 1972. [Om Prakash Singh Maurya V. Union of India and others, 11/99 Swamysnews 74 (Lucknow), date of judgement 14.9.1998]

### O.A No. 353 of 1994

Punishment of 'censure' imposed after disciplinary enquiry will come in the way of promotion

**Held:** The applicant had been issued a charge in 1989, which got concluded only in April 1990 with imposition of punishment of "Censure". The applicant had not disclosed this fact in the OA. The applicant during arguments submitted that the punishment of Censure will not come in the way of promotion and if the case of the applicant had been kept in "sealed cover" after conclusion of the disciplinary proceedings in April, 1990, the applicant would have been entitled for promotion after -opening of the 'sealed cover. This contention of the applicant is not supported by the extant rules. Once any punishment, even a minor one, had been imposed the sealed cover' cannot be opened and the Employee given promotion retrospectively. In this connection we refer to the judgement of the Hon'ble Supreme Court in the case of State of M.P and another VIA Quareshi [1999 (1) SC SLJ 165] The Hon'ble Supreme Court has held that once a penalty even if minor has been imposed, the sealed cover cannot be opened to give effect to promotion. In view of this, the claim of the applicant that he is entitled for promotion even after punishment of 'Censure' is not sustainable.

[Dewaji Ramji Gurumukhi v. Union of India, 2/2000 SwamysnewS80, (Mumbai), date of judgement 1-6-1999]



### **JUDGMENTS OF DIFFERENT ACTS**

Arbitration and Conciliation Act 1996 (Main features of the Act)

**(A).** In an important Judgment of Konkan Railway Corporation Ltd. and others v M/s Mehul Construction Co. AIR 2000 SC 2821: (2000) 7 SCC201, the Hon'ble Supreme Court explained the main features of the Arbitration and Conciliation Act, 1996 that are as under:-

- i. Obstructive tactics thwarted;** (The powers of the Arbitrator have been amplified by insertion of specific provisions of several matters. Obstructive tactics adopted by the parties in arbitration proceedings are sought to be thwarted by an express provision in as much as if a party knowingly keeps silent and then suddenly raised a procedural objection will not be allowed to do so.
- ii. Power to nominate:** The power to nominate Arbitrators has been given to the Chief Justice or to an institution or person designated by him. In absence of Arbitration Tribunal it is only the High Court to exercise its power of section 11 of Arbitration Act 1996 to appoint an arbitrator. (Mahipatlal Vs. Chief Engineer and Anrs. 2008 (5) SRJ 447

- iii. **Nature and function of the Chief Justice of his nominee:** The nature and function performed by Chief Justice or his nominee under sub-section (6) of Section 11 being essentially in aid the constitution of Arbitral Tribunal cannot be held to be a judicial function as otherwise the Legislature could have used the expression 'court' or 'judicial authority' instead of choosing the expression 'Chief Justice or his nominee' now in case of *S.B.P. & Co. Vs. M/s. Patel Engineering Ltd. and Anr.* 2005(8) SCC 618; 2006(1) SRJ/25, it was that the power exercised by the Chief Justice of the High Court or the Chief Justice of India under Section 11(6) of the Act is not an administrative power. It is a judicial power.
- iv. **Refusal of Chief Justice or his nominee to appoint Arbitrator:** The order passed by the Chief Justice under Section 11(6) is administrative in nature, then in such an event in a case where the Chief Justice or his nominee refuses erroneously to make an appointment then an intervention could be possible by a Court in the same way as an intervention is possible against an administrative order of the executive. In other words, it would be a case of non-performance of the duty by the Chief Justice or his nominee, and therefore, a mandamus would lie. If such an interpretation is given with regard to the character of the order that has been passed under Section 11(6) then in the event an order of refusal is passed under Section 11(6) it could be remedied by issuance of a mandamus.
- v. **Arbitration through intervention of Court in pending suits removed:** The existing provisions in 1940 Act relating to arbitration through intervention of Court, when there is no suit pending or by order of the Court when there is a suit pending, have been removed.
- vi. **Transactional commercial arbitration:** The importance of transactional commercial arbitration has been recognized and it has been specifically provided that even where the arbitration is held in India, the parties to the contract would be free to designate the law applicable to the substance of the dispute.
- vii. **Role of Commission on International Trade Law:** When United Nations established the Commission on International Trade Law it is on account of the fact that the General Assembly recognized that disparities in national law governing international trade created obstacles to the flow of trade. The General Assembly regarded the Commission on International Trade Law as a medium, which could play a more active role in reducing or removing the obstacles. Such Commission, therefore, was given a mandate for progressive harmonization and unification of the law of international trade.
- viii. **Qualification, independence, impartiality and jurisdiction of Arbitrator:** A bare reading of Section 13 and 16 of the Act makes it crystal clear that questions with regard to the qualifications, independence and impartiality of the Arbitrator

and in respect of the jurisdiction of the Arbitrator could be raised before the Arbitrator who would decide the same. Section 13(1) provides that party would be free to agree on a procedure for challenging an Arbitrator. Sub-section (2) of said section provides that failing any such agreement, a party intending to challenge an Arbitrator, either on grounds of independence or impartiality or on the ground of lack of requisite qualification, shall within 15 days of becoming aware of the Constitution of the Tribunal send a written statement for the challenge to the Tribunal itself. Section 13(3) provides that unless the Arbitrator withdraws or the other party agrees to the challenge, the Tribunal shall decide on the challenge itself. Sub-section (4) of the section 13 mandates an Arbitrator to continue the arbitral proceedings and to make an award.

- ix. **Powers of the Arbitral Tribunal:** Section 16 empowers arbitral Tribunal to rule on its own as well as on objections with respect to the existence or validity of the arbitration agreement. Conferment of such power on the Arbitrator under 1996 Act indicates the intention of the Legislature and its anxiety to see that the arbitral process is set in motion. This being the legislative intent, it would be proper for the Chief Justice or his nominee just to appoint an Arbitrator without wasting any time or without any contentious issue at that stage, by a party objecting to the appointment of an Arbitrator.
- x. **Award to be reasoned:** Under the new law unless the agreement provides otherwise, the Arbitrators are required to give reasons for the award. (xii) Time limit of award: The time limit for making awards has been deleted.
- xi. **Award itself a decree:** The award itself has now been vested with status of a decree, in as much as the award itself is made executable as a decree and it will no longer be necessary to apply to the Court for a decree in terms of the award.
- xii. **Grounds for setting aside award severely cut down:** Under the new law the grounds on which an award of an Arbitrator could be challenged before the Court have been severely cut down and such challenge is now permitted on the basis of invalidity of the agreement, want of jurisdiction on the part of the Arbitrator or want of proper notice to a party of the appointment of the Arbitrator or of arbitral proceedings

**(B). Section 5 (Extension of Judicial Intervention):** Section 16 gives the Tribunal a right to rule on its own jurisdiction and also with respect to existence or validity of the arbitration agreement between the parties. Once it is so and Section 16(6) gives a right to any aggrieved party to challenge the same subsequently in accordance with Section 34. (Unipack Industries Vs Subhash Chand Jain & Ors. 2002 (1) Arb. LR 174:2002 (1) R.A.J 151

**Court can intervene:** (1) If the agreement is null and void; (ii) If the agreement is non operative; (iii) If the agreement is incapable of being performed. (Bharti Televenture Ltd. vs DS Enterprises Pvt.Ltd. & Ors.92 (2001) DLT 788: 2001 VAD (Delhi) 485.

**Tender not accepted whether transformed in contract:** Since the response to tender by the petitioner was not accepted, it had not transformed in to a contract and no arbitration agreement could be said sought to exist between the parties permitting a resort to Arbitration as per terms of the tender.(Mysore Construction Company Vs. Karnataka Power Corporation Ltd. and Ors. 2000 (suppl) Arb. LR 476:2003(4) R.A.J. 271 (Kar)

**Condition for exercising power by Court:** Under sub-sections 1 and 2 of Section 8 the Court can exercise its powers as follow (i) there is an agreement. (ii) A party to the agreement brings an action in the Court against the other party. (iii) Subject matter of the agreement is same as the subject matter of the arbitration agreement. (iv)The other party moves the Court for referring the parties to arbitration before it submits his first statement on the substance of the dispute. (P. Anand Gajapathi Raju and Others Vs. Raju (Dead) and Others AIR 2000 SC 1886:2000 (4) SCC 539:2000 (4) 590: 2000 (5) SRJ 320: 2000 (2) UJ (SC) 1138: 2000 AIR SCW 1489:2000 CUR CC 183:2000 (2) Arb.

**Effect of non-filing of certified copy of the agreement:** Application under section 8 not supported by certified copy of an agreement: Held, it is technical objection it can be removed later on. (Refrigeration & Appliances and others Vs. Jayaben Bharkumar Thakkar and Others, 2000(2) Arb. LR650:2000(7) Supreme 216:2000(3) R.A.J. 156 (SC)

**Reference:** (1) Section 8 of arbitration agreement provides that application referred therein shall not be entertained unless it is accompanied by original agreement. (Atul Singh Vs Sunil Kumar, AIR 2008 SC 1016:2008(2) SRJ 85: 2008 AIR SCW 570.)

