

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL  
(GENERAL & SOCIAL SECTOR AUDIT)  
MADHYA PRADESH, GWALIOR**

**MANUAL  
OF  
ADMINISTRATION**

**VOLUME-I**

**(IInd Edition)**

## PREFACE

1. This is the second edition of the Manual of Administration issued by this office after Re-Organization of the state of M.P into two separate states of Madhya Pradesh and Chhattisgarh in 2001, Restructuring of office in March, 2012 and 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> CPC. First edition was issued in 1993. This Manual is compiled under the provisions of Paragraph 38 of the Auditor General's Manual of Standing Orders and incorporates all changes necessitated by amendments and orders etc. issued from time to time. The Manual is intended for the guidance of the staff of this office in their day to day work.
2. This instructions contained in the Manual are supplementary to the General rules and orders contained in the authorised codes, regulations etc. and should not be regarded as superseding or replacing them. This Manual should not be quoted or referred to as an authority in any correspondence outside this office.
3. All the members of staff of this office are expected to be conversant with the procedure and instruction herein laid down and ignorance cannot and will not be accepted as an excuse for not observing them.
4. The correction slips issued from time to time should be promptly pasted in the copies of the Manual by the staff concerned so that they may be up-to-date and serve the purpose for which the Manual is intended.
5. Office Establishment Section XI is responsible for keeping this Manual up-to-date by periodical issue of correction slips. Any omissions or inaccuracies noticed in this Manual should be promptly brought to its notice for necessary action.
6. No departure from the procedure described in this Manual will be permitted except under the orders of the Principal Accountant General.

Suggestions for improvement are always welcome.

25.04.2017  
Gwalior

Parag Prakash  
Principal Accountant General

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## CHAPTER-I

**GENERAL****1.1 Constitution: -**

1.1.1 The composite office of the Accountant General, Madhya Pradesh, Gwalior was bifurcated into two independent offices with effect from 01, January 1974 renaming the two new offices as the office of Accountant General-I, Madhya Pradesh, Gwalior and the office of Accountant General –II, Madhya Pradesh Gwalior with headquarters at Gwalior. The office of the Accountant General-II had its branch office located at Bhopal. The allocation of work between the two offices was on functional basis viz. department wise. The cadre control of two offices was vested with the Accountant General-I, Madhya Pradesh, Gwalior. However, the administration sections were under the charge of (respective) Senior Deputy Accountant General (Administration) and Deputy Accountant General (Administration) in the respective offices.

**1.1.2 (i) Re-Organization of the state of M.P into two separate states of Madhya Pradesh and Chhattisgarh**

Consequent upon re-organisation of the state of Madhya Pradesh into two separate state of Madhya Pradesh and Chhattisgarh, the offices of the Accountant General (Audit) I, Madhya Pradesh and Accountant General (Audit) II, Madhya Pradesh were re-designated as Accountant General (Audit) I, Madhya Pradesh and Chhattisgarh, Gwalior, and Accountant General (Audit) II, Madhya Pradesh and Chhattisgarh, Bhopal.

An independent office under the charge of an Accountant General has come into existence w.e.f. 6<sup>th</sup> August 2001 with headquarter at Raipur. Hence forth the work of Audit and Accounts relating to the state of Chhattisgarh, Central Govt. transactions arising in that state and audit of State/ Autonomous Boards/ Corporations etc. will be the functions of the A.G Chhattisgarh.

(Authority: -Headquarters letter No.333-Audit / O & M / 243-2000 dated 6-8-2001)

**Note-** Cadre Separation effected w.e.f. 1-6-2006 between the PA.G(Civil and Commercial Audit) M.P Gwalior /A.G (works and receipt audit), M.P, Bhopal and A.G (Audit and Accounts) Chhattisgarh, Raipur.

The post / office of the A.G (Audit) I, M.P Gwalior has been upgraded to the post / office to the Principal Accountant General (Audit) I, M.P, Gwalior.

(Authority: -C A G's letter No-4841-G E-1 /2- 2000, dated 20-8-2002)

A Separate Office created for **Local bodies Audit and Accounts** headed by Sr. Dy. Accountant General / Dy. Accountant General under the Administrative and Technical control of the Principal Accountant General. All matters relating to providing Technical Guidance, supervision and conduct of Audit and Accounting work for Panchayat Raj Institutions and urban local bodies in the state would hence forth be the function of O/o the Sr. DAG /DAG (Local Bodies Audit and Accounts).

(Authority: -C A G's general circular No-04 of 2004. No- 233- Audit / M & C / 223- 2003, dated 22 July 2004).

The o/o Sr. DAG (Local Bodies Audit & Accounts) is responsible to prepare the Pay Bills, Medical claims, T.A claims and all other claims, Maintenance of Service Books, Drawing and Disbursement work of the employees of that office.

(Authority: - O. O. No. Admin-11 / S-4 / O.O./ 205,dated 20-8-2010)

### 1.1.2(ii) Creation of new Civil I and II groups-

In terms of Headquarters orders, the departments under the existing Civil-I Group have been transferred to Civil- II and III Groups, where by renamed the present Group-III as Civil-I Group and the existing Civil-II Group remained as Civil-II only.

(Authority: - O.O. No. Admin-XI / Group- 1/ 413, dated 6-10-2006)

**Administrative work relating to Commercial wing transferred to Commercial Group-I:-** Except pension work, all other Administrative works such as Maintenance of Service Books, Personal files, Pay fixation, Anomaly cases, Increments, Deputation, Appointments, Transfers, Posting, Submission of Reports to HQ's office etc, have been transferred to Commercial Group-I.

(Authority: O.O No. Admin-XI/ S-1/Commercial/405, dated 11-2-2010 and No.Admn.XI/S-1/commercial/226, dated 10.09.2010)

### 1.1.2(iii) Restructuring of the O/o Pr.A.G.(C&CA), A.G.(W&RA) and S.DAG(Local Bodies Audit & Accounts): -

Consequent upon restructuring of the offices of the Principal Accountant General (Civil and Commercial Audit) M.P. Gwalior, Accountant General (Works and Receipt Audit) M.P., Bhopal and Sr.DAG(Local Bodies Audit & Account) MP, Gwalior in terms of CAG's office order No-117-SMU/PP/Restructuring/5-2011 dated 27-03-2012, these offices are renamed as below-

| Sl. No. | Existing Name  | New Name  |
|---------|--|---|
| (1)     | O/o The Principal Accountant General (Civil and Commercial Audit) MP, Gwalior          | O/o The Principal Accountant General (General & Social Sector Audit) MP, Gwalior                                      |
| (2)     | O/o The Accountant General (Works and Receipt Audit) MP, Bhopal                        | O/o The Accountant General (Economic and Revenue Sector Audit) MP, Bhopal   |
| (3)     | O/o The Senior Deputy Accountant General (Local Bodies Audit and Accounts) MP, Gwalior | This office has been merged with the O/o The Principal Accountant General (General & Social Sector Audit) MP, Gwalior |

(Authority: - O.O No.Admin-11/Gr. 1/office Restructuring /268, dated 28-03- 2012)

### 1.1.2 (iv) **Renaming of O/o PAG (G&SSA) MP. Gwalior: -**

From 07.07.2014 the O/o PAG (General & Social Sector Audit), Madhya Pradesh, Gwalior renamed as **O/o Accountant General (General & Social Sector Audit), Madhya Pradesh, Gwalior.**

(Authority: -CAGs letter No. 3037-GE.I/247-2007 dated 21.07.2014 vide office order No. OE-11/S-1/123 dated 01.08.2014)

### 1.1.2 (v) **Creation of Branch office of Director General of Audit (Central Receipt), Delhi at Gwalior : -**

Consequent upon restructuring of the O/o P.A.G.(C&CA), O/oA.G.(W&RA) and merger of the O/o Sr. DAG(Local Bodies Audit & Accounts), created a Branch office of Director General of Audit (Central Receipt), Delhi at Gwalior by transferring the work of audit of Central Expenditure and Receipt in the existing office of P.A.G. (Civil & Commercial Audit) M. P and the work of Central Revenue Audit in the existing office of the A. G. (Works and Receipt Audit) M. P.

(Authority: - O.O. No. Admin- 11 / Gr. 1 / office Restructuring / 275, dated 30-3-2012)

### 1.1.3 **Distribution of work among the offices: –**

The distribution of Departments/Agencies / P.S.U's / A.Bs / Central Govt. Units including Autonomous Bodies located in Madhya Pradesh among the Sectoral Groups of the re-structured office of the Principal Accountant General (General and Social Sector Audit) M. P., Gwalior, Accountant General (Economic & Revenue Sector Audit) M.P., Bhopal and Director General of Audit (Central Receipts), New Delhi, Branch at Gwalior are as given below. The Audit of which is to be located in accordance with the provisions of the C&AG's (Duties, Powers and conditions of service) Act, 1971.

**(I) O/o The Principal Accountant General (General & Social Sector Audit) Madhya Pradesh, Gwalior:-** The office is divided into 5 Sectoral Groups viz. (1) Administration Group, (2) Social Sector-I, (3) Social Sector-II (4) Social Sector-III and (5) General Sector. Each Sector is headed by a Group Officer.

#### **(1) Administration Group**

- (a) Administration work
- (b) Central Co-ordination
- (c) Certification of Finance and Appropriation Accounts
- (d) Work relating to Co-ordination and Production of CAG's Annual Report on State Finances
- (e) Audit of Finance including interest payment and recovery of debt, Pension, Audit and Commissioner and Joint Directors Treasuries

#### **(2) Social Sector-I**

Panchayat and Local Bodies

#### **(3) Social Sector-II**

- (a) School Education
- (b) Higher Education
- (c) Public Health and Family Welfare (including NRHM)

- (d) Food and Drug Control
- (e) Bhopal Gas Tragedy Relief Rehabilitation
- (f) Indian Medicines System and Homeopathy (AYUSH)
- (g) Medical Education
- (h) Housing and Environment
- (i) Rural Development and Rural Engineering Service Divisions
- (j) \*Public Health Engineering
- (k) \*Technical Education
- (l) \*Skill Development

[\*Transferred from SS-III to SS-II vide Office Order No. OAD-11/STR/706 dated 19.12.2014]

**(4) Social Sector-III**

- (a) Urban Administration and Development (including DUDA)
- (b) Labour Department (including labour court)
- (c) Women & Child Development Department
- (d) Art and Culture
- (e) Social Justice
- (f) Tribal Welfare
- (g) Schedule Caste Welfare
- (h) Sports and Youth Welfare
- (i) Other Backward classes and Minorities Welfare
- (j) Religious Trusts and Endowment
- (k) Rehabilitation
- (l) Food, Civil Supplies and Consumer Protection

**(5) General Sector**

- (a) Governor
- (b) Vidhan Sabha
- (c) Administration of Justice
- (d) Elections
- (e) Jails
- (f) Police, SAF, Home Guards etc.
- (g) District Administration including Calamity relief
- (h) Secretariat
- (i) M.P. Public Service Commission
- (j) Stationery and Printing
- (k) Information and Public Relations
- (l) Planning, Economic & Statistical Department

The work relating to FAAP (CAP) of departments under General Sector and Social Sector will be done by Administration Group in the of O/o AG(G&SSA) M.P Gwalior. Audit of Accounts of departments grouped with 'Revenue Sector' shall include expenditure audit of these departments. Audit of Revenue, especially non-tax revenue, functions of other departments shall be done by the respective Sector Groups, viz. Social, Economic and General alongwith expenditure audit.

**(II) O/o The Accountant General (Economic and Revenue Sector Audit) MP, Bhopal: -**

The office is divided into 4 Sectoral Groups viz. - (1) Economic Sector-I, including Administration at Bhopal (2) Economic Sector-II at Gwalior (3) Economic Sector-III at Gwalior and (4) Revenue Sector at Gwalior. Each Sector is headed by a Group officer.