**Insolvency Notice:** Insolvency Notice cannot be issued on Arbitration Award as it is neither decree nor an order. (Paranjit Singh Vs ICDS, AIR 2007 SC 168) Interim Order: The application seeking for interim order before commencement of proceedings is maintainable. (Sri Kishan Vs Union of India, AIR 2005 Allahabad 361)

(ii) Mere allegation of fraud is not enough to issue injunction. (ONGC Vs M/s Jagson, AIR 2005 Bombay 335) (iii)Pendency of any arbitral proceeding is not a pre-condition for exercise of power by Court (Global Generation Vs. Shri Hiranyakeshi, AIR 2005 Karnataka 94.



**Powers of Chief Justice or Designate Judge:** Powers exercised by the Chief Justice of India or the designated Judge under section 11(6) of the Arb. & Conciliation Act, 1996 is not an administrative power. (Nandan Biomartix Ltd. Vs. DI Oils Ltd., 2009(4) SR.J 98 (SC): 2009 AIR SCW 2326

**Jurisdiction of Court:** Where the arbitral tribunal has not yet decided the application under Section 12 and 13 the Act but has merely fixed a further date of hearing of the said application. Revision filed against the order but it was held that at this stage Court do not find any justification of entering into the allegations of the petitioner made in the said application. (Unik Accurates Pvt. Ltd. Vs. Sumedha Fiscal Services Ltd., 2000 (Suppl.) Arb. LR 20: 2003(S) R.A./571 (Cal)

**Time limit to challenge the appointment of Arbitrator:** Under Section 13 (1) of the Act the appointment of Arbitrator can be challenged on the ground of bias within 15 days after becoming aware of the of the arbitration tribunal and for the said purpose it is required to send a written statement of the reasons to it. (Koneru Venkataratnam Vs Union of India, Ministry of Law and Justice And others, 2001 (4) ALT 106: 2001 (3) Arb. LR 6:2001(4) R.A. 459 (AP) (DB)

**Delay in Award:** Delay in conducting proceedings was on account of Petitioner. It was pleaded that arbitrator could not extended tinte suo motu and published award. It was not tenable. (Pardeep Kumar Vs. SSK Broking Services).

**Applicability of arbitration clause:** The Court cannot examine the applicability of arbitration clause to the facts of the case but ought to left that issue to be determined buy the Arbitral Tribunal as required under Section 8 and 16 of the Act. (Hindustan Petroleum Corporation Ltd. Vs Pink city Midway Petroleum's AIR 2003 SC 2881: 2003 (6) SCC 503: 2003 (8) SRJ 156: 2003 (3) cur CC 58: 2003 PUN LR

**Jurisdiction:** Waiver cannot be inferred on the ground that it was not raised in earlier arbitral proceedings. (Municipal Corporation Vs P.W.T. Projects Ltd., AIR 2005 Bombay 195)

**Scope of interference in Award:** An arbitral award may be se aside by the Court only on satisfying the requisite conditions contemplated under Section 34 (2) of the Act. The use of the word "Only" is quite significant and it excludes a ground of attack on the arbitral award other than those contemplated under Section 34 (3) (a) and (b) of the Act. (Vipul Agrawal Vs Atul Kanodia & Co. (3) ARb. LR 432 (Bombay): 2003 (3) R.A.J. 418 (Bom):n2003 BLR 948

**Void-ability and illegality of the contract:** The contentious question regarding the void- ability and illegality of the contract and the existence of the arbitration clause has

to be gone into by the Arbitral Tribunal under Section 16 of the Act. (Sunrise Enterprise Vs. Union of India, 2001 (59) DRJ 332: 2001 VAD (Delhi) 140: 2001 654: 2002 (1) R.A.J. 502 (Delhi).

**Interim Order:** Where proceedings are pending before the Arbitrator he can pass interim order U/S 17 of the Act (GAIL (1) Ltd. Vs. Bal Kishan Agarwal Glass Industries Ltd., 2008 (8) SRJ 303, Grid Corporation of Orissa Ltd. Vs. Indian Charge Chrome Ltd. AIR 1998 Orissa 101: 1998 (@) Arb. LR 640 (Delhi)

**Set arbitration award:** Arbitration award can be set aside on three grounds i.e. First Arbitrator misconduct himself second that award had been made after suppression of arbitration or proceedings become invalid and third it had been improperly procured or was otherwise invalid. (P.R. Catering Co. and Anr, Vs, Oil and Natural Gas Corporation Ltd., AIR 2008 SC 2335: 2008 (4) SRJ 73

**Jurisdiction of Award:** Court cannot retain any control over the proceedings of Arbitrator. Award must be filed before a Court who has the requisite jurisdiction there over. By consent of parties also jurisdiction cannot be assumed by the Court. (Bharat Coking Coal Ltd. Vs M/S Annapurna Construction, AIR 2008 SC 2028:2008 (4) SRJ 371

**Setting aside of award:** Award of Principal sum and interest is factual findings and cannot be gone into by High Court in application for setting aside the award. (Steel Authority Vs Shyam Sunder, AIR 2005 Calcutta 305A. Award of interest on damages would not fall within ambit of said provision to interfere with award. Susaka Pvt. Ltd. Vs. Union of India, AIR 2005 Bombay 257.

**Application to set aside award after limitation:** When the award was passed the only option with the appellant was either to have moved an application u/s 34 within three months or within the extended period of another 30 days. (State of Arunachal Pradesh V M/s Dhamani Construction Co., SRJ 2007 (4) 484: 2007 (1) ARB LR 399 (SC): 2007 (3) AWC 2266 (SC)

**Court:** For the purpose of petition u/s 34 of Arbitration Act "Court" means Distt. Court and does not include any other court inferior to Distt. Court (M/S Fountain Head VS. Mrs. Maria, AIR 2007 Bombay 149.

**Infirm Award:** Where the award made by the Arbitration is infirm, on more than one ground then it is liable to be set aside. (Rajindra J. Joshi Vs Dilip JH Joshi and others, 2000 (3) Mh. LJ 205: 2000 (2) Arb. LR 633:2001 (2) R.A.J. 411 (Bombay)

**Subject matter of award barred by limitation:** Where reference of subject was made after expiry of period of limitation prescribed under statute then it was held that the

award is of a subject matter which was not clearly arbitration-able, since it was barred by limitation, so the award is liable to be set aside. (Pros Securities & Exchange Ltd. Vs. Mansa Investment Pvt. Ltd. and others, 2000 (2) Arb. LR 479 (Bombay): 2001 (1)) RA.J. 65 (Bom.)

**Writ against ex-party award:** Award can be challenged under section 34 of the Act before the appropriate Forum, The Writ Petition filed against such award is liable to be disnised on t he ground of alternative remedy and maintainability. (Veena Ojha Vs. U.P. Stock Exchange Ltd. and others, 1999 AIHC 3854: 1999 ALL LJ 1852: 1999 ALL WC 2109: 2000 (1) Arb. LR 19: 1999 (4) R.A.J. 344

**Award is itself decree:** The Court could not have dismissed the application for execution on the ground either that the decree has not been filed along with the Execution application or that the award has not been made a decree of the Court. (M. Banerjee & Sons amd others Vs. M.N. Bhagabati and others, AIR 2003 Guabati 13: 2002 (3) Arb. LR 131: 2003 (2) R.A.J. 42 (Guahati)

**Whether Section 14 of Limitation Act apply to challenge award:** The Bombay High Court in an appeal held that the provisions of section 14 of the Limitation Act 1963 do not govern the filing of petition under section 34 of the 1996 Act.(H.M.P. Engineering Ltd & Others Vs Ralies India Ltd & Others 2003 (3) Arb. LR 510 (Bombay) (DB)

**Letter Patent:** Order allowing execution of foreign award is appealable. (LMJ International Ltd. Vs. SEA Stream, AIR 2007 Calcutta 260)

**New Act or Old Act-Applicability:** Parties not accepted or proceeded on the basis that Act 1996 would govern Arbitral proceedings therefore Act 1940 would apply to the proceedings. (Neeraj Munjal Vs Atul Grover, AIR 2005 SC 2867

### **CONTEMPT OF COURTS ACT, 1871**

**Breach of undertaking given to Court:** It is found that the undertaking is breached deliberately and willfully then obviously, the contempt proceeding is the best method to deal with such situation. So, there is no justification in not to draw up the proceedings, or to discharge the Rule. (M/S Hindustan Lever Ltd. V Caveinkare Ltd., 2004 Cri LJ 349 (Calcutta)

**Civil Contempt:** Authorities failure to take final decision to regularize the appellant's service as directed by the High Court is not proper. (State Vs. Ram Chandra Prasad, 2004 AIR Jhar 1335: 2004 Cri LJ NOC 157 (Jhar). Willful violation of any order or decree etc. would tantamount to contempt of Court. (Rama Narang Vs Rasmesh Narang, AIR 2006 SC 1883 Cri 2369. If willful disobedience is not proved then the contempt of court is not maintainable. Smt. Krishan Malik Vs Ashok Kumar Malik 2004

Cri LJ 4044 (Delhi) HIGH COURT CAN INITIATE CONTEMPT PROCEEDINGS ON ITS OWN MOTION AGAINST THE CONTEMNERS FOR COMMISSION OF LIMITED CONTEMPT OF SUBORDINATE Courts. (Daroga Singh Vs B.K. Pandey, 2004 (4) Cri LJ 2084 at p 2094 (SC); 2004 (5) SCC 26: 2004 SCC Cri 1521: 2004 (4) SRJ 90 (SC))

**Contempt by Advocate:** An Advocate has no wider protection than a layman when he commits an act which amounts to contempt of Court. In Re: Ajay Kumar Panday, Advocate 1998 AIR SC 3299: 1999 (1) SRJ 132: 1998 (7) SCC 248: 1998 (6) JT 571: 1998 (7) Supreme Court 473. (SCANDALIZE THE COURT IS A BONAFIDE CRITICISM OF COURTS' WORKING THEREFORE BENEFIT UNDER SECTION 6 OF THE ACT CANNOT BE GIVEN)

**Interim order of Court:** If ultimately the interim order is vacated or relief in the main proceeding is not granted to a party the other side cannot take it as a ground for disobedience of any interim order passed by the Court. Rightness or wrongness of the order cannot be urged in contempt proceedings for willful disobedience of the Court's order. The Court cannot test correctness or otherwise of the order or give additional direction or delete any direction. (Prithvi Nath Ram Vs State of Jharkhand, 2004 Cri LJ 4848 (SC). SECTION 20 OF THE CONTEMPT OF COURTS ACT STRIKES AT THE JURISDICTION OF THE COURT TO INITIATE ANY PROCEEDINGS FOR CONTEMPT. (Om Parkash Jaishwal Vs D.K. Anrs., AIR 2000 SC 1136: 2000 (3) SRJ 239: 2000 (3) SCC 171: 2000 (2) JT 293. THE CONTEMPT PROCEEDINGS UNDER THE ACT ARE QUASI CRIMINAL. THE STANDARD OF PROOF REQUIRED IS THAT OF CRIMINAL PROCEEDINGS.

**Willful and deliberate disobedience of order:** Respondent is to be held guilty of contempt of Courts order requires no interference or relaxation. (Patel Chandrakant Dhulabhai and Ors. 2008 AIR SC 3016: 2008 (7) SRJ 544 CHANGE IN STATEMENTS AGAIN AND AGAIN IS ALSO A CONVICTION FOR CONTEMPT OF COURT. IF NOTICE OF CONTEMPT PROCEEDINGS HAS NOT BEEN ISSUED TO THE CONTEMNER THEN THE CONTEMPT PROCEEDINGS COULD NOT BE SUSTAINED.

**Limitation of action for contempt:** Action for contempt of Court must be initiated, either by filing of an application or by the Court issuing notice suo-motu, within a period of one year from the date on which the contempt is alleged to have been committed. (Pallav Sheth Vs Custodian and Ors AIR 2001 SC 2763: 2001 (8) SRJ 65: 2001 (7) SCC 549)

**Appeal against contempt:** Appeal under Section 19 of the Act is maintainable only an order or decision of High Court imposing punishment for contempt. (Midnapore Peoples Co-op Bank Ltd Vs Chunnilal Nanda, AIR 2006 SC 2190: 2006 Cri LJ 2903)

**Contract Act, 1872:**

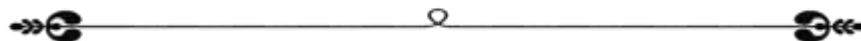
Contract: Parties failed to arrive at a consensus even on what were the terms of MOU- No concluded contract nor was there any novation. (United Bank of India Vs Ramdas Mahadeo Prashad and Ors. 2004 (3) SRJ 250: 2003(8) JT 609:2003(9) Scale 384: 2003(7) Supreme 610

**Eligibility:** Eligibility for any tender/contract is to be seen only on the relevant date. Subsequent events will not make him eligible. (AIR 2007 Calcutta 233)

**Promise to pay the Debtor:** Promise to pay the Debt can be decided only after the evidence adduced by the parties. Mere endorsement on Pronote is not sufficient. "Promise" to pay need not be an express promise.(Adivdu by L.Rs Vs Narayanchari AIR 2005 Karnataka 236. The right to third party to get indemnified can be exercised only against the insurer of the vehicle. (New India Assurance Co. Ltd. Vs Rula and Ors. 2000(4) SRJ 71: AIR 2000 SC 1082: 2000(3) JT 37: 2000(3) SCC 195.

**Tender:** Where respondent's tender was not sealed and not submitted within stipulated time and also his quotations was much higher than that quoted by the petitioner therefore award of contract to respondent not proper. (M/S United Umbrella Rant Vs State of Kerala, AIR 2005 NOC 193 (Ker)

COURT SHOULD NOT INTERFERE FOR TERMS OF TENDER UNLESS TERMS ARE SHOWN TO BE ARBITRARY, DISCRIMINATORY, UNFAIR OR MALAFIDE. (Mega Enterprise Vs State, AIR 2007 Bombay 156).



**CAG MSO (A&E) VOL TACCOUNTS OF PUBLIC WORKS**

**Chapter 8**

**8.1.** Preliminary check is conducted by Divisional Accountant for works accounts in Divisional Offices.

**8.2.** Charged with the responsibility of applying certain preliminary checks to the initial accounts, vouchers, etc. the Divisional Accountant is responsible for examining Accounts returns of Sub Divisional Officers to see:-

- i. That they have been received in a complete state;
- ii. That the Sums receivable are duly realized and on realization credited to the proper head of account and also to the proper personal account (if any) of the contractor, employee or other individual

- iii. That the charges are covered by sanctions and allotments, and are supported by complete vouchers setting forth the claims and the acknowledgements of the payees legally entitled to receive the sum paid;"
- iv. That all vouchers and accounts are arithmetically correct;
- v. That they are in all respects properly prepared in accordance with rules;
- vi. That all charges are correctly classified, those which are debatable the personal account of a contractor, employee or other individual being recorded as such in a prescribed account;
- vii. That on the basis of rates sanctioned by competent authority and of facts (eg. quantities of work done, supplies made, etc. of service rendered) certified by authorized Govt servants, the claims admitted for payment are valid and in order

**Note:-** It is not necessary that the Divisional Accountant should check personally the arithmetical accuracy of all vouchers and accounts, but he is responsible to ensure that a cent per cent check is exercised efficiently under his supervision.

**8.8.** The Divisional Accountant should check works expenditure with that estimates to ensure that the charges incurred are in pursuance of the objects for which the estimate was intended to provide. In the case of works the expenditure on which is recorded by Sub-Heads (that is items of work such as brick works etc.) the Divisional Accountant is responsible for checking the expenditure on each Sub Head with the estimated quantity of work to be done, the sanctioned rate and the total sanctioned cost so that he may bring to notice all deviations from the sanctioned estimate.

**8.10.** The Divisional Accountant's responsibility extends also to the examination of all claims included in bills, presented direct at Treasuries by the Divisional Officer He should see that the Service Books and leave accounts of subordinates are maintained in accordance with rule and that the admissibility of leave applied for by subordinates is verified before applications. In all cases of doubt, however he should advise the Divisional Officer to consult the A.G.

**Notes** (The State Govt. of Maharastra have absolved the Divisional Accountant of the above responsibility.)

e Divisional Accountant must also conduct detailed check of muster rolls and petty vouchers which are not submitted to the Accountant General's Office.