**(1) Economic Sector-I at Bhopal**

- (a) Public works
- (b) Water Resources
- (c) Narmada Valley Development
- (d) Commerce, Industry and Environment
- (e) Administration, Estate Management including the role of PIO, Training, EDP at Bhopal
- (f) Work of Audit Report, PAC, FAAG of Economic Services I, II & III

**(2) Economic Sector-II at Gwalior**

- (a) Forest
- (b) Rural Industries
- (c) Farmer Welfare and Agriculture Development
- (d) Fisheries
- (e) Animal Husbandry
- (f) Co-operation
- (g) Administration, settlement of claims of staff at Gwalior and Central co-ordination

**(3) Economic Sector-III at Gwalior**

- (a) Food, Civil Supplies and Consumer Protection
- (b) Energy
- (c) Tourism.
- (d) Aviation.
- (e) Horticulture and Food Processing.
- (f) Work relating to Co-ordination and contribution to CAGs Annual Report on State Finances.
- (g) Co-ordination in matters relating to Audit Paras of PSUs, interaction with COPU of Economic Services I, II & III.

**(4) Revenue Sector**

- (a) Commercial Taxes
- (b) Transport
- (c) Stamp duty and registration
- (d) Mineral Resources
- (e) State Excise and entertainment
- (f) Electricity Duty and Safety
- (g) Land Revenue
- (h) Forest (Receipt)
- (i) Work relating to State Finances Report in respect of Revenue Sector

The work relating to FAAP (CAP) of departments under Economic Sector and Revenue Sector will be done by the A.G. (E&RSA ) M.P. Bhopal. Audit of accounts of departments grouped with 'Revenue Sector' shall include expenditure audit of these departments. Audit of Revenue, especially non-tax revenue, functions of other departments shall be done by the respective sector groups' viz. Social, Economic and General alongside expenditure audit.

**(III) O/o The Director General of Audit (Central Receipt), Delhi, Branch office at Gwalior:-** The office is divided into two sectors/groups viz. (1) Revenue and (2) Expenditure. Each sector/group is headed by a Group officer.

**(1) Revenue**

- (a) Income Tax units
- (b) Central Excise and Service Tax units
- (c) Custom Duty Units

**(2) Expenditure: -**

- (a) Kendriya Vidyalaya
- (b) Navodaya Vidyalaya
- (c) Nehru Yuva Kendra
- (d) Prasar Bharti
- (e) Employees State Insurance co-operation
- (f) Employees Provident Fund organization
- (g) Other central units under section 20
- (h) Central SARs and Expenditure Audit

Audit of accounts of departments grouped with 'Revenue Sector' shall include expenditure audit of these departments. Audit of Revenue, especially non-tax revenue, functions of other departments shall be done by the respective Sector group viz. Social, Economic and General alongside expenditure audit.

1.1.4 **AG(G&SSA) M.P. Gwalior, AG(E&RSA) M.P. Bhopal** and **DG(CR)** of Audit are in over all supervisory charge of his office as a whole. The A.G (E&RSA) MP Bhopal and DG of Audit(CR) New Delhi supervises there Branch office at Gwalior.

1.1.5 For the smooth conduct of the day to day work in the office, AG(G&SSA) M.P. Gwalior, AG(E&RSA) M.P. Bhopal and DG(CR) are assisted by the Group Supervisory Officers as follows: -

**(1) Accountant General (G&SSA) M.P. Gwalior.**

- (a) Sr. Dy. Accountant General (Admin)
- (b) Dy. Accountant General (Social Sector-I)
- (c) Dy. Accountant General (Social Sector-II)
- (d) Dy. Accountant General (Social Sector-III)
- (e) Dy. Accountant General (General Sector)
- (f) Welfare officer.

**(2) Accountant General (E&RSA) M.P. Bhopal.**

- (a) Sr. Dy. Accountant General/Dy. Accountant General (R.A) Bhopal.
- (b) Sr. Dy. Accountant General / Dy. Accountant General (E.S-I) Bhopal.
- (c) Dy. Accountant General (E.S-II) Bhopal
- (d) Dy. Accountant General (E.S-III) Bhopal

**(3) Branch Office of Director General of Audit (Central Receipt) Delhi at Gwalior**

- (a) Dy. Accountant General (Central Receipt)
- (b) Dy. Accountant General (Central Expenditure)

1.1.6 The distribution of Direct and overall supervisory charges amongst the various officers mentioned in Para 1.1.3 above including the Pr.AG/ Accountant General is as shown below: -

**(a) Accountant General (G&SSA): -**

Direct supervisory charge of Report, ITA, ECPA, Grant- In-Aid Sections and overall supervisory charge of office as a whole.

**(b) Senior Dy. Accountant General (Admin): -**

Direct Supervisory charge of Office Administration (including Central co-ordination, Certification of Finance & Appropriation Accounts and work relating to co-ordination and production of CAG's Annual Report on State Finance), Estate management, Executive Branch & General Section and Records (including Library), Training & Exam, Hindi Implementation Program, Legal cell, Confidential Cell, I. S. Wing, OAD Finance and FAAAT.

In terms of Section 5 (1) of Right To Information (RTI) Act 2005, and office order No. Admin XI / Gr.4 /RI / 2005 / 316, dated 5-10-2005, The DAG(Admin) has been designated as **Public Information Officer** of the office of the PAG(G&SSA) M. P. Gwalior.

A '**Grievance Redressal Cell** is formed for welfare of IA & AD Pensioners under the close monitoring of Sr. DAG(Admin).

**(c) Dy. Accountant General (SS-I): -**

Direct charge of outside Audit Sections, Supervisory charge of other outside Audit Sections at headquarters and Local Audit Parties in the field engaged on the work of audit of transactions of departments of Panchayat and Local Bodies.

**(d) Dy. Accountant General (SS-II): -**

Direct charge of outside Audit Sections, Supervisory charge of audit Sections at headquarters and Local Audit Parties (in field) engaged on the work of audit of transactions of departments of State Govt./ Central Govt. as per OAD (Manual) Vol.-I.

**(e) Dy. Accountant General (SS-III): -**

Direct charge of the outside Audit Sections, Supervisory charge of audit sections at headquarters and Local Audit Parties (in field) engaged on the work of audit of transactions of departments of State Govt. allotted as per OAD Manual Vol.-I.

**(f) Dy. Accountant General (General Sector): -**

Supervisory charge of audit sections at headquarters and Local Audit Parties (in field) engaged on the work of audit of transactions of departments of State Government allotted as per OAD Manual Vol.-I.

**(3) Branch Office of Director General of Audit (Central Receipt) Delhi at Gwalior : -****(a) Dy. Accountant General (Central Receipt)**

Direct Supervisory charge of audit sections at headquarters and Local Audit Parties (in field) engaged on the work of audit of Income tax, Central Excise & Service Tax and Custom duty units of Central Govt.

**(b) Dy. Accountant General (Central Expenditure)**

Direct Supervisory charge of audit sections at headquarters and local Audit Parties (in field) engaged on the work of audit of Central units, Central Autonomous Bodies, other Central units under Section 20, Central SARs & Expenditure audit.

1.1.7 Referred to Para 1.1.3(ii)(1)(d).

**1.1.8 General Section and Executive Branch: -**

The General Section is responsible for receipt, distribution and dispatch of dak received in and sent out of the office. It also caters to the needs of all the officers/staff and the sections in respect of supply of stationery articles through stationary branch, cyclostyling work through gestener operators, custody of records through Records branch, supply of furniture, arrangement of hot and cold weather equipment etc. through Executive welfare Branch and opening and closing of office, cleaning and dusting the rooms and furniture etc. through the caretaker and welfare Branch as also the upkeep and supply of books etc. through the Librarian.

1.1.9 The Executive Branch of the office of Accountant General (G&SSA), M.P., Gwalior caters to the need of the branch office of the Accountant General (E&RSA), at Gwalior.

1.1.10 The work of establishment and General Section of the office of Accountant General (G&SSA), M.P., Gwalior and branch office of the Accountant General (E&RSA) at Gwalior has been bifurcated at Gwalior and entrusted to O.E. XI to O.E.XV Sections, General Section-I and O.E.XXI to O.E. XXII Sections (working of Section OE XXIII merged to OE-XXII) and General Section-II respectively.

The distribution of work in the establishment group is given in **Annexure-‘A’** to this chapter.

**1.1.11 Cash Branch**

O/o AG (G&SSA) and AG (E&RSA) have separate cash branches at Gwalior/Bhopal working independently under the supervision of separate Group Officers. The Cash Branch for the office of Accountant General (G&SSA), M.P., Gwalior functions under Audit Officer (Cash and Bills)/ Sr.Deputy Accountant General (Admn.) and the two Cash Branches of Accountant General (E&RSA), one at Gwalior and another at Bhopal functions under Sr. Dy. Accountant General/ Dy. Accountant General (R.A) Gwalior / Sr. Dy. Accountant General / Dy. Accountant General (E.S-I) Bhopal. All the three Group Officers [The Sr. Dy. Accountant General (Admn) in the office the Principal Accountant General (G&SSA) M.P. Gwalior, Sr. Dy. Accountant General (RA) in the office of the A.G. (E&RSA) M.P. Gwalior Branch and Sr. Dy. Accountant General (Economic Sector I) in the office of the A.G. (E&RSA) M.P.



Bhopal] have been declared as Heads of Offices and Powers as in **Annexure- 'B'** have been delegated to them.

(Authority-Admn-11/GO Gr/Re-delegation/GFR/F.No.166/08 dated05.04.2013)

- 1.1.12 **Type work:** - Typing work of IRs / letters by EDP section / Typing section are not being done from 03.06.2011. Data Entry Operators posted in every wing for this work.

(**Authority:** -DAG (Admn.) order dated 03.06.2011)

1.1.13 **(a) Welfare Activities**

A post of **Welfare officer** for the combined offices of. A.G (G&SSA), A.G (E&RSA) and DG (CR), New Delhi, branch at Gwalior has been sanctioned. One post each of **Welfare Assistant** for both the offices i.e. A.G (G&SSA) and A.G (E&RSA) is also provided.

Welfare Officer functions like a Group officer in the Senior Scale (**Revised scale as per 6<sup>th</sup> Pay Commission in PB-3, Rs.15600-39100, Grade Pay Rs.6600**) of Group 'A' and is competent to sanction expenditure to the extent such power has been delegated to the officers of their status in IA&AD. The A.G. (G&SSA), M. P., Gwalior may at his discretion place an imprest at the disposal of the Welfare Officer for meeting the emergent and unforeseen expenses.

Welfare Officer has supervisory charge of Recreation, Sports and other Welfare Activities/ Schemes for Staff of the both the Audit Offices at Gwalior and Bhopal. Work relating to various house keeping functions like (i) Cleanliness, (ii) Adequacy of Water Supply, Lighting and Ventilation, Drinking Water Facility, (iii) Hot and Cold Weather Arrangement (iv) Parking Lots and (v) Liveries supply also form part of duties of welfare officer besides assisting the Staff in various matters. Two posts of Welfare Assistants are provisioned; one at Gwalior and one at Bhopal office.

**(b) Selection and eligibility for the post of Welfare Officer: -**

Officers of the Indian Audit and Accounts Department: -

- (i) With five years regular service in the grade of Senior Audit Officer; or
- (ii) With seven years combined regular service in the grades of Senior Audit Officer/ Audit Officer; or
- (iii) With seven years regular service in the grade of Audit Officer; and Consultation with Union Public Service Commission is necessary.

(Authority: - GOI, Min. of Fin., Notification No. 12018/1/94-EG Dt. 16.6.2000 vide CAG's letter No. 328/GEI/3-94 Dt. 19.07.2000)

**(c) Method of Selection: -**

Whenever the post of welfare officers falls vacant due to retirement / resignation or death, a notification inviting applications from eligible candidates may be circulated amongst all the Audit Officers. The proposal containing the following documents are required to be sent to the head quarters office for onwards transmission to the Union Public Service Commission: -

- (i) A copy of the letter inviting applications from eligible officers.

- (ii) List of willing officers.
- (iii) Proforma filled in by willing officers and their letter of willingness.
- (iv) List of unwilling officers.
- (v) Letters of their unwillingness.
- (vi) Statement showing the names and qualifications of willing officers.
- (vii) Seniority List containing the names of all the eligible officers (whether willing or not) showing their date of birth, date of appointment, date of promotions as AO/Sr.AO, date of confirmation (cadre in which confirmed) and any other information, as considered necessary.
- (viii) Up to date CR Dossiers (up to 31<sup>st</sup> March of the concerned year for all vacancies arising from October onwards) for the last five years, in respect of all the eligible officers who have intimated their willingness.
- (ix) Integrity certificate in respect of all the willing officers in proper form.
- (x) Vigilance clearance certificate in respect of all the willing officers in proper form.
- (xi) List of major / minor penalties imposed, if any, during the last ten years of service, in respect of all willing officers.