**8.11.** The Divisional Accountant is responsible for the arrangements for checking the computed renders, L.e. for seeing that satisfactory and efficient arrangements are made for checking;

**8.11.2.** He should conduct personally at check of the computed and checked tenders sufficient to satisfy himself reasonably that the checking work has been properly done;

**8.12.** The Divisional Accountant is expected to see that the rules and orders in force are observed in respect of all the transactions of the division. If he considers that any transaction or order affecting receipts or expenditure is such as would be challenged by the Accountant General if the preliminary internal check entrusted to the Divisional Accountant were applied by the former, it is his duty to bring this fact to the notice of the Division Officer with a statement of his reasons, and to obtain the orders of that officer. It will be then his duty to comply with the orders of the Divisional Officer, but if he has been overruled and is not satisfied with the decision, he should at the same time make a brief note of the case in the Register of Divisional Accountant's Objections (Form 23) and lay the register before the Divisional Officer, so that the latter may have an opportunity either of accepting the Divisional Accountant's advice on reconsideration and ordering action accordingly, or of recording, for the information of the Accountant General, his reasons for disregarding that advice. An objection entered in this register should not be considered as finally disposed of until it has been reviewed by the Accountant General, for whose inspection the register should be available at all times

**8.14** The Divisional Accountant is further required to inspect periodically under the orders of the Divisional Officer, the accounts of the Sub Divisional Officer to check a percentage of the initial accounts. The defects noticed should be reported to the Divisional Officer for orders, but the Divisional Accountant will be responsible, as far as possible, for explaining personally the defects of procedure and for imparting necessary instruction thereon to the Sub Divisional Officers and their staff

**8.38.** Accountants are responsible for watching the expeditious adjustment of all items intimated to Divisional Officers for response. To enable them to discharge this responsibility the auditors concerned should be required to keep a note of all intimations sent out to Divisional Officers. Delays in adjustment should be investigated

**8.47.** Objection Book should be maintained in Form 22 in each Work Accounts Section for each in respect of objections relating to Non-receipt of vouchers and Stamped Receipts. A set of pages of the Objection Book should be reserved for each distinct class of objection of which a separate record may be required for any purpose e.g for want of vouchers, for want of Stamped Receipts.

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# SECTION - VIII

## Miscellaneous

### IMPORTANT RULES FOR CALCULATING QUALIFYING SERVICE FOR PENSION

Following are the periods that are not count towards Pension:-

1) Boy Service (below the age of 18 Years)	Rule 3.9 of CSR. Vol-II
2) Apprenticeship (Other than the App.Engineer & App. Examiner)	Rule 3.23 of CSR. Vol-II
3) EOL (not Countable towards Increment) for private purpose	Rule 4.7 of CSR. Vol-II
4) Overstayal of Leave	Rule 4.10 of CSR. Vol-II
5) Overstayal of Joining Time	Rule 3.17A (i) (vi) of CSR. Vol-II
6) Break in service condoned	Rule 4.23 of CSR. Vol-II r/w 7.5 (6) of CSR. Vol-I,Part-I
7) Suspension Period treated as specific penalty	Rule 3.17A (i) (iv) of CSR. Vol-II
8) Dies Non	Vide note 1 b/r 9.15 of CSR. Vol-I, Part-I
9) Retrenchment Period	Due to Abolition of Post as Per Govt. Inst.
10) Foreign Service for which no pension Contribution Deposited	10.8 (1) (a) of CSR. Vol-II (Now Deleted)

**Note:- Normally a service which not countable towards increment also not countable for pension**

How to find Next Date of Increment as per rule Note 2 b/r 4.9 A

#### A) Periods Count Towards increment:-

1) Training Period	Vide note 2 b/r 4.9 (a) of CSR Vol-I
2) Deputation Out of India	Vide rule 4.9 (b) (ii) of CSR Vol-I
3) Joining Time	Vide rule 4.9 (e) of CSR Vol-I
4) Foreign Service	Vide rule 4.9 (d) of CSR Vol-I
5) All Type of Leave with Pay	Vide rule 4.9 (b) (ii) of CSR Vol-I
6) EOL on Medical Ground	Vide rule 4.9 (b)(ii) of CSR Vol-I
7) Period spent on Higher Post	Vide rule 4.9 (c) (i) of CSR Vol-I
8) Time Spent on Lower Post as a measure of Penalty.	Vide rule 4.9 (b)(i) of CSR Vol-I
9) For any Cause beyond Employee Control	Vide Proviso to rule 4.9 (b) (ii) of CSR Vol-I
10) For persecuting Higher Scientific & Technical Studies	Vide Proviso to rule 4.9 (b) (ii) of CSR Vol-I

#### B) Periods Not Count Towards increment:-

1) Period of Overstayal of Leave	Vide note 3 b/r 4.9 (a) of CSR Vol-I
2) EOL without Medical	Vide rule 4.9 (b) (ii) of CSR Vol-I
3) Suspension period not treated as Duty	Vide rule 7.3 B (7) of CSR Vol-I
4) Period of Joining Time Considered as Dies-Non	Vide note 1 b/r 9.15 of CSR Vol-I
5) Overstayal of Joining Time	Vide rule 9.18 of CSR Vol-I
6) Period of interruption in Service Condoned	Vide rule 7.5 (6) of CSR Vol-I & 4.23 of CSR Vol-II
7) Break in Service	As per Govt. Inst. From time to time. (Due to strike or any other reason )

### Rate List For Pensionary Benefits for Punjab Govt. Employees

COMMUTATION OF PENSION		DCRG		CONSTANT ATTENDANT ALLOWANCE	
Period	Max. %	Period	Max. Limit	Period	Max. Limit p.m.
Upto 31.12.1995	1/3 of Pension	Upto 31.12.1985	50,000	01.01.06	3000
01.01.96 TO 31.03.13	40%	01.01.86 TO 31.03.95	1,00,000	01.01.16	6750
01.04.13 TO 31.03.14	20%	01.04.95 TO 31.12.95	2,50,000		
01.04.14 TO 30.06.21	30%	01.01.96 TO 31.12.05	3,50,000		
01.07.21 TO Till Date	40%	01.01.06 TO 31.12.15	10,00,000		
		01.01.16 TO Till Date	20,00,000		

**Note:- NPS Recruite eligible for Retirement Gratuity and Death Gratuity vide Pb. Govt. Inst. Dated 05.02.20 w.e.f. 01.01.04**

### EX-GRATIA

Sr.No.	Particular	01.01.06 (As per Inst. Dt. 13.10.10)	01.12.11 (As per Inst. Dt. 16.12.11)	01.07.21 (As per Inst. Dt. 29.10.21)
1)	a) Employee who dies in service/death occurs in harness or	1,00,000	<b>(Sr. No. 2 of Annexure referred to in rule 2.7 of CSR Vol-II)</b>	2,00,000
	b) If The Employee is permanent disability and rendered unfit for further service or who incurs complete permanent disability during performance of duty.	1,00,000		5,00,000 <b>8.32(3) of CSR Vol-II</b>
2)	Death occurring due to accidents in course of performance of duties/death occurs in harness due to causes attributable to service i.e. for reasons which are directly or substantially connected with the performance of official duties and is clearly relatable to performance of such duties.	24 Times of BP Min. 2 Lac & Max. 4 Lac		5,00,000 <b>8.32(2) of CSR Vol-II</b>
3)	Death in performance of duty such as dealing with riots, terrorist's attack or enemy's action.	10,00,000 <b>8.32(1) of CSR Vol-II</b>	-	20,00,000

4)	Accidental or homicidal death of Government employee.	-	5,00,000 8.32(2) of CSR Vol-II	10,00,000
5)	Ex- Gratia to the victims of Snake bite.		w.e.f 01.04.2012 (As per Govt. Inst. Dated. 09.08.2012)	
	a) Loss of Human Life (Death)		1,00,000	
	b) Grievous Injuries		20,000	
	c) Minor Injuries		Actual Cost of Treatment but Max. upto Rs. 5,000	

**Note:-** Ex-Gratia at Sr. No. 5 shall be paid to employee as per guidelines mentioned in Annexure- A attached with inst. Dated. 09.08.12

**Other Important Points:-**

- 1) As per Govt. Inst. Dated 29.10.2021, The revised rate under 6th PC from 01.07.21 shall also be applicable to the employees who are covered under NPS.
- 2) In the case of those employees who incur partial permanent disability during the performance of duty, Ex-Gratia payment as per Govt. inst. Dated. 16.12.11 r/w Proviso to Rule 8.32 of CSR Vol-II shall be proportionate to the percentage of partial permanent disability incurred by him/her.
- 3) As per Govt. Inst. Dated 16.12.11, Ex-Gratia grant not admissible , who commit suicide during the performance of duty.
- 4) NPS Recruite eligible for Ex-Gratia grant vide Pb. Govt. Inst. Dated 10.03.19 & 05.02.20 w.e.f. 01.01.04
- 5) Govt. Job to nominee/heirs of employee who retire on Invalid pension, can't be given vide Pb. Govt. Inst. Dated 25.08.2000
- 6) As per inst. Issued by Pb. Govt. from time to time and vide Rule 2.7 of CSR Vol-II (Annexure as referred to in rule 2.7 of CSR Vol-II) the Other terms and conditions grant of Ex-Gratia shall continue to be in force.

<b>FAMILY PENSION SCHEME</b>			
<b>A) Who dies after retirement (Rule 6.17 of CSR Vol-II)</b>			
w.e.f.	Particular	% of Pay	Minimum Pension
01.01.06	If the pay of the deceased on the date of his retirement does not exceed 10,000/-	40%	3,500/-
	If the pay of the deceased on the date of his retirement exceed 10,000/-	30%	4,000/-
01.01.16	If the pay of the deceased on the date of his retirement does not exceed 30,000/-	40%	9,000/-
	If the pay of the deceased on the date of his retirement exceed 30,000/-	30%	12,000/-

**B) Who dies during service or die in harness (Rule 6.17 -A of CSR Vol-II)**

w.e.f.	Particular	% of Pay	Mini. Pension	% of Pay	Mini. Pension
01.01.06	<i>First 7 Year from the date of death or till the Govt. Emp would have attained the age of Superannuation, had he survived, whichever is less.</i>			<i>After 7 Year from the date of death or till the Govt. Emp would have attained the age of Superannuation, had he survived, whichever period is less.</i>	
	If the pay of the deceased on the date of his retirement does not exceed 10,000/-	60%	-	40%	-
	If the pay of the deceased on the date of his retirement exceed 10,000/-	50%	6,000/-	30%	4,000/-
01.12.11	<i>First 15 Year from the date of death or till the Govt. Emp would have attained the age of 65 years, had he survived, whichever is less.</i>			<i>After 15 Year from the date of death or till the Govt. Emp would have attained the age of 65 years, had he survived, whichever period is less.</i>	
	If the pay of the deceased on the date of his retirement does not exceed 10,000/-	60%	-	40%	-
	If the pay of the deceased on the date of his retirement exceed 10,000/-	50%	6,000/-	30%	4,000/-
01.01.16	If the pay of the deceased on the date of his retirement does not exceed 30,000/-	60%	-	-	-
	If the pay of the deceased on the date of his retirement exceed 30,000/-	50%	12,000/-	-	-

**Note:-** The Other terms and conditions for grant of Family Pension shall continue to be in force.

**File Updated On 13-02-2022**

**Prepared by S.K Joshi with help of Notes of Late Sh. G.S. Sahni Sir Retired Deputy Controller**

**(Finance and Accounts)**

**Mob. 79737-54605**

### Rate List of Common Allowances for Punjab Govt. Employees

1) Punjab Pay Commissions				2) Conveyance Allowance For Class IV		3) Interim Relief (IR)					
Pay Comm.	Date	Min	Max	Before 01.09.97	50/-	Date	%	Remarks			
1st	01.02.68	70	2750	01.09.97	75/-	01.04.95 to 31.12.95	10				
2nd	01.01.78	300	2750	01.10.10	150/-	01.09.96	10				
3rd	01.01.86	770	7300	01.12.11	300/-	01.11.06 to 31.07.09	5				
4th	01.01.96	2520	23600	01.07.21	600/-	01.01.17 to 30.06.21	5				
5th	01.01.06	6200	57700	Note:- Con. All. of those categories which are mentioned in Appendix C of CSR Vol 3 are also Double w.e.f. 01.07.21		Note:- From 01.04.95 to 31.12.95, IR was Rs.150/- up to 3500/- basic or Rs. 200/- above 3500/- Basic					
6th	01.01.16	18000	218600								
4) Fixed Medical Allowance (FMA)			5) RATE OF R.A			6) WA to Class-IV, Driver, (Gate Keeper & Gate Messengers of Sectariat					
Before 21.11.79			50/- P.A	Date	%	Remarks	Before 05/10				
21.11.79			10/-	01.09.97	6	On Unrevised Scale	30				
01.09.88			30/-	01.04.11	6	On Revised Scale (Payable till 30.06.21)	01.05.10 to 30.06.21				
01.05.90			40/-				60				
01.04.96			100/-								
01.01.98			250/-								
01.11.06			350/-	7) Special Duty Allowance							
01.08.09			500/-	10.06.16	400	For Driver (Pay able till 30.06.21)					
01.07.21			1000/-								
8) Cash handling Allowance (w.e.f. 01.05.2010 to 30.06.21)				9) Mobile Allowance							
Amount of Average Monthly cash handled in Rs		Cash Handling Allowance per month in Rs.		Group	A	B	C	D	Level in the Pay Matrix		
up to 1 lac		100		Period					L 16-31	L 11-15	L 01-10
Above 1 lac and up to 10 lacs		200		01.10.11	500	300	150	100			
Above 10 lacs & up to 25 lacs		300		01.12.11	500	300	250	250			
Above 24 lacs & up to 50 lacs		400		01.08.20	250	175	150	150			
Above 50 lacs		500		01.11.20	500	300	250	250			
				01.07.21	-	-	-	-	1000	600	500

10) Special Allowance							
Name of Post	Rs.	w.e.f.	Remarks	Name of Post	Rs.	w.e.f.	Remarks
<b>For Emp of Punjab Civil Sectarat</b>				<b>Other than Emp of Punjab Civil Sectarat</b>			
1) Superintendent Grade-1	1200	01.06.11	1) It is Also Applicable to those Emp. who are working in similar post as mentioned From Sr. No. 1 to 10 in Punjab Vidhan Sabha Secretariat, Financial Commissioner's secretariat, Punjab Raj Bhawan, L.R.'s Office, PPSC as per Inst. Dated 08.11.11 . 2) Due to revision of Scale of certain categories w.e.f. 01.12.11, SA for that categories which is admissible w.e.f. 01.06.11 are cease w.e.f. 01.12.11 as per Inst No. 769 Dated	16) Head Teacher	200	01.11.10	Due to revision of Scale of certain categories w.e.f. 01.12.11, SA for that categories which is admissible w.e.f. 01.06.11 are cease w.e.f. 01.12.11 as per Inst No. 769 Dated 15.12.11
2) Private Secretary	1200	01.06.11		17) Centre Head Teacher Education (Schools)	300	01.11.10	
3) Personnel Assistant	600	01.06.11		18) Head Master Middle School	400	01.11.10	
4) Senior Assistant	480	01.06.11		19) Science Masters/Mistresses	400	01.11.10	
5) Junior Auditor/Auditor	480	01.06.11		20) Nurse(working in Special Unit like Major Operation Theatre I.C.U./C.C.U/Dialysis Unit etc.)	240	01.11.10	
6) Sr. Scale Stenographer	480	01.06.11		21) Professor (holding the charge of the posts of Principal of Medical Colleges)	1200	01.11.10	
7) Junior Assistant	300	01.06.11		22) District Kanungo	400	01.11.10	
8) Junior Scale Stenographer	300	01.06.11		23) Inspector Registration	240	01.11.10	
9) Steno-typist	240	01.06.11		24) Watch and Ward Staff	400	01.11.10	
10) Clerk	240	01.06.11		25) Superintendent Grade-1	1200	01.06.11	
11) Driver (31.08.97 (SP Abolished & Granted SA w.e.f. 01.09.97)	350 700 1400	Before 09/97 01.09.97 01.10.10	Due to revision of Scale of certain categories w.e.f. 01.12.11, SA for that categories which is admissible w.e.f. 01.06.11 are cease w.e.f. 01.12.11 as per Inst No. 769 Dated 15.12.11	26) Superintendent Grade-2	600	01.06.11	
<b>Other than Emp of Punjab Civil Sectarat</b>				27) Senior Auditor (Non-SAS)	600	01.06.11	
12) Chowkidar (Raised From 200 To 400)	400 800	01.10.10 01.07.21		28) Personnel Assistant	600	01.06.11	
13) Driver (31.08.97 (SP Abolished & Granted SA w.e.f. 01.09.97)	150 SP	31.08.97		29) Senior Assistant	480	01.06.11	
	300	01.09.97		30) Junior Auditor/Auditor	480	01.06.11	
	700	05.09.08		31) Sr. Scale Stenographer	480	01.06.11	
	1400	01.10.10		32) Junior Scale Stenographer	300	01.06.11	
2800	01.07.21	33) Junior Assistant		300	01.06.11		
14) Head Signailor	400	01.11.10		34) Steno-typist	240	01.06.11	
15) Canal Signailor	400	01.11.10		35) Clerk	240	01.06.11	

**Important Points:-**

- 1) From Above mentioned categories only those Categories Special Allowance which are not cease are payable upto 30.06.2021 vide Note 2 b/r 7(V) of Inst. Dated 05.07.2021
- 2) Special Allowance Granted as per inst dated 19.05.11 & 20.05.11 to only above mentioned categories From Sr. No. 25 to 35 shall not be applicable if they are in receipt of Secretariat Allowance in terms of Govt. Letter No. 459-464 Dated 13.10.10
- 3) Special Allowance Granted as per inst dt 03.10.11 to only above mentioned categories From Sr. No. 1 to 10 shall be admissible in addition to the secretariat allowance admissible in terms of Govt. Letter No. 459-464 Dated 13.10.10

11) Old Age Allowance (Additional Pension)		12) Design Allowance			
From 01.12.11 Also Same Rate in 6th PPC w.e.f.01.07.21		Name of Post	01.10.10 to 30.06.21		
Age of Pensioner/Family Pensioner	Rate/% of Additional Pension or Family Pension	Chief Engineer	1800		
65-70	5% of Basic Pension	SE	1400		
70-75	10%	Xen	1000		
75-80	15%	SDO/AE	800		
80-85	25%	JE	600		
85-90	35%				
90-95	45%	<b>13) Conveyance All. To Handicapped Emp</b>			
95-100	55%	Blind & Phy. Handi.	250	Before 05/10	
100 or Above	100%	Blind & Phy. Handi.	450	01.05.10	
<b>14) Kit Maintenance Allowance</b>		Blind & Phy. Handi.	600	01.12.11	
DSP	160	01.10.10 to 30.06.21	Blind	1000	26.10.16 to 30.06.21
Inspector	120		Phy. Handi., Deaf & Dumb	1000	26.10.16 to 30.06.21 ( Inst. Dated 19.06.20 )
ASI/SI	80				
Constable/HS	50				

**Note:-** The OAA/additional pension/family pension admissible on attaining the age of 65 years or above, shall be admissible from the 1st day of the month in which the date of birth of a pensioner falls. Those pensioners or family pensioners whose date of birth falls on the first day of a month, shall also be entitled to additional pension/family pension with effect from the first day of that month. Dearness relief shall also be admissible on the additional quantum of pension available to the old pensioners and family pensioners in accordance with the orders issued from time to time.