(Authority: - CAG's letter No. 6098 GE-I/WO/2006/General/ Date 16.10.2006)

**(d) Duties and Responsibilities of Welfare Officer: -**

It will be appreciated that the term 'Welfare' is comprehensive. Much will depend upon the personality of the Welfare Officer himself and his ability to establish a feeling of confidence among those whom he has to deal with. The Welfare Officer is expected to provide a human touch in the official environment which in itself gives that psychological satisfaction which promotes the efficiency of the employees. He is, thus, expected to be a live institution working with sympathy to generate, maintain and promote good will and cordiality amongst Government Servants working in a Welfare Stage engaged in the great task of national reconstruction. In course of time and in the light of experience, the scope of work of these officers may embrace many aspects of the welfare of Government Servants.

The Welfare Officer should devote their attention to certain concrete aspects of welfare. These would include —

- (1) The organisation of social activities by way of establishment of clubs and recreational centers, for members of the staff, including Class IV employees. There is no objection to more than one establishment joining for this purpose.
- (2) Similar activities may be organised in areas predominantly inhabited by Government employees for them and their families.

- (3) Provision of facilities for indoor and outdoor sports for members of the staff – setting up of Recreation Club.
- (4) Encouragement of cultural activities (drama, music) among the members of the staff.
- (5) Provision of canteens in the office premise.
- (6) Improvement in the actual working conditions of the staff including improvement of hygienic conditions at the working premises.
- (7) Assistance to Government employees in relation to Central Government Health Scheme.
- (8) Assistance in relation to transport, housing, school, sanitary amenities – in residential and office areas.
- (9) Induction of new members of the staff and advising them in their initial difficulties.
- (10) Assistance to members of the staff in relation to LPCs, pension papers, gratuity, etc.
- (11) Setting up of Staff Benevolent Funds.
- (12) Provision for common room in the offices building for the women employees.
- (13) Provision for crèches in the office building for the benefit of working parents.

(Authority: - G.I. Dept. of Per. & Trg., O.M. No. 33/2/93 -Welfare (PT) dated 19.01.1994)  
(Chapter-38 of Swamy's complete Manual on Establishment and Administration-10<sup>th</sup> edition, 2006)

## 1.2 **Control: -**

1.2.1 In order to exercise proper control by the administration sections, the following records/registers are to be maintained and posted up-to-date: -

1. Event Register,
2. Allocation Register,
3. Sanctioned strength Register, and
4. Statement of strength.

### 1.2.2 **Event Register: -**

In this register, all events, e.g., promotions, transfers, retirements, deaths, dismissals, suspensions and new additions by way of recruitment (which affect the working strength of the office) are to be promptly recorded, as and when these occur.

### 1.2.3 **Allocation Register: -**

The pay and allowances of the officers and staff are drawn according to the working strength for each office. The allocation of staff is done according to the sanctioned number of posts for each cadre and for this purpose a register is maintained cadre wise /name wise. The register is to be posted promptly and accurately.

#### 1.2.4 Sanctioned strength register: -

This register is kept and maintained up-to-date by the administration section to watch the sanctioned strength in respect of permanent/temporary casual temporary posts (cadre wise). Group wise distribution of sanctioned strength is also to be maintained to watch the working strength with reference to the sanctioned posts and to prepare the staff proposals. Proper and up-to-date maintenance of this register helps the administration section to obtain necessary sanction for continuance of temporary posts before the close of the financial year.

#### 1.2.5 Statement of strength: -

To monitor the Sanctioned Strength and Men-in-Position in IA&AD on continuous basis, a web based application developed by National Informatics Center in consultation with the Staff Wing at Headquarters Office. The application has been designed to capture cadre-wise data in respect of Sanctioned Strength and MIP in each office.

2. The application can be accessed at URL <http://cagofindia.delhi.nic.in/staff> . The password is **cag123, which must be changed at first login for security reasons**. The screen shots giving stepwise procedure to be followed for data entry etc.
3. The Sanctioned Strength for each office along with PIP as on 1.3.2013 has been updated in the application by the Staff Wing. The field offices have not been assigned the right to alter data in the Sanctioned Strength field. Therefore, the differences, if any, in the Sanctioned Strength posted in the application vis-à-vis office records may be brought to notice of Headquarters immediately along with sanction letter issued by Headquarters.
4. The Men-in-position figures may be updated immediately and changes thereafter should be updated by 10<sup>th</sup> of the following month.
5. The hard copy of the monthly return on SS&PIP may be sent.
6. The queries, if any, may be addressed to [sao4brs@cag.gov.in](mailto:sao4brs@cag.gov.in) .

(Authority: -CAG's Letter No. 382 (S&SR)/Consolidation of SS&PIP/417-2013 dated 03.07.2013)

1.3 **Strength: -**1.3.1 **Sanctioned strength: -**

| <b>Sanctioned Strength as on 01.01.2017</b> |  |           |           |            |
|---|--|-----------|-----------|------------|
| Name of office→                             | Accountant General (General & Social Sector Audit),<br>Madhya Pradesh, Gwalior |           |           |            |
| Name of Post↓                               | Permanent  | Permanent | Permanent | Permanent  |
| Sr. Audit Officer (Civil)                   | 61   | 0         | 2         | 63         |
| Sr. Audit Officer (Commercial)              | 4  | 0         | 0         | 4          |
| <b>Total</b>                                | <b>65</b>  | <b>0</b>  | <b>2</b>  | <b>67</b>  |
| Audit Officer (Civil)                       | 15   | 0         | 1         | 16         |
| Audit Officer (Commercial)                  | 1  | 0         | 0         | 1          |
| <b>Total</b>                                | <b>16</b>  | <b>0</b>  | <b>1</b>  | <b>17</b>  |
| <b>Total Sr.AO/AO</b>                       | <b>81</b>  | <b>0</b>  | <b>3</b>  | <b>84</b>  |
| AAO (Civil)                                 | 155  | 0         | 2         | 157        |
| AAO (Commercial)                            | 4  | 0         | 0         | 4          |
| Supervisor (Civil)                          | 7  | 0         | 0         | 7          |
| Supervisor(Commercial)                      | 0  | 0         | 0         | 0          |
| <b>Total AAO/Supervisor</b>                 | <b>166</b>   | <b>0</b>  | <b>2</b>  | <b>168</b> |
| Senior Auditor                              | 134  | 34        | 0         | 168        |
| Auditor                                     | 33   | 9         | 0         | 42         |
| <b>Total Sr. Ar./Ar.</b>                    | <b>167</b>   | <b>43</b> | <b>0</b>  | <b>210</b> |
| Clerk/Typist (Excluding Hindi Typist)       | 27   | 0         | 0         | 27         |
| <b>Total Sr. Ar./Ar./clerk</b>              | <b>194</b>   | <b>43</b> | <b>0</b>  | <b>237</b> |
| Senior Personal Secretary                   | 1  | 0         | 0         | 1          |
| Personal Secretary                          | 0  | 0         | 0         | 0          |
| Stenographer Gr.-I                          | 4  | 0         | 0         | 4          |
| Stenographer Gr.-II                         | 3  | 0         | 0         | 3          |
| <b>Total Sr.PS/PS/PA/Steno</b>              | <b>8</b>   | <b>0</b>  | <b>0</b>  | <b>8</b>   |
| Hindi Officer                               | 1  | 0         | 0         | 1          |
| Sr. Translator                              | 0  | 0         | 0         | 0          |
| Jr. Translator                              | 2  | 0         | 0         | 2          |
| Hindi Typist                                | 0  | 0         | 0         | 0          |
| <b>Total Hindi Posts</b>                    | <b>3</b>   | <b>0</b>  | <b>0</b>  | <b>3</b>   |
| Librarian                                   | 0  | 0         | 0         | 0          |
| Welfare Assistant                           | 0  | 1         | 0         | 1          |
| Sr. Gest. Operator                          | 0  | 0         | 0         | 0          |
| S. Car Driver (Special Grade)               | 0  | 0         | 0         | 0          |
| S. Car Driver (Grade-II)                    | 0  | 0         | 0         | 0          |
| S. Car Driver (Grade-I)                     | 0  | 0         | 0         | 0          |
| S. Car Driver (Ordinary Grade)              | 1  | 0         | 0         | 1          |
| <b>Total Misc./Other posts</b>              | <b>1</b>   | <b>1</b>  | <b>0</b>  | <b>2</b>   |
| <b>MTS</b>                                  | <b>98</b>  | <b>0</b>  | <b>0</b>  | <b>98</b>  |
| <b>Grand Total</b>                          | <b>551</b>   | <b>44</b> | <b>5</b>  | <b>600</b> |

(HIA) Held in abeyance posts may be explained for EDP, Hindi officer operative in same office C&AG etc.

Note-1: - Posts of Sr Ar Kept in HIA (2 posts for Hindi Officer & 2 posts for Jr. Hindi Tr.) vide Hq.Letter No. 483. Creation/hindi/bud./21-2011/28.04.2011

Note-2: - As per Hqr's circular No. 21-NGE/2010 dt. 26.8.10, the post of SGRK vacated on account of retirement/ promotion etc. has been merged with Clerk cadre.

Note-3: - 1 MTS has been appointed as trainee on compassionate ground is included in PIP.

Note-4: - 01 post of Sr.AO kept as HIA for WAO (included in S.S.); 01 post of AAO has been kept HIA for vigilance wing of HQ office vide No.2521/BRS/CC/7-2001 dated 09-09-2008. Included 01 CT post of Sr.AO (J&K).

Note-5: 01 CT post each was sanctioned in Sr.AO & AO cadre to accommodate J&K migrant vide hqrs letter no 10- /staff(s&r)/CC/51-2013 dated 18.02.2016, but 01 CT post of AO cadre accommodated for J&K migrant has been replaced to Sr.AO (due to promotion) vide hqrs. letter no. 132/staffs&r/CC/51-2013, dated 24.02.2016.

Note-6: one CT post in AO cadre and 02 ST posts in AAO cadre were sanctioned vide hqrs. letter no.281 staff(s&r)/cc/51-2013 dated 26.04.2016 for audit and scrutiny of finally disposed-off pension cases.

Note-7: 02 vacant posts of Clerk/Typist have been converted to the post of Data Entry Operator vide HQ. Letter No.393/staff-S.S.R/C.C/51/2013 dated: 21.09.2015

Note-8: 01 Sr. Ar. engaged on short term contract basis and not included in PIP.