15) City Compensatory Allowance							
Revised Basic Pay Range		2520-3000	3001-4500	4501-6000	6000 and above	Remarks	
Classification of Cities/town on population criterion		w.e.f 01.09.97					
Cities with population of 20 Lacks and above but less than 50 Lacks	Class of City with rate of CCA	A	100	100	150	240	Mini. Limit Rs. 100
Cities with population of 10 Lacks and above but less than 20 Lacks		B-1	100	100	100	180	
Cities with population of 05 Lacks and above but less than 10 Lacks		B-2	100	100	100	120	
Rate of CCA for Emp Posted in Cities outside the State with Population of 50 Lakh and above.			90	125	200	300	

**Note:-** 1) As per Govt. Inst Dated 13.11.2000, CCA only payable to those Emp who are posted in Jalandhar, Amritsar, Ludhiana, Chandigarh and SAS Nagar.

2) As per Govt. Inst Dated 07.09.21 Rate of CCA revised w.e.f. 01.07.21 Rs. 200/- (In case of Rs. 100/- granted earlier ) and Rs. 240/- (In case of Rs. 120/- granted earlier ) to the employees of Govt. of Punjab.

16) Special Pay to Certain Categories of Emp of Punjab Civil Secretariat and equivalent offices.		
Name of Post	01.12.11	01.07.21
Junior Scale Stenographer	400	800
Senior Scale Stenographer	600	1200
Personal Assistant	800	1600
Private Secretary	1000	2000
Secretary/Minister	1200	2400
Special Secretary/Minister	1200	2400

**Important Points:-**

- 1) Special Pay also Applicable to Emp. working in Punjab Vidhan Sabha Secretariat, Financial Commissioner's secretariat, Punjab Raj Bhawan, L.R.'s Office, PPSC and DFREI (Directorate of Financial Resources & Economic Intelligence, Punjab, Chandigarh)
- 2) The Special Pay admissible above shall be treated as part of BP for all intents and purposes.



**17) Secretariat Allowance/Secretariat Pay to Certain Categories of Emp of Punjab Civil Secretariat and equivalent offices.**

Name of Post	01.12.11	01.07.21
Additional Secretary	2500	5000
Special Secretary	2500	5000
Joint Secretary	2500	5000
Deputy Secretary	2500	5000
Under Secretary	2500	5000
Sr. Special Secretary/Minister	2500	5000
Special Secretary/Minister	2500	5000
Secretary/Minister	2500	5000
Private Secretary	2000	4000
Deputy Director	2000	4000
Research Officer	1200	2400
Assistant Research Officer (ARO)	800	1600
Sr. Law Officer	2500	5000
DCFA	2500	5000
ACFA	2000	4000
Section Officer (S.A.S.)	1300	2600
Supdt G-I	2000	4000
Superintendent Grade-2	1200	2400
Personal Assistant	1200	2400
Senior Scale Stenographer	900	1800
Junior Scale Stenographer	500	1000
Senior Assistant	900	1800
Junior Assistant	500	1000
Steno-Typist	400	800
Clerk	400	800

Secretariat Allowance Converted into Secretariat Pay w.e.f 01.12.11. vide  
inst. No. 786-91 Dated 15.12.11

**Note:-**

- 1) Secretariat All. Payable to total 129 Category as mentioned in Annexure vide Inst. No. 459-464 Dated 13.10.10 w.e.f. 01.10.10
- 2) Secretariat Pay also Applicable to Emp. working in Punjab Vidhan Sabha Secretariat, Financial Commissioner's secretariat, Punjab Raj Bhawan, L.R.'s Office, PPSC,DFREI.
- 3) The Secretariat Pay admissible above shall be treated as part of BP for all intents and purposes including calculation of various types of allowances but it shall not be treated as part of pay for Pensionery benefit.

18) HRA FROM 01.09.1988 PER MONTH IN RS.						
Pay	A	B	C	D	RURAL	Remarks
750-1249	200	150	100	75	50	
1250-1749	300	225	150	100	75	
1750-2249	400	300	200	150	100	
2250-2749	500	375	250	175	125	
2750-3249	600	450	300	225	150	
3250-3749	700	525	350	250	175	
3750-4249	800	600	400	300	200	
4250-4749	900	675	450	325	225	
4750 ONWARD	1000	750	500	375	250	
HRA FROM 01.09.97 TO 31-07-09						
>50 Lac	20 to 50 Lac	10 to 20 Lac	50000 to 05 Lac	Unclassified & less than 50000		
30%	15%	15%	7.5%	5%		
HRA According to Cities w.e.f. 01.08.09/01.12.11 & 01.07.21						
Cities	A	B	B1	C	D	
	New Delhi	LDH,ASR,JAL,CHD, SAS Nagar (MOHALI)	BTI,PTA	ABOHAR,BRNALA,BTA,FDK, FAZILKA,FZR,GURDASPUR, GOBINDGARH, HSP,JAGRAON, KPL,KHANNA, KOTKPURA, MLRKT,MALOT, MANSA,MOGA, MUKTSR,NABHA,PATHANKOT, PHAGWARA,RAJPURA,SNGR, SUNAM,TARANTARN.	ALL Other Remaining Towns including Villages and unclassified areas.	
Dates/Rate						
01.08.09	30%	20%	15%	12.50%	10%	
01.12.11	No Change	No Change	20%	No Change	No Change	
01.07.21	24%	16%		10%	8%	

**Note:-** The Eligibility for grant of HRA to the employee shall be determined with reference to the place of posting of the employees.

**Some Other important Allowances:-**

**1) Non Practicing Allowance (NPA)**

- a) NPA @ 25% of Revised BP In 5th PPC subject to Condition that Basic Pay Plus NPA shall not exceed Rs. 85000
  - b) To Veterinary Doctor shall be payable @ 25% w.e.f. 01.07.2011 in 5th PPC subject to Condition that Basic Pay Plus NPA shall not exceed Rs. 85000
  - c) No NPA to PCMS Doctors during PG Course who are sponsored by Health and Family Welfare Department.
  - d) NPA @20% of the Revised BP in 6th PPC (Considered as Part of Pay) shall be admissible to Medical, Dental and Ayurvedic Doctors Both in Health and Medical Education Dept., Homoeopathic Medical Officers, Ayurvedic Medical Officers, Veterinary Doctors in the Dept. of Animal Husbandry, Fisheries and Dairy Development subject to Condition that BP plus NPA shall not exceed Rs. 237500/-and it shall come into force w.e.f. 01.07.21
- 2) Vide Inst. Dated 17.09.21 Govt. of Punjab,Dept. of Finance has been abolished Deputation Allowance w.e.f. 01.07.21
- 3) Vide Inst. Dated 14.09.21 Govt. of Punjab,Dept. of Finance has been abolished Family Planning Allowance w.e.f. 01.07.21
- 4) Vide Inst. Dated 15.09.21 Govt. of Punjab,Dept. of Finance issued list of 37 Allowance which are not payable w.e.f. 01.07.21 with Revised Pay. Also vide Inst. Dated 15.09.21 FTA/RA not payable w.e.f. 01.07.21. These 37 Allowances & FTA/RA are only payable with Revised pay after finalization of the issue.

**File Updated On 10-02-2022**

**Prepared by S.K Joshi with help of Notes of Late Sh. G.S. Sahni Sir Retired Deputy Controller  
(Finance and Accounts)**

**Mob. 79737-54605**

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**Mobile No.: 98144-23172**

# OBITUARY

With profound grief, it is informed to the members for the sad and sudden demise of our following Colleague since our last General Conference.