Note-9: Head quarter has been requested to sanction 6 additional posts of AAO© vide letter no. Admn.11/G-1/F-289/Vol-I/D-1038 dated 16.12.2016.

| <b>Sanctioned Strength as on 01.10.2017 (EDP Posts)</b> |  |                  |               |              |
|---|--|------------------|---------------|--------------|
| <b>Name of office→</b>                                  | <b>Accountant General (General &amp; Social Sector Audit),<br/>Madhya Pradesh, Gwalior</b> |                  |               |              |
|   | <b>Permanent</b>   | <b>Temporary</b> | <b>Casual</b> | <b>Total</b> |
| <b>Name of Post↓</b>                                    |  |                  |               |              |
| Data Manager  | 0  | 0                | 0             | 0            |
| Sr. Data Processor                                      | 1  | 0                | 0             | 1            |
| Data Processor  | 1  | 0                | 0             | 1            |
| Faculty (SO)  | 1  | 0                | 0             | 1            |
| Sr. Console Operator                                    | 1  | 0                | 0             | 1            |
| Data Entry Operator (Grade-B)                           | 1  | 0                | 0             | 1            |
| Data Entry Operator (Grade-A)                           | 21   | 0                | 0             | 21           |
| <b>Total</b>  | <b>26</b>  | <b>0</b>         | <b>0</b>      | <b>26</b>    |

| <b>Sanctioned Strength as on 01.01.2017</b> |  |                  |                  |                  |
|---|--|------------------|------------------|------------------|
| <b>Name of office→</b>                      | <b>Accountant General (Economic &amp; Revenue Sector Audit)<br/>Madhya Pradesh, Bhopal</b> |                  |                  |                  |
|   | <b>Permanent</b>   | <b>Permanent</b> | <b>Permanent</b> | <b>Permanent</b> |
| <b>Name of Post↓</b>                        |  |                  |                  |                  |
| Sr. Audit Officer (Civil)                   | 50   | 0                | 0                | 50               |
| Sr. Audit Officer (Commercial)              | 14   | 0                | 0                | 14               |
| <b>Total</b>                                | <b>64</b>  | <b>0</b>         | <b>0</b>         | <b>64</b>        |
| Audit Officer (Civil)                       | 13   | 0                | 0                | 13               |
| Audit Officer (Commercial)                  | 4  | 0                | 0                | 4                |
| <b>Total</b>                                | <b>17</b>  | <b>0</b>         | <b>0</b>         | <b>17</b>        |
| <b>Total Sr.AO/AO</b>                       | <b>81</b>  | <b>0</b>         | <b>0</b>         | <b>81</b>        |
| AAO (Civil)                                 | 129  | 0                | 0                | 129              |
| AAO (Commercial)                            | 27   | 0                | 0                | 27               |
| Supervisor (Civil)                          | 6  | 0                | 0                | 6                |
| Supervisor(Commercial)                      | 0  | 0                | 0                | 0                |
| <b>Total AAO/Supervisor</b>                 | <b>162</b>   | <b>0</b>         | <b>0</b>         | <b>162</b>       |
| Senior Auditor                              | 162  | 0                | 0                | 162              |
| Auditor                                     | 41   | 0                | 0                | 41               |
| <b>Total Sr. Ar./Ar.</b>                    | <b>203</b>   | <b>0</b>         | <b>0</b>         | <b>203</b>       |

|                                       |            |          |          |            |
|---------------------------------------|------------|----------|----------|------------|
| Clerk/Typist (Excluding Hindi Typist) | 23         | 0        | 0        | 23         |
| <b>Total Sr. Ar./Ar./clerk</b>        | <b>226</b> | <b>0</b> | <b>0</b> | <b>226</b> |
| Senior Personal Secretary             | 0          | 0        | 0        | 0          |
| Personal Secretary                    | 1          | 0        | 0        | 1          |
| Stenographer Gr.-I                    | 2          | 0        | 0        | 2          |
| Stenographer Gr.-II                   | 3          | 0        | 0        | 3          |
| <b>Total Sr.PS/PS/PA/Steno</b>        | <b>6</b>   | <b>0</b> | <b>0</b> | <b>6</b>   |
| Hindi Officer                         | 1          | 0        | 0        | 1          |
| Sr. Translator                        | 0          | 0        | 0        | 0          |
| Jr. Translator                        | 2          | 0        | 0        | 2          |
| Hindi Typist                          | 0          | 0        | 0        | 0          |
| <b>Total Hindi Posts</b>              | <b>3</b>   | <b>0</b> | <b>0</b> | <b>3</b>   |
| Librarian                             | 0          | 0        | 0        | 0          |
| Welfare Assistant                     | 0          | 1        | 0        | 1          |
| Sr. Gest. Operator                    | 0          | 0        | 0        | 0          |
| S. Car Driver (Special Grade)         | 1          | 0        | 0        | 1          |
| S. Car Driver (Grade-II)              | 0          | 0        | 0        | 0          |
| S. Car Driver (Grade-I)               | 0          | 0        | 0        | 0          |
| S. Car Driver (Ordinary Grade)        | 0          | 0        | 0        | 0          |
| <b>Total Misc./Other posts</b>        | <b>1</b>   | <b>1</b> | <b>0</b> | <b>2</b>   |
| <b>MTS</b>                            | <b>39</b>  | <b>0</b> | <b>0</b> | <b>39</b>  |
| <b>Grand Total</b>                    | <b>518</b> | <b>1</b> | <b>0</b> | <b>519</b> |

(HIA) Held in abeyance posts may be explained for EDP, Hindi officer operative in same office C&AG etc.

*Note-1: - 13 posts of Clerk have been converted into DEO's post vide letter No. 2854-BRS/cc/7-2001 (KW) dt.5.5.10. 02 vacant post of Clerk/Typist have been converted to the post of DATA Entry Operator vide HQ. Letter No. 393/staff-S.S.R/C/51/2013 dated 21.09.2015.*

| <b>Sanctioned Strength as on 01.10.2017 (EDP Posts)</b> |  |           |          |           |
|---|--|-----------|----------|-----------|
| Name of office→   | <b>Accountant General (Economic &amp; Revenue Sector Audit)<br/>Madhya Pradesh, Bhopal</b> |           |          |           |
| Name of Post↓   | Permanent  | Temporary | Casual   | Total     |
| Data Manager  | 0  | 0         | 0        | 0         |
| Sr. Data Processor                                      | 1  | 0         | 0        | 1         |
| Data Processor  | 2  | 0         | 0        | 2         |
| Faculty (SO)  | 0  | 0         | 0        | 0         |
| Sr. Console Operator                                    | 0  | 0         | 0        | 0         |
| Data Entry Operator (Grade-B)                           | 2  | 0         | 0        | 2         |
| Data Entry Operator (Grade-A)                           | 15   | 0         | 0        | 15        |
| <b>Total</b>  | <b>20</b>  | <b>0</b>  | <b>0</b> | <b>20</b> |

| <b>Sanctioned Strength as on 01.01.2017</b> |   |           |           |            |
|---|---|-----------|-----------|------------|
| Name of office→                             | <b>Director General of Audit (Central Receipt), New Delhi<br/>(Branch at Gwalior)</b> |           |           |            |
| Name of Post↓                               | Permanent   | Permanent | Permanent | Permanent  |
| Sr. Audit Officer (Civil)                   | 19  | 8         | 0         | 27         |
| Audit Officer (Civil)                       | 5   | 2         | 0         | 7          |
| <b>Total Sr.AO/AO</b>                       | <b>24</b>   | <b>10</b> | <b>0</b>  | <b>34</b>  |
| AAO (Civil)                                 | 66  | 0         | 0         | 66         |
| Supervisor (Civil)                          | 3   | 0         | 0         | 3          |
| <b>Total AAO/Supervisor</b>                 | <b>69</b>   | <b>0</b>  | <b>0</b>  | <b>69</b>  |
| Senior Auditor                              | 35  | 35        | 0         | 70         |
| Auditor                                     | 7   | 11        | 0         | 18         |
| Clerk                                       | 3   | 6         | 0         | 9          |
| <b>Total Sr. Ar./Ar./clerk</b>              | <b>45</b>   | <b>52</b> | <b>0</b>  | <b>97</b>  |
| Senior Personal Secretary                   | 0   | 0         | 0         | 0          |
| Personal Secretary                          | 0   | 0         | 0         | 0          |
| Stenographer Gr.-I                          | 1   | 0         | 0         | 1          |
| Stenographer Gr.-II                         | 1   | 0         | 0         | 1          |
| <b>Total Sr.PS/PS/PA/Steno</b>              | <b>2</b>  | <b>0</b>  | <b>0</b>  | <b>2</b>   |
| Hindi Officer                               | 0   | 0         | 0         | 0          |
| Sr. Translator                              | 0   | 0         | 0         | 0          |
| Jr. Translator                              | 0   | 0         | 0         | 0          |
| Hindi Typist                                | 0   | 0         | 0         | 0          |
| <b>Total Hindi Posts</b>                    | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>   |
| <b>Misc./Other posts</b>                    |   |           |           |            |
| Librarian                                   | 0   | 0         | 0         | 0          |
| Welfare Assistant                           | 0   | 0         | 0         | 0          |
| Sr. Gest. Operator                          | 0   | 0         | 0         | 0          |
| S. Car Driver (Special Grade)               | 0   | 0         | 0         | 0          |
| S. Car Driver (Grade-II)                    | 0   | 0         | 0         | 0          |
| S. Car Driver (Grade-I)                     | 0   | 0         | 0         | 0          |
| S. Car Driver (Ordinary Grade)              | 0   | 0         | 0         | 0          |
| <b>Total</b>                                | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>   |
| <b>MTS</b>                                  | <b>5</b>  | <b>4</b>  | <b>0</b>  | <b>9</b>   |
| <b>Grand Total</b>                          | <b>145</b>  | <b>66</b> | <b>0</b>  | <b>211</b> |

(HIA) Held in abeyance posts may be explained as for EDP, Hindi posts operative in same/C&AG office etc.

Note-1: - one MTS appointed as trainee is included in PIP.

2: - 06 posts of Clerk and 04 posts of MTS have been sanctioned on Regular Temporary basis vide Hqr's letter No. 216/Staff (S&R)/C.C/78-2013 dated 08.06.2015



| <b>Sanctioned Strength as on 01.10.2017 (EDP Posts)</b> |  |           |          |          |
|---|--|-----------|----------|----------|
| Name of office→   | <b>Accountant General (Economic &amp; Revenue Sector Audit)<br/>Madhya Pradesh, Bhopal</b> |           |          |          |
| Name of Post↓   | Permanent  | Temporary | Casual   | Total    |
| Data Manager  | 0  | 0         | 0        | 0        |
| Sr. Data Processor                                      | 0  | 0         | 0        | 0        |
| Data Processor  | 0  | 0         | 0        | 0        |
| Faculty (SO)  | 0  | 0         | 0        | 0        |
| Sr. Console Operator                                    | 0  | 0         | 0        | 0        |
| Data Entry Operator (Grade-B)                           | 0  | 0         | 0        | 0        |
| Data Entry Operator (Grade-A)                           | 1  | 0         | 0        | 1        |
| <b>Total</b>  | <b>1</b>   | <b>0</b>  | <b>0</b> | <b>1</b> |

### 1.3.2 Leave Reserve

In the Audit Stream (IA & AD), the auditors cadre is the main level of direct recruitment accordingly the leave reserves in respect of Audit Officers / Assistant Audit Officer / Senior Auditors and Auditors cadre are prescribed in Auditors cadre, at 10% of the sanctioned permanent and temporary strength of these cadres. The leave reserve at the same percentage on the permanent and temporary strength of stenographers and clerks / typists is permitted in the stenographers and clerks / typist's cadre respectively. In respect of Group 'D' a temporary leave reserve at 7.5% of the sanctioned permanent and temporary strength may be created, as per provisions contained in C&AG's Manual of Standing Orders (Administrative) Vol. I. This information is sent to Headquarters office every year along with the staff proposals.

The leave reserve is calculated separately for permanent and temporary posts in each category. In calculating temporary leave reserve strength, only those temporary posts, which are sanctioned for a minimum period of one year, are to be taken into accounts. Posts sanctioned for 'training' deputation and leave reserves should be excluded for calculating the leave reserve.

### 1.3.3 Training reserve: -

The posts of training reserves are calculated at 2% of sanctioned strength in auditor's cadre (both permanent and regular temporary posts), while calculating the admissibility, the leave reserve posts are deducted first. These posts in auditor's cadre are utilised for training of new recruits. The justification for their continuance is sent to the Headquarters office along with the staff proposals.

### 1.3.4 Stenographic assistance to officers: -

Existing arrangement stipulates provision of one stenographer to every two Audit Officers in charge of key sections and one stenographer for every four Audit Officers in other charges. One stenographer can also be provided to each of the independent Resident Audit Officer.

(Authority: C&AG's letter No.1219-NGE.II/95-68 dated 12/17 June 1968, No. 1125-NGE-III/69-81 dated 20 April 1981 and No. 2760NGE II/69-81 dated 16 July 1981)

**Annexure-A**  
(Referred to in Para 1.1.10)  
**Distribution of work in Establishment Group O/o AG (G&SSA), MP, Gwalior**

**I - General Section and Executive Branch: -**

For smooth running the office, certain housekeeping functions just as opening of office, cleanliness of rooms and halls, allotment of duties to MTS, Supply and movement of furniture, Supply of Stationary articles, maintenance of library, arrangement of drinking water, receipt and dispatch of correspondence from and within outside authorities are to be carried out through a group of staff appointed for and engaged on such jobs. Estate Management i.e. allotment of staff quarters, guest houses and its Maintenance, Allotment of Community Hall etc. The General Section and Executive Branch are responsible for the execution of these activities along-with the work of purchase and distribution of Stationary and other articles. The details of the various activities performed are mentioned in succeeding chapters.

**II – Confidential Cell: -**

1. Disciplinary cases.
2. Upkeep and maintenance of Confidential Report (now APAR)
3. Work in relation to DPC / DSC /DCC etc. for promotion / regularisation / selection etc.
4. Dealing with representations against adverse remarks recorded in confidential reports.
5. Any other matter assigned by the AG/DAG.