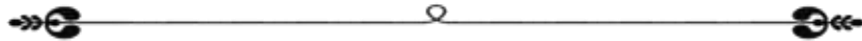
1. Sh. Bharat Bhushan, Sr. DAO

The sad and sudden death has caused untold misery on the bereaved family members and nothing on the earth can console them, as the departed Soul was the earning member.

We pray to the Almighty to be kind to these noble departing Soul and give him a place in the Heaven Peace.

-- Sd --

With Sincere sympathy  
PDAODA



The Families who lost their loved one desire that sympathy messages with personal memories mix with condolence bring the most comfort.

Sharing memories tend to help with the whole healing process  
and add warmth to the message.



# Cash book

PUNJAB DIVISIONAL ACCOUNTS OFFICERS' / DIVISIONAL ACCOUNTANTS' ASSOCIATION						
Receipts and Payments Account for the Year 2022-23 (i.e. w.e.f. 01/04/2022 to 31/03/2023)						
Sr. No.	Receipts during the Year	Amounts (in Rs.)		Sr. No.	Exp during the Year	
					Amounts (in Rs.)	
1	Opening Balance as on 01/04/2022	122610.00		1	Expenditure during the Year	128516.00
2	Receipts during the Year	95117.00		2	Closing Balance as on 31/03/2023	89211.00
	i) Receipt from Subscription Rs 600x 152=91200.00i)				i) Cash in Hand = Rs. 0.00	
	ii) Receipt from Interest and other=Rs 3917.00				ii) Cash in Bank= Rs 89211.00	
	<b>TOTAL</b>	<b>217727.00</b>			<b>TOTAL</b>	<b>21772700</b>

---Sd---  
GENERAL SECRETARY  
PB DAOs'/ DAs' ASSOCIATION

---Sd---  
FINANCE SECRETARY  
PB DAOs'/ DAs' ASSOCIATION

---Sd---  
PRESIDENT  
PB DAOs'/ DAs' ASSOCIATION

# **List of Office Bearers of PDAOA**

**(As on 28.10.2023)**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Bikramjit Singh	President	98882-20777
2	Sh. Ashutosh Kumar Gupta	General Secretary	73763-35744
3	Sh. Rajesh Sharma	Sr. Vice President	98786-98057
4	Sh. Saroj Kumar Mandal	Vice President	90413-26446
5	Sh. Ashok Kumar	Joint Secretary-I	98724-94320
6	Sh. Jagdish Raj	Joint Secretary-II	97797-15969
7	Sh. Karan Singh	Organizing Secretary	95693-74684
8	Sh. Rajeev Snehi	Finance Secretary	98786-10298
9	Sh. Ankur Goel	Auditor	90135-23425
10	Sh. S.S. Solanki	Asstt. Secretary-I	97797-08309
11	Sh. Suraj Wadhera	Asstt. Secretary-II	98721-99599
12	Sh. Ravi Rawat	Liaison Officer	95295-25703
13	Sh. Saikat Chatterjee	Executive Member	94175-04300
14	Sh. Munish Kumar	Executive Member	90633-04000
15	Sh. Sundeep Singh	Executive Member	94780-60792
16	Smt. Pratibha Saini	Executive Member	99910-46624

## **LIST OF RETIREES**

<b>Sr.No.</b>	<b>Name &amp; Designation</b>	<b>Mobile No.</b>	<b>D.O.B</b>	<b>D.O.R</b>
1	Sh. Sanjeev Malhotra, Sr. DAO	79861-19016	10.01.1962	31.01.2022
2	Sh. Ganesh Ram Attri, Sr. DAO	94171-78031	13.12.1962	31.12.2022
3	Sh. Karj Singh, Sr. DAO	95010-13199	13.02.1963	28.02.2023
4	Sh. Mohan Prasad Dhaundiya, DAO-I	95010-32205	26.08.1963	31.08.2023

# **SECTION - IX**

## **DIRECTORY OF CADRE MEMBERS**

### **AMRITSAR (Telephone Code 0183)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Bikramjit Singh	DAO-I	98882-20777
2	Sh. Narayan Viswas	DAO-I	97799-40627
3	Sh. Naresh Meena	DAO-I	85282-66257
4	Sh. Dharm Raj Singh	DAO-I	80053-20053
5	Sh. Atul Agrahari	DAO-I	78890-44956
6	Sh. Dharmendra	DAO-II	98967-63183
7	Sh. Ansul	DA	80059-49594
8	Sh. Bhupinder Goel	DA	98724-59436
9	Sh. Prasant Yadav	DA (P)	90451-64016
10	Smt. Anju Devi	DA (P)	80534-31238
11	Smt. Reena	DA (P)	86196-36205
12	Sh. Sorav Mawani	DA (P)	99282-85223

### **ABOHAR (Telephone Code 01634)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Shyam Sunder Solanki	DAO-I	97797-08309

### **SRI ANANDPUR SAHIB (Telephone Code 01887)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Charanjit Singh	DAO-I	97797-00810

### **BATHINDA (Telephone Code 0164)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Smt. Kirna Devi	Sr. DAO	98724-00928
2	Sh. Sanjay Mittal	Sr. DAO	98880-58235
3	Sh. Chandra Mani Tripathi	Sr. DAO	98726-83351
4	Sh. Prashant Gaurav	DAO-I	85913-38055
5	Sh. Vipran Kumar	DAO-I	75086-01145
6	Sh. Rajinder Prasad Mali	DAO-I	95882-29201
7	Sh. Subham Garg	DA	80544-32842
8	Sh. Amrish Machra	DA	90342-46734
9	Sh. Anmol Goyal	DA (P)	89206-76057



**BARNALA (Telephone Code 01679)**

S.N	Name	Designation	Mobile No.
1	Sh. Gurjai Pal Singh	DAO-I	80549-45067
2	Sh. Yogesh Lekhi	DAO-I	94173-87704
3	Sh. Prashant Jain	DAO-II	70096-06984

**BATALA (Telephone Code 01871)**

S.N	Name	Designation	Mobile No.
1	Sh. Sunil Kapoor	DAO-I	99155-76775
2	Sh. Naval Kishore	DAO-I	98773-76884
3	Sh. Rahul Yadav	DA	69096-57319

**CHANDIGARH & MOHALI (Telephone Code 0172)**

S.N	Name	Designation	Mobile No.
1	Sh. Rakesh Purohit	Sr. DAO	93561-28100
2	Sh. Sunil Jindal	Sr. DAO	98159-88131
3	Sh. Vijay Tikku	Sr. DAO	98761-82409
4	Sh. Chanderbir Singh	Sr. DAO	95017-92244
5	Sh. Ranbir Singh	Sr. DAO	78148-58273
6	Sh. Gagneesh Sethi	Sr. DAO	98728-74073
7	Sh. Anupam Sharma	Sr. DAO	98787-62922
8	Sh. Sanjeev Joshi	DAO-I	94642-58001
9	Sh. Anurag Pushpam	DAO-I	88727-80360
10	Sh. Ashwani Kumar	DAO-I	78891-83638
11	Sh. Sohan Lal	DAO-I	97799-13367
12	Sh. Anshumali Upadhyay	DAO-I	83601-01325
13	Sh. Kulbir Singh	DAO-I	79731-73784
14	Sh. Ravi Kumar Rawat	DAO-II	70875-19703
15	Sh. Sandeep Dalal	DAO-II	87087-77422
16	Sh. Ankur Goel	DAO-II	90135-23425
17	Smt. Pinki Saini	DA	99116-41967
18	Sh. Sundeep Singh	DA	94780-60792
19	Sh. Abhishek Kumar	DA (P)	80901-89135
20	Smt. Pooja Kumari Meena	DA (P)	75978-51092
21	Sh. Hemant Kumar	DA (P)	97192-23930

**FARIDKOT (Telephone Code 01639)**

S.N	Name	Designation	Mobile No.
1	Sh. Ashok Kumar	Sr. DAO	98724-94320
2	Sh. Rakesh Kumar-II	Sr. DAO	90411-60603
3	Sh. Prashant Gaurav	DAO-I	78891-34946
4	Sh. Himanshu Goel	DA	94640-48884
5	Sh. Hitesh Somani	DA	85600-30069

**SRI FATEHGARH SAHIB (Telephone Code 01763)**

S.N	Name	Designation	Mobile No.
1	Smt. Sneh Lata	Sr. DAO	98888-72068
2	Sh. Prince Mittal	DAO-II	94177-42975
3	Sh. Sumeet Panchal	DA	99969-65523

**FAZILKA (Telephone Code 01638)**

S.N	Name	Designation	Mobile No.
1	Sh. Saroj Kumar Mandal	DAO-I	90413-26446
2	Sh. Ram Kumar	DAO-II	78358-80230
3	Sh. Rajan Verma	DA	89687-52046