**III - Legal Cell: -**

1. Training & Examinations.
2. Court / Tribunal cases.
3. Work regarding training in Regional Training Institute and other bodies / organisations.
4. All work regarding Right to Information, 2005 (RTI).

**IV - OE XI: -**

1. Personal files and allied records of Group 'A' officers.
2. Cadre control of Group 'B' officers (Civil) including confirmation, promotion, transfer, posting, leave, increment, fixation of pay and other matters of Sr. AOs / AOs / AAOs / Supervisors.
3. Personal files and allied records in respect of Group 'B' staff (Sr.AOs / AOs / AAOs / Supervisors).
4. Permission under CCS (Conduct)Rules, 1964 to Group 'B' staff (Sr.AOs / AOs / AAOs / Supervisors).
5. Issue of No Objection Certificate for Passport.
6. Service Association matters.
7. Deputation-cum-absorption of SAS (Civil Audit) passed A&E staff.
8. Deputation & Foreign Assignment Cases.
9. Property returns in respect of all officials.
10. Mutual / Unilateral transfers.
11. Acquisition / Sale of property-permission regarding (Assistant Audit Officer) and above.

12. Forwarding of applications for outside posts and permission to staff for various Competitive examination.
13. All miscellaneous matters like inspection by Director of Inspection permission for prosecuting further studies and appearing in outside examinations, permission to visit foreign countries, sanction of special pay and any other special benefits.
14. Other duties as may be assigned.

**V- OE XII: -**

1. Processing of pension and other retirement benefits cases.
2. Gradation lists
3. Posting / promotions confirmations leave of Group 'D' and Group 'C' officials.
4. Processing of anomaly cases in pay fixation.
5. Acquisition / sale of property-permission regarding Group 'C' and Group 'D'- permission regarding.
6. House Building Advance cases including budgeting and expenditure thereof.
7. Other duties as may be assigned.

**VI- OE XIII: -**

1. Personal files and allied records of Group 'C' and Group 'D', maintenance of.
2. Reimbursement of medical claims processing of.
3. Advance- Motor Vehicles, bicycle and festival – Grant of.
4. All claims of traveling allowances on tour and transfer- Processing of.
5. All claims of LTC and Home Town concession- Processing of.
6. Other duties as may be, assigned by Accountant General & Deputy Accountant General.

**VII- OE XIV: -**

1. Pay bills and miscellaneous bills- Preparation of.
2. Reconciliation with P.A.O.
3. Cash Branch.
4. Other duties as may be, assigned by Accountant General & Deputy Accountant General.

**VIII - Hindi Implementation Cell: -**

1. Audit Report translation into Hindi.
2. 'Shreya' magazine-edition and publication.
3. Inspections by Parliamentary Committee on official language and by officers of Hindi Directorate.
4. Training regarding Hindi typing, Steno (short hand) and official language including multi language Software's uses.
5. Preparation for celebration of Hindi Saptah. (From 14<sup>th</sup> Sept to end of week every year).
6. Preparation & submission of Quarterly Progressive Report (QPR) of Hindi.
7. Work regarding Town Official Language Implementation Committee (TOLIC).
8. Consolidation and submission of six monthly report regarding Hindi Shikshan Yojna.
9. All work relating to Hindi Implementation Cell.

**IX - Report (State Finance) Section: -**

‘FAAS (M) Cell’ under Financial Attest Audit Group (FAAG) was renamed as “**Report (State Finance) Section**”. Now this section is a part of Administration Group.

This section is doing works given below: -

1. Certification of Finance and Appropriation Accounts.
2. Work relating to co-ordination
3. Production of CAG’s annual report on the State Finance.

(Authority: -PAG’s order-dated 17.8.2011)

**X - OAD (Finance) section: -**

This section established in the compliance of PAG’s order dated 08.08.2012. Works being done by the section are given below: -

1. Audit of Finance including interest payment and recovery of debt.
2. Pension Audit of DPO (District Pension Officer)
3. Pension Audit of Bank, Commissioner and Joint Directors Treasuries.

(Authority: - Office Order No. Report (State Finance)/Reorganization/O.O./01 dated 09.08.2012)

**XI - Financial & Appropriation Accounts Audit Team (FAAAT): -**

‘Central Audit’ in this office renamed as ‘Financial Attest Audit Group’ (FAAG) with specific responsibility for audit of Finance & Appropriation Accounts resting with this Group. within this Group, an audit team named as ‘Finance & Appropriation Accounts Audit Team’ (FAAAT) constituted in the compliance with PAG’s order dated 30.8.2013. Financial attest audit of the Finance & Appropriation Accounts, Monthly Civil Accounts and Monthly Appropriation Accounts are primary responsibility of the team. The persons assigned with this audit should be trained in IDEA and VLC.

The responsibilities of this team would include all activities connected with the planning, execution, reporting and documentation of audit of Finance and Appropriation Accounts as well as coordination with other sections of Financial Attest Audit Group, if any, dealing with scrutiny of vouchers etc., local audit parties and treasury inspection teams of office of Accountant General (A&E) for audit.

(Authority: - CAG’s letter No. 256-PPG / 18-2013 dated 19<sup>th</sup>Aug.2013, No.515CR / Co- rdn / FAAM / 2013 dated 01.5.2013)

**XII - I. S. Wing: -**

This wing was established for work regarding word processing, computerisation of housekeeping and audit functions, computer training, I.T. Audit, issue and maintenance of computers, printers and related accessories if any etc., and maintenance of its records. IS-Wing is responsible for work related to EDP & IR Cell, audit & housekeeping functions, IT Audit and Training Centre.

(Authority: - Principal Accountant General’s order dated 21.09.2006)

**Annexure-B**

(Referred to in Para 1.1.11)

(Read with Office Order No. Admn-11/GO Gr/Re-delegation/GFR/F.No.166/08 date 05.04.2013)

| (Powers under delegation of Financial Power)<br>Sl. No | Page No. of MSO (A) Vol. II 3 <sup>rd</sup> Edition | Item            | Nature of Power  | Extent of Powers of AG  | Powers Re-delegated to DAG (Admn)  | Conditions and limitation if any                            |
|--|---|-----------------|--|---|--|---|
| 1  | 12  | 9<br>(i)<br>(a) | Write-Off of losses on irrecoverable losses of stores and public money due to theft, fraud, negligence etc.                  | ₹20000/- (Raised to ₹ 20000/- vide HQ Circular No. 12 / NGE / 2002 issued vide No. 330 NGE (App) / 38-2002 dated 3.04.2002  | ₹2000/- (₹ Two Thousand only)  | As in column '6' of MSO (A) Vol.II. 3 <sup>rd</sup> Edition |
| 2  | 13  | 9<br>(i)<br>(b) | Write-Off of losses on irrecoverable losses of stores and public money due to theft, fraud, negligence etc.                  | ₹50000/- for stores ₹ 5000/- for public money. (Raised to ₹50000/- for stores vide HQ circular dated 03.04.2002)  | ₹ 2500/- (₹. Two Thousand five hundred only)   | -do-  |
| 3  | 14  | 9<br>(iii)      | Write-Off of deficiency and depreciation in the value of stores (other than a motor vehicle or a motor cycle)                | ₹2500/-   | ₹1000/-(Rs. One thousand only)   | -do-  |
| 4  | 19  | 14              | Contingent expenditure on items other than those in respect of which specific limits / scales have been prescribed by Govt.  | Head of Department<br>₹60000/- p.a. in each case (non-recurring)<br>₹25000/- p.a. in each case (recurring)<br>Head of Office (already granted by MSO (A) Vol.-II) ₹1000 per month in each case (recurring)  | ₹30000/-p.a. in each case (non-recurring)<br>₹10000/- p.a. in each case (recurring)      | -do-  |
| 5  | 20  | 17(a)           | Local purchase of stationery   | Full powers   | Full powers  | -do-  |
| 6  | 21  | 17<br>(b)       | Local purchase of rubber stamps and office seals   | Full Powers   | Full Powers  | -do-  |
| 7  | 21  | 18<br>(i)       | Incurring expenditure on (i) Freight & demurrage / wharfage charges  | Full Powers   | Full Powers  | -do-  |
| 8  | 21  | 18<br>(ii)      | Maintenance, upkeep and repairs of motor vehicles  | Full Powers   | Full Powers  | -do-  |
| 9  | 22  | 18<br>(iii)     | Petty works and repairs  | (i) Execution of petty works and special repairs to Department owned building & including sanitary, water supply and electric installation in such building: - ₹10000/- in each case.<br>(ii) Ordinary repairs to Govt. building: - Full Powers<br>(iii) Repairs & alteration to hired & requisitioned buildings: - ₹ 5000/- p.a. (non-recurring) and ₹ 2000/- p.a. (recurring) | ₹10000/- in each case<br>Full Powers<br>₹5000/-p.a. (non-recurring)<br>₹2000/- recurring | -do-  |
| 10   | 22  | 18<br>(iv)      | Other Stores required for the working of an office establishment   | Full Powers   | Full Powers  | -do-  |
| 11   | 23  | 18<br>(ix)      | Local printing and binding in emergent cases (where the work is not executed through Chief Controller Printing & Stationery) | ₹40000/-p.a. (Raised to ₹40000/- vide HQ circular dated 27.12.2001)   | ₹20000/- (₹Twenty thousand only)   | -do-  |
| 12   | 26  | 18<br>(xiii)    | Hiring of office furniture, electric fans, heaters, coolers, clocks and call bells   | Full powers   | Full powers  | -do-  |
| 13   | 27  | 18<br>(xiv)     | Purchase, hiring, maintenance and repair of office machines etc. detailed in item 26 of Schedule V to DFP Rules              | Full Powers   | Full Powers  | -do-  |
| 14   | 37  | 38(a)           | Light refreshments at formal inter-departmental or other meeting / conferences   | ₹50/- per head per official meetings, subject to ₹2000/- p.a.   | ₹50/- per head per official meeting subject to ₹2000/- p.a.                              | -do-  |
| 15   | 37  | 38<br>(b)       | Hospitality and entertainment other than light refreshments  | ₹1000/-p.a.   | ₹1000/-p.a.  | -do-  |

**CHAPTER – II**  
**Pay, Special pay, Dearness Allowance etc.**

**2.1 Pay Scale: -**

The pre-revised scales of pay as applicable to the various categories of the Audit Employees and in force prior to 1<sup>st</sup> January, 2006 and the corresponding revised pay scales effective from 1<sup>st</sup> January 2006 as indicated in the First Schedule to the revised Pay Rules, 2006 and as notified under the Government of India, Ministry of Finance (Deptt. of Expenditure) O.M. No.1/1/2008-IC, dated 30<sup>th</sup> August 2008 are mentioned below: -

| Sl. No.                     | Category of Employees  | Pre-Revised Scale              | Revised-Scale Structure  |                                 |                         |
|-----------------------------|--|--------------------------------|--------------------------|---------------------------------|-------------------------|
|                             |  |                                | Name of Pay Band / Scale | Corresponding Pay Band / Scales | Corresponding Grade Pay |
| <b>Group B</b>              |  |                                |                          |                                 |                         |
| 1.                          | Sr. Audit Officer  | 8000-275-13500                 | PB3                      | 15600-39100                     | 5400                    |
| 2.                          | Audit Officer  | 8000-275-13500                 | PB2                      | 9300-34800                      | 5400                    |
| 3.                          | Assistant Audit officer  | 7450-225-11500                 | PB2                      | 9300-34800                      | 4800                    |
| 4.                          | Sr. Personal Secretary   | 7500-250-12000                 | PB2                      | 9300-34800                      | 4800                    |
| <b>Group-B-Non Gazetted</b> |  |                                |                          |                                 |                         |
| 5.                          | Welfare Assistant  | 7450-225-11500                 | PB2                      | 9300-34800                      | 4600                    |
| 6.                          | P.A. (Stenographer Grade-I & Grade -II merged & converted into P.A.) | 5000-150-8000<br>5500-175-9000 | PB2                      | 9300-34800                      | 4200                    |
| 7.                          | Junior Translator  | 5500-175-9000                  | PB2                      | 9300-34800                      | 4200                    |
| <b>Group-C</b>              |  |                                |                          |                                 |                         |
| 8                           | Sr. Auditor  | 5500-175-9000                  | PB2                      | 9300-34800                      | 4200                    |
| 9                           | Auditor  | 4500-125-7000                  | PB1                      | 5200-20200                      | 2800                    |
| 10                          | Stenographer   | 4000-100-6000                  | PB1                      | 5200-20200                      | 2400                    |
| 11.                         | Data Entry Operator  | 4000-100-6000                  | PB1                      | 5200-20200                      | 2400                    |
| 12.                         | Clerk & SGRK   | 3050-75-3950-80-4590           | PB1                      | 5200-20200                      | 1900                    |
| 13.                         | Staff Car Driver   |                                | PB1                      | 5200-20200                      | 2400                    |
| 14.                         | M.T.S.   | 2750-703800-75-4400            | PB1                      | 5200-20200                      | 1800                    |

### 2.1.1 The Pre-revised and corresponding revised Scales of Pay: -

1. Eighty percent of the Section Officer's posts were up graded to that of Assistant Audit Officer (Group 'B' gazetted) from 1<sup>st</sup> March 1984.
2. Eighty percent of Auditor's posts were up graded to that of Senior Auditor from 1<sup>st</sup> March 1984.
3. Promotional avenue of Group 'D' staff-Cadre of Record Keepers. The scheme of promotion of Group 'D' employees with 12 year service, as clerks, on qualifying in a departmental examination has been found to be unworkable and had benefited a limited number of employees. Accordingly, Cadre of Record keepers (Group 'C' not-gazetted) was created from 1<sup>st</sup> March 1984 as per details given below: -
  - (i) 15 percent of the posts of Group 'D' were upgraded as record keepers in the scale of ₹825-15-900-EB20-1200.

#### **PB-1 (Rs. 5200-20200)**

|                | <b>Grade Pay</b> | <b>Pay in the Pay Band</b> | <b>Total</b> |
|----------------|------------------|----------------------------|--------------|
| M.T.S.         | 1800             | 5200                       | 7000         |
| CLERK          | 1900             | 5830                       | 7730         |
| STENO & D.E.O. | 2400             | 7510                       | 9910         |
| AUDITOR        | 2800             | 8560                       | 11360        |

#### **PB-2 (Rs. 9300-34800)**

|                   | <b>Grade Pay</b> | <b>Pay in the Pay Band</b> | <b>Total</b> |
|-------------------|------------------|----------------------------|--------------|
| Junior Translator | 4200             | 9300                       | 13500        |
| AAO's             | 4800             | 13350                      | 18150        |

### 2.1.2 Increment

(i) As per the provisions of Rule 10 of CCS (RP) Rules 2008, w.e.f. 1.1.2006, in the case of all Central Government Employees, there is a uniform date of increment i.e. 1<sup>st</sup> July of every year. Government servants completing six months and above in the revised pay structure as on 1<sup>st</sup> of July are eligible to be granted the increment. Accordingly, all the Govt. Servants who join posts in particular grade on account of promotion / appointment etc. on 1<sup>st</sup> of January of a year will be eligible to draw their annual increment on the 1<sup>st</sup> of July of that year. However, those who join the posts between 2<sup>nd</sup> January and 30<sup>th</sup> June will not be eligible for the same.

(ii) If Govt. Servant are not able to join posts in a particular grade pay on promotion/appointment on 1<sup>st</sup> of January of a year due to 1<sup>st</sup> January falling on a Sunday or Gazetted holiday. In this connection, it is clarified that in the normal course, if a Government Servant was to join post in a grade pa on appointment/promotion on 1<sup>st</sup> of January of a year, but he could not joint the post only because 1<sup>st</sup> of January of the year happened to be a Sunday of gazetted holiday, the Government Servants who join posts on the 1<sup>st</sup> working day of the year will be treated to have completed 6 months of service on 1<sup>st</sup> of July of that year for the purpose of granting them annual increment on that day.

(Authority: - OM No. F.No.1/1/2008-IC GOI, Min. of Fin. Deptt. of Exp. Implementation Cell, New Delhi dated 13<sup>th</sup> Mar 2009)

(iii) **Rate of next increment in the revised pay structure** - The rate of increment in the revised pay structure will be 3% of the sum of the pay in the pay band and grade pay applicable, which will be rounded off to the next multiple of 10. The amount of increment will be added to the existing pay in the pay band. In the case of PB-3, variable rates of increment at 3% and 4% have been provided. The higher rate of increment will be granted to not more than 20% of the strength of officers in PB-3. (Rule 9)

(iv) **Date of next increment in the revised pay structure** - There will be a uniform date of annual increment, viz. 1<sup>st</sup> July of every year. Employees completing 6 months and above in the revised pay structure as on 1<sup>st</sup> of July will be eligible to be granted the increment. The first increment after fixation of pay on 1.1.2006 in the revised pay structure will be granted in 1.7.2006 for those employees whom the date of next increment was between 1<sup>st</sup> July 2006 and 1<sup>st</sup> January 2007. (Rule 10)

Provided that in the case of person who had been drawing maximum of the existing scale for more than a year as on the 1<sup>st</sup> day of January, 2006, the next increment in the revised pay structure shall be allowed on the 1<sup>st</sup> day of January, 2006. Thereafter, the provision of Rule 10 would apply.

Provided that in cases where an employee reaches the maximum of his pay band, shall be placed in the next higher pay band after one year of reaching such a maximum. At the time of placement in the higher pay band, benefit of one increment will be provided. Thereafter, he will continue to move in the higher pay band till his pay in the pay band reaches the maximum of PB-4, after which no further increments will be granted.

**Note** – In cases where two existing scales, one being a promotional scale for the other, are merged, and the junior Government servant, now drawing his pay at equal or lower stage in the lower scale of pay, happens to draw more pay in the pay band in the revised pay structure than the pay of the senior Government servant in the existing higher scale, the pay in the pay band of the senior government servant shall be stepped up to that of his junior from the same date and he shall draw next increment in accordance with Rule 10.

(Authority: - Rule 9 and 10 of CCS (RP) Rules 2008)

## 2.2 Special Pay: -

### 2.2.1 Revision of Special Allowance and Cash Handling Allowance -- Recommendations of the Sixth Central Pay Commission- From 1<sup>st</sup> September, 2008. -

Regarding subject of Special Allowance and Cash Handling Allowance, on the recommendations made by the 6<sup>th</sup> Central Pay Commission and supersession of O.M. No.4/4/97Estt.(Pay II), dated 22-4-1998 and O.M. No. 4/5/97Estt.(Pay II), dated 5-5-1998, the existing rates of these allowances are **doubled**. The rates of these allowances will be increased by 25% every time the Dearness Allowance payable on revised pay scales goes up by 50%.

(Authority: - G.I. Deptt. of Per. & Trg. O.M.No. 4/6/2008-Estt. (Pay-II), dated the 1<sup>st</sup> Oct. 2008)



### 2.2.2 (i) Special pay to Junior Administrative Grade level posts and Senior Time Scale Officer: -

Consequent upon revision of Pay scales and Central Secretariat (Deputation on Tenure) Allowance, on the basis of recommendations made by 5<sup>th</sup> Central Pay Commission, such special pay will now be termed "Headquarters Allowance" and the following rates shall be paid to officers-

|   |     | <u>Rate of Headquarters Allowance</u>  |
|---|-----|--|
| Officers in senior time-scale<br>(₹.10000 to 15200)                                       | --- | ₹.800 p.m., subject to the condition that the grade pay <i>plus</i> Headquarters Allowance shall not exceed ₹15200.  |
| Officers in Junior Administrative Grade/ Selection Grade<br>(₹12000-16500 / ₹14300-18300) | --- | ₹1000 p.m., subject to the condition that the grade pay <i>plus</i> Headquarters Allowance shall not exceed ₹.18300. |

**These orders effected from 1<sup>st</sup> Aug. 1997.**

(Authority: - G.I. Deptt. of Per. & Trg. O.M. No. 2/8/97-Estt. (Pay-II), dated the 16<sup>th</sup> July 1998)

### (ii) Increase of Special Allowance (Charge Allowance): -

Due to enhancement of Dearness Allowance payable to Central Government employees at the rate of 100% with effect from 01.01.2014, the rate of Special Allowance (Charge Allowance) for holding the charge of Group Officer as Deputy Accountant General / Deputy Director by Asstt. Accountant General / Asstt. Director and by Sr. AOs, on adhoc basis, stands increased from Rs.1500/- to Rs.1800/- per month with effect from 01.01.2014.

(Authority: -CAG's letter No. 4480-GE-I/6<sup>th</sup> PC/ 215-2006 dated 28.10.2014)

### 2.2.3 Special Pay to Cashier: -

The recommendation of the fifth Central Pay Commission as cash handling allowances to Cashiers has been considered by the Government and in partial modification of this Department, O.M. No. 6/31/81-Estt. (Pay II) dated the 29<sup>th</sup> September 1986, the incentive granted to Cashiers, as Special Pay shall henceforth be "Cash Handling Allowance".

The grant of cash handling allowances to Cashier and Assistant cashier is subject to the following conditions: -

- (i) The amount of Cash handling allowances to be granted depends on the average amount of monthly cash disbursed, excluding payments by cheques, as the pay and allowances of gazetted officers are payable by cheques, these should be excluded while calculating the amount disbursed. The amount of receipts are also not to be taken into account.

- (ii) The Head of the Department is to certify on the basis of the previous financial year's average, the amount of cash disbursed and sanction the rate of Cash handling allowances appropriate to that quantum. The average amount of cash disbursed is to be arrived at by taking the total amount shown as disbursed in the Cash Book reduced by the items disbursed in the form of cheque / RTRs / Drafts, etc, and all transactions concerning gazetted officers are to be omitted.
- (iii) The quantum of Cash handling allowances admissible is to be reviewed every financial year.
- (iv) Every official, who is appointed to work as 'Cashier', unless a competent authority exempts him, has to furnish security.
- (v) The Cash handling allowances admissible is to be granted from the date of issue of orders of appointment as cashier or from the date of furnishing security, whichever is later.

**From 1-9-2008**, the revised slabs from 1<sup>st</sup> September, 2008 would be as under: -

| Amount of average monthly cash disbursed | Rates of Cash Handling Allowance |           |
|--|----------------------------------|-----------|
| Up to Rs.50000 p.m.                      | -----                            | ₹150 p.m. |
| Over Rs.50000 and up to Rs.200000        | -----                            | ₹300 p.m. |
| Over Rs.200000 and up to Rs.500000       | -----                            | ₹400 p.m. |
| Over Rs.500000 and up to Rs.1000000      | -----                            | ₹500 p.m. |
| Over Rs.1000000                          | -----                            | ₹600 p.m. |

The Cash Handling Allowance will not be admissible to UDC-cum-Cashiers as cash handling is part and parcel of the duties of this post. The rate of this allowance will be increased by 25% every time when the Dearness Allowance goes up by 50%.