**FEROZEPUR (Telephone Code 01632)**

S.N	Name	Designation	Mobile No.
1	Sh. Sanjeev Kumar Singh	DAO-I	78886-88185
2	Sh. Rajesh Kumar-II	DAO-I	95696-05233
3	Sh. Prithavi Raj Meena	DAO-I	85569-57274
4	Sh. Charanjeet Singh	DAO-II	62837-77479
5	Sh. Kapil Kumar	DAO-II	79882-51933
6	Sh. Rakesh Meena	DAO-II	90414-61896
7	Sh. Sandeep Kumar Yadav	DA	96679-51844
8	Sh. Gaurav	DA	96803-00299
9	Sh. Pankaj Nautiyal	DA (P)	88470-02727

**GURDASPUR (Telephone Code 01874)**

S.N	Name	Designation	Mobile No.
1	Sh. Harjinder Pal Saini	Sr. DAO	95010-20241
2	Sh. Danish Kaushal	DA	94640-69368
3	Sh. Sahil	DA	83609-15682
4	Sh. Arvind Khuswaha	DA (P)	75669-92041
5	Sh. Ravi Saxena	DA (P)	82669-88424

**HOSHIARPUR (Telephone Code 01882)**

S.N	Name	Designation	Mobile No.
1	Sh. Naresh Kumar-II	Sr. DAO	98880-11578
2	Sh. Jagdish Raj	Sr. DAO	97797-15969
3	Sh. Rajesh Sinha	DAO-I	94171-64481
4	Sh. Mahesh Meena	DAO-II	96605-14829
5	Sh. Raj Kumar	DAO-II	70097-61384
6	Sh. Sandeep	DA	97814-59287
7	Sh. Arvind Chahal	DA (P)	98965-03196
8	Sh. Aman Sharma	DA (P)	94627-80040
9	Sh. Sahil Garg	DA (P)	80542-30042
10	Sh. Vikram Dhamu	DA (P)	77408-63752

**JALANDHAR (Telephone Code 0181)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Prakash Kumar	DAO-I	79867-91168
2	Sh. Dipan Kumar Nanda	DAO-I	97799-50333
3	Sh. Maninder Singh	DAO-I	94176-60563
4	Sh. Rehan Alam	DAO-I	90561-64870
5	Sh. Sunil Khurana	DAO-I	97805-51800
6	Sh. Raj Kumar	DAO-II	70097-61384
7	Sh. Samir	DAO-II	90410-14991
8	Sh. Vijay Pratap	DAO-II	87450-50356
9	Sh. Karan Singh	DAO-II	79866-75372
10	Sh. Nasib Lagiyani	DA	95885-36995
11	Sh. Arshprit	DA	80549-49343
12	Sh. Gagan Anot	DA	98780-93183
13	Smt. Pratibha Saini	DA	99910-46624
14	Sh. Vijender	DA (P)	70424-22592

**KAPURTHALA (Telephone Code 01822)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Kumar Sudhir Ranjan	DAO-I	97799-18123

**LUDHIANA (Telephone Code 0161)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Vikas Kholi	DAO-I	98727-28899
2	Sh. Rajesh Sharma	DAO-I	98786-98057
3	Sh. Rajeev Snehi	DAO-I	98786-10298
4	Sh. Atul Kumar Singh	DAO-I	83600-83705
5	Sh. Prateek Minocha	DA	95828-28484
6	Smt. Nancy	DA	83770-03915
7	Sh. Kamaldeep	DA	98760-00057
8	Sh. Sunil Jangid	DA (P)	85050-33042
9	Sh. Naseem	DA (P)	76783-43190
10	Sh. Devinder	DA (P)	90502-64521

**MALERKOTLA (Telephone Code 01675)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Mandeep	DAO-II	97182-20336
2	Sh. Ramesh Saini	DA (P)	70153-45878

**MANSA (Telephone Code 01652)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Manjeet Kaushik	Sr. DAO	70091-69039
2	Sh. Dilawar Singh	DAO-I	94641-55536

3	Sh. Ravinder Singh	DAO-II	78149-61197
4	Sh. Ankush Garg	DA (P)	88375-60660

**MOGA (Telephone Code 01636)**

S.N	Name	Designation	Mobile No.
1	Sh. Rakesh Kumar-I	DAO-I	86992-07787
2	Sh. Sunil Dudi	DA (P)	96726-78554

**MUKERIAN (Telephone Code 01883)**

S.N	Name	Designation	Mobile No.
1	Sh. Krishan Lal Gome	Sr. DAO	97793-83300

**MUKTSAR (Telephone Code 01633)**

S.N	Name	Designation	Mobile No.
1	Sh. Saikat Chatterjee	DAO-I	94175-04300
2	Sh. Rakhwinder Singh	DAO-I	98885-22000
3	Sh. Manish Jindal	DAO-I	78889-13789
4	Sh. Hitbir Singh	DAO-II	88470-82992
5	Sh. Ritesh Bansal	DA	76963-02269
6	Sh. Paras Bansal	DA	94644-80045

**NABHA (Telephone Code 01765)**

S.N	Name	Designation	Mobile No.
1	Sh. Mukesh Goyal	DAO-II	98761-73111

**NAWANSHAHAR (Telephone Code 01823)**

S.N	Name	Designation	Mobile No.
1	Sh. Rajesh Kumar Bhargava	Sr. DAO	94176-75681

**NANGAL (BBMB) (Telephone Code 01887)**

S.N	Name	Designation	Mobile No.
1	Sh. Pratiksha Pal	DAO-II	95923-58982
2	Sh. Gaurav Sharma	DA (P)	90504-47110
3	Sh. Pankaj	DA (P)	88160-04997
4	Sh. Manoj Mehra	DA (P)	95994-94334
5	Sh. Yogesh	DA (P)	98969-61196
6	Sh. Sandeep Rana	DA (P)	96715-25262
7	Smt. Kulwinder Kaur	DA (P)	63761-49638

**PATIALA (Telephone Code 0175)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Smt. Meena Kanta Panthi	Sr. DAO	79734-71268
2	Sh. Inderbir Singh	Sr. DAO	94171-35277
3	Sh. Arun Kumar	Sr. DAO	97797-12979
4	Sh. Surinder Singh	Sr. DAO	98788-77456
5	Sh. Vishal Gupta	DAO-I	98159-70238
6	Sh. Rajiv Rawat	DAO-I	94173-05827
7	Sh. Kamal Batra	DAO-I	80541-10069
8	Sh. Ajai Kumar	DAO-I	99157-72263
9	Sh. Mukesh Kumar	DAO-I	87895-57323
10	Sh. Sourabh Sharma	DAO-II	99103-47559
11	Sh. Amit Deshwal	DAO-II	93557-75656
12	Sh. Manoj Bansal	DAO-II	83071-79121
13	Sh. Sandeep Singh	DAO-II	70871-56560
14	Sh. Ravinder Kumar	DA (P)	85859-33162

**PATHANKOT (Telephone Code 0186)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Anil Kumar Sharma	DAO-I	85669-05082
2	Sh. Ankit	DA (P)	99914-29992

**RAJPURA (Telephone Code 01762)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Wazir Chand	Sr. DAO	98784-08235

**ROPAR (Telephone Code 01881)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Jatinder Bansal	Sr. DAO	96464-00201
2	Sh. Tarlochan Singh	DAO-I	99141-40371
3	Sh. Munish Kumar	DAO-II	90633-04000
4	Sh. Sukhwinder	DAO-II	85589-64724
5	Sh. Aman Chaudhary	DA	94172-14424

**SANGRUR (Telephone Code 01672)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Om Parkash-II	Sr. DAO	99888-78894
2	Sh. Tej Pal Singh	Sr. DAO	98786-13756
3	Sh. Ashwani Kumar	DAO-I	95015-00156
4	Sh. Rajinder Singh Bhandari	DAO-I	98780-21792
5	Sh. Ashutosh Kumar Gupta	DAO-I	70070-86337
6	Sh. Shiv Singh	DAO-I	70156-63068
7	Sh. Ravinder Kumar	DAO-II	95881-83659
8	Sh. Kuldeep	DAO-II	99910-86969

**SIRHIND (Telephone Code 01763)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Smt. Sunita Gupta	Sr. DAO	98761-61215

**SHAHPUR KANDI (RSD) (Telephone Code 01870)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Smt. Pawan Rekha	DAO-I	96461-41665
2	Sh. Neeraj Rohela	DA (P)	98680-18123
3	Sh. Yogesh	DA (P)	85296-50264
4	Sh. Sunil Kumar Doodi	DA (P)	96726-78554

**TALWARA (Telephone Code 01883)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Dinesh	DA (P)	96503-07306

**TARN TARAN (Telephone Code 01852)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Karan Chhabra	DA (P)	86960-10559
2	Sh. Yogesh Kumar Meena	DA (P)	97850-16507

**OUT OF STATE (DEPUTATION)**

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Manish Jain	DAO-II	97831-03680
2	Sh. Rajesh Kumar Meena	DAO-II	90563-41390
3	Sh. Ashu Gupta	DAO-II	84332-58766



# *27th*

## *Biennial General Conference*