(Authority- GOI, Min. of PPG&P (DOP&T) OM No. 6/31/81Estt. (Pay II) dated 29.09.1986, GOI, Min. of Per. Public Grievances & Pensions Deptt. OM No. 4/5/97 Estt. (Pay II) dated 5<sup>th</sup> May 1998, OM No. 4/6/2008- Estt. (Pay II) dated 1.10.2008 and 13/09/2011)

### 2.3 Dearness Allowance

#### **Dearness Allowance - Revised Rates effective from 1.7.1986:-**

| Date from which payable | Pay, SI+NPA                                | Rate of D.A    | Subject to minimum Rs. | OM No. & date   |
|-------------------------|--|----------------|------------------------|---|
| 1.7.1986                | Up to 3500<br>3501 to 6000<br>6001 & above | 4%<br>3%<br>2% | -<br>140<br>180        | 13017/2/86-EII(b)dated21.11.86,<br>13017/2/86-EII(b)dated26.03.87 |
| 1.1.1987                | Up to 3500<br>3501 to 6000<br>6001 & above | 8%<br>6%<br>5% | -<br>280<br>360        | -do-  |
| 1.7.1987                | Up to 3500<br>3501 to 6000                 | 13%<br>9%      | -<br>455               | 13017/2/86-EII(b)dated 20.11.87                                   |

|          |  |                     |                   |  |
|----------|--|---------------------|-------------------|--|
|          | 6001 & above                               | 8%                  | 540               |  |
| 1.1.1988 | Up to 3500<br>3501 to 6000<br>6001 & above | 18%<br>13%<br>11%   | -<br>630<br>780   | 13017/2/86-EII(b)dated 11.5.88                                 |
| 1.7.1988 | Up to 3500<br>3501 to 6000<br>6001 & above | 23%<br>17%<br>15%   | -<br>805<br>1020  | 13017/2/86-EII(b)dated 10.11.88                                |
| 1.1.1989 | Up to 3500<br>3501 to 6000<br>6001 & above | 29%<br>22%<br>19%   | -<br>1015<br>1320 | 13017/2/86-EII(b)dated 11.5.89                                 |
| 1.7.1989 | Up to 3500<br>3501 to 6000<br>6001 & above | 34%<br>25%<br>22%   | -<br>1190<br>1500 | 13017/1/89-EII(b)dated 19.9.89                                 |
| 1.1.1990 | Up to 3500<br>3501 to 6000<br>6001 & above | 38%<br>28%<br>25%   | -<br>1330<br>1680 | 13017/1/89-EII(b)dated 16.3.90                                 |
| 1.7.1990 | Up to 3500<br>3501 to 6000<br>6001 & above | 43%<br>32%<br>28%   | -<br>1505<br>1920 | 13017/1/89-EII(b)dated 14.9.90                                 |
| 1.1.1991 | Up to 3500<br>3501 to 6000<br>6001 & above | 51%<br>38%<br>33%   | -<br>1785<br>2280 | 13017/1/89-II(b)dated 19.3.91                                  |
| 1.7.1991 | Up to 3500<br>3501 to 6000<br>6001 & above | 60%<br>45%<br>39%   | -<br>2100<br>2700 | 1(8)/91/E II(B) dated 30.9.91<br>1(I)/92/E II(B) dated 07.4.92 |
| 1.1.1992 | Up to 3500<br>3501 to 6000<br>6001 & above | 71%<br>53%<br>46%   | -<br>2485<br>3180 | -do-   |
| 1.7.1992 | Up to 3500<br>3501 to 6000<br>6001 & above | 83%<br>62%<br>54%   | -<br>2905<br>3720 | 1(31)/92-E II(B) dated 29.9.92                                 |
| 1.1.1993 | Up to 3500<br>3501 to 6000<br>6001 & above | 92%<br>69%<br>59%   | -<br>3220<br>4140 | 1(2)/93-E II(B) dated 24.4.93                                  |
| 1.7.1993 | Up to 3500<br>3501 to 6000<br>6001 & above | 97%<br>73%<br>63%   | -<br>3395<br>4380 | 1(37)/93-E II(B) dated 27.9.93                                 |
| 1.1.1994 | Up to 3500<br>3501 to 6000<br>6001 & above | 104%<br>78%<br>67%  | -<br>3640<br>4680 | 1(I)/94/E II(B) dated 29.3.94                                  |
| 1.7.1994 | Up to 3500<br>3501 to 6000<br>6001 & above | 114%<br>85%<br>74%  | -<br>3990<br>5100 | 1(21)/94-E II(B) dated 21.9.94                                 |
| 1.1.1995 | Up to 3500<br>3501 to 6000<br>6001 & above | 125%<br>94%<br>81%  | -<br>3395<br>4380 | 1(3)/95-E II(B) dated 28.3.95                                  |
| 1.7.1995 | Up to 3500<br>3501 to 6000<br>6001 & above | 136%<br>102%<br>88% | -<br>4760<br>6120 | 1(22)/95-E II(B) dated 20.9.95                                 |

**Dearness Allowance - Revised Rates effective from 1.1.1996:-**

| Date from which payable | Rate of D.A | GOI Min. of Fin. OM No. and Date  |
|-------------------------|-------------|-----------------------------------|
| 1.1.1996                | NO D.A.     | 1(13)97-E-II(B), 03.10.1997       |
| 1.7.1996                | 4%          | -do-                              |
| 1.1.1997                | 8%          | -do-                              |
| 1.7.1997                | 13%         | -do-                              |
| 1.1.1998                | 16%         | 1(2)98-E-II(B), 13.04.1998        |
| 1.7.1998                | 22%         | 1(6)98-E-II(B), 15.09.1998        |
| 1.1.1999                | 32%         | 1(2)99-E-II(B)/430, 13.04.1999    |
| 1.7.1999                | 37%         | 1(8)99-E-II(B)/1050, 14.09.1999   |
| 1.1.2000                | 38%         | 1(1)2000-E-II(B)/325, 05.04.2000  |
| 1.7.2000                | 41%         | 1(6)2000-E-II(B)/1050, 26.09.2000 |
| 1.1.2001                | 43%         | 1(1)2001-E-II(B)/379, 04.04.2001  |
| 1.7.2001                | 45%         | 1(6)2001-E-II(B)/983, 21.09.2001  |
| 1.1.2002                | 49%         | 1(1)2002-E-II(B)/237, 20.03.2002  |
| 1.7.2002                | 52%         | 1(6)2002-E-II(B)/789, 30.10.2002  |
| 1.1.2003                | 55%         | 1(1)2003-E-II(B)/284, 04.04.2003  |
| 1.7.2003                | 59%         | 1(6)2003-E-II(B)/654, 05.09.2003  |
| 1.1.2004                | 61%         | 1(1)2003-EII(B),01.03.2004        |

With effect from 01.04.2004, DA equal to 50% of the existing basic pay shall be merged with the basic pay and shown distinctly as Dearness Pay (DP) which would be counted for purposes like payment of allowances transfer grant, retirement benefits, contribution to GPF, License Fee, monthly contribution for CGHS, various advances, etc. The entitlements for LTC, TA/DA while on tour and transfer and Government accommodation shall, however, continue to be governed on the basis of the basic pay alone without taking into account Dearness Pay. In case of existing pensioners, Dearness Relief equal to 50% of the present pension will, with effect from 1-4-2004, be merged with pension and shown distinctly as Dearness Pension. Dearness Allowance/ Dearness Relief converted into Dearness Pay / Dearness Pension respectively would be deducted from the existing rate of Dearness Allowance / Dearness Relief.

|          |     |                                  |
|----------|-----|----------------------------------|
| 1.4.2004 | 11% | 1(1)2003-E-II(B),01.03.2004      |
| 1.7.2004 | 14% | 1(2)2004-E-II(B)/625, 22.09.2004 |
| 1.1.2005 | 17% | 1(1)2005-E-II(B)/263, 31.03.2005 |
| 1.7.2005 | 21% | 1(5)2005-E-II(B)/746, 07.10.2005 |

**Dearness Allowance - Revised Rates effective from 1.1.2006:-**

| Date from which payable | Rate of D.A | GOI Min. of Fin. OM No. and Date |
|-------------------------|-------------|----------------------------------|
| 1.1.2006                | NO D.A.     | 1(3)2008-E-II(B), 29.8.2008      |
| 1.7.2006                | 2%          | -do-                             |
| 1.1.2007                | 6%          | -do-                             |
| 1.7.2007                | 9%          | -do-                             |
| 1.1.2008                | 12%         | -do-                             |
| 1.7.2008                | 16%         | -do-                             |
| 1.1.2009                | 22%         | 1(1)2009-E-II(B), 13.3.2009      |
| 1.7.2009                | 27%         | 1(6)/2009-E-II(B), 18.9.2009     |
| 1.1.2010                | 35%         | 1(3)/2010-E-II(B), 26.3.2010     |
| 1.7.2010                | 45%         | 1(6)/2010-E-II(B), 22.9.2010     |
| 1.1.2011                | 51%         | 1(2)/2011-E-II(B), 24.3.2011     |
| 1.7.2011                | 58%         | 1(14)/2011-E-II(B), 03.10.2011   |
| 1.1.2012                | 65%         | 1(1)/2012-E-II(B), 03.4.2012     |
| 1.7.2012                | 72%         | 1(8)/2012-E-II(B), 28.9.2012     |
| 1.1.2013                | 80%         | 1(2)/2013-E-II(B), 25.4.2013     |
| 1.7.2013                | 90%         | 1(8)/2013-E-II(B), 25.9.2013     |

**2.4 Conveyance Allowance****2.4.1 Rates of Conveyance Allowance have been revised with effect from 1.9.2008: -**

| Average monthly travel on official duty | Rates of Conveyance Allowance p.m. for journeys by |                           |
|---|--|---------------------------|
|   | Owned motor car                                    | Other modes of conveyance |
| (1)                                     | (2)  | (3)                       |
| 201-300 Km                              | Rs. 1,120  | Rs. 370                   |
| 301-450 Km.                             | Rs. 1,680  | Rs. 480                   |
| 451-600 Km.                             | Rs. 2,070  | Rs. 640                   |
| 601-800 Km.                             | Rs. 2,430  | Rs. 750                   |
| Above 800 Km.                           | Rs. 3,000  | Rs. 850                   |

**These rates shall automatically increase by 25% whenever the Dearness Allowance payable on the revised pay structure goes up by 50%.**

***Terms and conditions for grant and drawal: -***

The following terms & conditions will apply for the grant of the allowance

- (i) No allowance will be admissible unless the average monthly running on duty is more than 200 Km. Journey between residence and normal place of work shall not be reckoned as running on official duty.
- (ii) Journeys performed by foot or on bicycle shall not qualify for the grant of allowance under these orders.

- (iii) No allowance shall be admissible during: -
- joining time, leave and any period of temporary transfer, including holidays prefixed to leave or holidays suffixed to leave;
  - any period of more than 15 days at a time during which a Government servant in receipt of allowance under Column(2) of the table does not maintain a motor car or the motor car maintained by him remains out of order or is not used for official journeys for any other reasons.
- (iv) Drawal of allowance at the rates in Column (2) of the table is subject to the Government servant owing and maintaining a motor car in good running condition and using it for all official journeys for which the allowance is granted.
- (v) The officers who are granted Conveyance Allowance under these orders will not be entitled to any other travelling allowance i.e., daily or mileage allowance for journeys up to 16 Kilometers from the usual place of work at the headquarters.

(G.I.,M. F.,O.M. No. F.II (5)-E. IV (B)/60, dated the 24<sup>th</sup> May, 1961 as amended from time to time including O.M. No. F. No. 19039/2/2008-E.IV, dated the 23<sup>rd</sup> September, 2008) (FRSR Part-II, Page13 to 16)

#### 2.4.2 (1) Transport Allowance

The Central Government Employees shall be entitles to Transport Allowance at the following rates: -

| Employees drawing grade pay of   | Rate of Transport Allowance per month     |                     |
|--|---|---------------------|
|  | In 13 cities* classified as A-1/A earlier | Other places        |
| Grade pay of ₹5400 & above   | ₹3200+DA<br>Thereon                       | ₹1600+DA<br>Thereon |
| (i) Grade pay of ₹4200, ₹4600 and ₹4800<br><br>(ii) those drawing grade pay below ₹4200 but drawing pay in the pay band equal to Rs.7440 & above | ₹1600+DA<br>Thereon                       | ₹800+DA<br>Thereon  |
| Grade pay below Rs.4200 and pay in the pay band below Rs.7440  | ₹600+DA<br>Thereon                        | ₹400+DA<br>Thereon  |

\* Hyderabad (UA), Delhi (UA), Bangalore (UA), Greater Mumbai (UA), Chennai (UA), Kolkata (UA), Ahmedabad (UA), Surat (UA), Nagpur (UA), Pune (UA), Jaipur (UA), Lucknow (UA) and Kanpur (UA).

**(2) The grant of transport allowance shall be subject to the following conditions: -**

(i) The blind or orthopedically handicapped employees shall draw this allowance at double the normal rates which shall in no case, less than Rs.1000/- per month *plus* the applicable rate of dearness allowance. The other conditions of O.M. No.19029/I/78-E-IV(B) dated 31.8.78 related to grant of conveyance allowance to blind and orthopedically handicapped Central Government employees shall remain unchanged.

(ii) The allowance shall not be admissible to those employees who have been provided with the facility of Government transport.

**(iii) The condition contained in Para 3(ii) of O.M. No. 21(I)/97 E-II(B) dated 3.10.1997 by which the grant of Transport Allowance to employees provided with official accommodation within one kilometer of office or within a campus housing the place of work and residence was disallowed, has been withdrawn.**

(iv) In respect of those employees who opt to remain their pre-revised scaled of pay, the corresponding Grade Pay of the pay scale / corresponding pay scale of the post occupied on 1.1.2006 as indicated in CCS (Revised Pay) Rules, 2008 would determine the allowance under these orders.

(v) These orders will apply to all civil employees of the Central Government.

(vi) Officers drawing grade pay of ₹10000 & ₹12000 and those in the HAG + Scale, who are entitled to the use of official car in terms of O.M. No. 20(5)-E-II (A)/93 dated 28.1.94 shall be given the option to avail themselves of the existing facility or to draw the Transport Allowance at the rate of ₹ 7000/- per month *plus* dearness allowance thereon.

**(vii) The order shall take effect from September 1, 2008.**

(Authority: - GOI, Min. of fin., Deptt. of exp. 21(2)/2008-E-II (B) dated 29<sup>th</sup> August, 2008)

## 2.5 City Compensatory Allowance

2.5.1 The City Compensatory Allowance is paid to government employees in the various ranges at the fixed rates mentioned below with effect from 01.08.1997:-

| Pay Range Basic Pay    | A1  | A   | B1  | B2  |
|------------------------|-----|-----|-----|-----|
| Below Rs.3000 p.m.     | 90  | 65  | 45  | 25  |
| Rs. 3000-4499 p.m.     | 125 | 95  | 65  | 35  |
| Rs.4500-5999 p.m.      | 200 | 150 | 100 | 65  |
| Rs.6000 p.m. and above | 300 | 240 | 180 | 120 |

(Authority: -Ministry of Finance, Deptt. of Exp. O.M. No. F. No. 1(30)/97-E.II dated 03.10.1997)

### 2.5.2 City Compensatory Allowance (CCA) abolished w. e. f. 01.09.2008.

(Authority: - GOI Min. of Fin. Deptt of Exp.OM No. 2(13)/2008-E.II (B) dated 29<sup>th</sup> Aug 2008)

### 2.6 Tribal Area Allowance: -

This allowance is granted in a few places—Tribal Taluks / pockets in Madhya Pradesh.

#### Rates: -

| Grade Pay<br>Rs.                                   | Rate per month<br>Rs. |
|--|-----------------------|
| Rs.5400 and above and pay scale of HAG + and above | 400                   |
| Less than Rs.5400                                  | 240                   |

(Authority: - FR & SR, Part-IV) (Swamy's handbook 2011 Pg-39)

### 2.7 Regulation of other allowance to Central Government Employees.

#### 2.7.1 Grant of Deputation (Duty) Allowance-

'Deputation' for purpose of drawal of 'Deputation (Duty) Allowance' will cover appointments made in public interest outside the normal field of deployment –

- (i) On a temporary transfer basis to other posts in the same or other Central Government departments and State Governments; and
- (ii) On temporary transfer on Foreign Service to bodies (incorporated or not) wholly or substantially owned or controlled by Government and Organizations, e.g., Municipalities, Universities, etc.

#### Rates of Deputation (Duty) Allowance: - (With effect from 1-9-2008)

|                         |       |  |
|-------------------------|-------|--|
| Within the same station | ----- | 5% of (Band Pay + GP) subject to maximum of ₹2000 p.m. |
| In other cases          | ----- | 10% of (Band Pay + GP) subject to maximum of ₹4000p.m. |

Pay *plus* Deputation (Duty) Allowance should not exceed the maximum of the Pay Band PB-4(₹67000) *plus* the grade pay of the post held on deputation subject to the grade pay not exceeding ₹10000—OM, dated 3-11-2009.

In case the post held on deputation is in HAG or HAG + pay scales, pay *plus* Deputation (Duty) Allowance should not exceed ₹79000 and ₹80000 respectively.

(Authority: - GOI, Min. of Personnel Public Grievances & Pensions, Department of Personnel & Training, OM No. 6/8/2009-Estt.(Pay II) dated 17<sup>th</sup> June 2010)



### 2.7.2 **Children Education Allowance: -**

Please see Para 3.13 of this Manual.

### 2.7.3 **Cycle (Maintenance) allowance: -**

- (i) The rate of cycle (maintenance) allowance will be Rs.60/- per month subject to the provision of SR-25 and orders issued there under.
- (ii) The rate of this allowance will be increased by 25% whenever the Dearness Allowance payable on the revised pay scale goes up by 50%.
- (iii) **These rates are effected from 1<sup>st</sup> September, 2008.**

(GOI Min. of Fin. Deptt. of Exp. OM No. F.No.19039/3/2008-E.IV dated 29<sup>th</sup> Aug 2008)

### 2.7.4 **Washing allowance:-**

1. **Admissibility:** - Common categories of Group 'C' and Group 'D' employees who have been supplied with uniforms.
2. **Rate:** - ₹60/- per month.
3. The rate of this Allowance will be increased by 25% whenever the Dearness Allowance payable on the revised pay scale goes up by 50%.
4. **No deduction during leave:** - No deduction, whenever, of Washing Allowance, need be made for the period of any leave taken by the employee.
5. **Undertaking:** - Staff who are supplied uniforms / granted Washing Allowance should furnish an undertaking that they will report for duty in the uniforms supplied to them. In the event of non-receipt of undertaking, further supply of uniforms / payment of Washing Allowance to be stopped.

(Authority-OM dated 6-12-95) (Swami's handbook 2011 Pg-203)

## 2.8 Central Civil Services (Revised Pay) Rules, 2016: -

रजिस्ट्री सं डी एल-33004/99REGD. NO. D. L.-33004/99


**भारत का राजपत्र**  
**The Gazette of India**

असाधारण

**MINISTRY OF FINANCE**  
**(Department of Expenditure)**  
**NOTIFICATION**

New Delhi, the 25th July, 2016

**G.S.R. 721(E).**—In exercise of the powers conferred by the proviso to article 309, and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules, namely :- 1. **Short title and commencement.** -

- (1) These rules may be called the Central Civil Services (Revised Pay) Rules, 2016.
- (2) They shall be deemed to have come into force on the 1st day of January, 2016.

2. **Categories of Government servants to whom the rules apply.-**

- (1) Save as otherwise provided by or under these rules, these rules shall apply to persons appointed to civil services and posts in connection with the affairs of the Union whose pay is debitable to the Civil Estimates as also to persons serving in the Indian Audit and Accounts Department.
- (2) These rules shall not apply to -
  - (i) persons appointed to the Central Civil Services and posts in Group 'A', 'B' and 'C', under the administrative control of the Administrator of the Union Territory of Chandigarh;
  - (ii) persons locally recruited for services in Diplomatic, Consular or other Indian establishments in foreign countries;
  - (iii) persons not in whole-time employment;
  - (iv) persons paid out of contingencies;
  - (v) persons paid otherwise than on a monthly basis including those paid only on a piece rate basis;
  - (vi) persons employed on contract except where the contract provides otherwise;
  - (vii) persons re-employed in Government service after retirement;
  - (viii) any other class or category of persons whom the President may, by order, specifically exclude from the operation of all or any of the provisions contained in these rules.

3. **Definitions.**—In these rules, unless the context otherwise requires,-

- (i) "existing basic pay" means pay drawn in the prescribed existing Pay Band and Grade Pay or Pay in the existing scale;

- (ii) “existing Pay Band and Grade Pay” in relation to a Government servant means the Pay Band and the Grade Pay applicable to the post held by the Government servant as on the date immediately before the notification of these rules whether in a substantive capacity or in officiating capacity;
- (iii) “existing scale” in relation to a Government servant means the pay scale applicable to the post held by the Government servant as on the date immediately before the notification of these rules in the Higher Administrative Grade, Higher Administrative Grade+, Apex scale and that applicable to Cabinet Secretary whether in a substantive or officiating capacity;
- (iv) “existing pay structure ” in relation to a Government servant means the present system of Pay Band and Grade Pay or the Pay Scale applicable to the post held by the Government servant as on the date immediately before the coming into force of these rules whether in a substantive or officiating capacity.

**Explanation.-** The expressions “existing basic pay”, “existing Pay Band and Grade Pay” and “existing scale”, in respect of a Government servant who on the 1st day of January, 2016 was on deputation out of India or on leave or on foreign service, or who would have on that date officiated in one or more lower posts but for his officiating in a higher post, shall mean such basic pay, Pay Band and Grade Pay or scale in relation to the post which he would have held but for his being on deputation out of India or on leave or on foreign service or officiating in higher post, as the case may be;

- (v) “existing emoluments” mean the sum of (i) existing basic pay and (ii) existing dearness allowance at index average as on 1st day of January, 2006;
- (vi) “Pay Matrix” means Matrix specified in Part A of the Schedule, with Levels of pay arranged in vertical cells as assigned to corresponding existing Pay Band and Grade Pay or scale;
- (vii) “Level” in the Pay Matrix shall mean the Level corresponding to the existing Pay Band and Grade Pay or scale specified in Part A of the Schedule;
- (viii) “pay in the Level” means pay drawn in the appropriate Cell of the Level as specified in Part A of the Schedule;
- (ix) “revised pay structure” in relation to a post means the Pay Matrix and the Levels specified therein corresponding to the existing Pay Band and Grade Pay or scale of the post unless a different revised Level is notified separately for that post;
- (x) “basic pay” in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix;
- (xi) “revised emoluments” means the pay in the Level of a Government servant in the revised pay structure; and
- (xii) “Schedule” means a schedule appended to these rules.

4. **Level of posts.**— The Level of posts shall be determined in accordance with the various Levels as assigned to the corresponding existing Pay Band and Grade Pay or scale as specified in the Pay Matrix.

5. **Drawal of pay in the revised pay structure.**— Save as otherwise provided in these rules, a Government servant shall draw pay in the Level in the revised pay structure applicable to the post to which he is appointed:

Provided that a Government servant may elect to continue to draw pay in the existing pay structure until the date on which he earns his next or any subsequent increment in the existing pay structure or until he vacates his post or ceases to draw pay in the existing pay structure:

Provided further that in cases where a Government servant has been placed in a higher grade pay or scale between 1st day of January, 2016 and the date of notification of these rules on account of promotion or upgradation, the Government servant may elect to switch over to the revised pay structure from the date of such promotion or upgradation, as the case may be.

**Explanation 1.-** The option to retain the existing pay structure under the provisos to this rule shall be admissible only in respect of one existing Pay Band and Grade Pay or scale.

**Explanation 2.-** The aforesaid option shall not be admissible to any person appointed to a post for the first time in Government service or by transfer from another post on or after the 1st day of January, 2016, and he shall be allowed pay only in the revised pay structure.

**Explanation 3.-** Where a Government servant exercises the option under the provisos to this rule to retain the existing pay structure of a post held by him in an officiating capacity on a regular basis for the purpose of regulation of pay in that pay structure under Fundamental Rule 22, or under any other rule or order applicable to that post, his substantive pay shall be substantive pay which he would have drawn had he retained the existing pay structure in respect of the permanent post on which he holds a lien or would have held a lien had his lien not been suspended or the pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force, whichever is higher.

**6. Exercise of option.-**

- (1) The option under the provisos to rule 5 shall be exercised in writing in the form appended to these rules so as to reach the authority mentioned in sub-rule (2) within three months of the date of notification of these rules or where any revision in the existing pay structure is made by any order subsequent to the date of notification of these rules, within three months of the date of such order:

Provided that-

- (i) in the case of a Government servant who is, on the date of such notification or, as the case may be, date of such order, out of India on leave or deputation or foreign service or active service, the said option shall be exercised in writing so as to reach the said authority within three months of the date of his taking charge of his post in India; and
- (ii) where a Government servant is under suspension on the 1st day of January, 2016, the option may be exercised within three months of the date of his return to his duty if that date is later than the date prescribed in this sub-rule.
- (2) The option shall be intimated by the Government servant to the Head of his Office along with an undertaking, in the form appended to these rules.
- (3) If the intimation regarding option is not received by the authority within the time specified in subrule (1), the Government servant shall be deemed to have elected to be governed by the revised pay structure with effect from the 1st day of January, 2016.
- (4) The option once exercised shall be final.

**Note 1:** Persons whose services were terminated on or after 1st January, 2016 and who could not exercise the option within the prescribed time limit, on account of discharge on the expiry of the sanctioned posts, resignation, dismissal or discharge on disciplinary grounds, shall be entitled to exercise option under sub-rule (1).

**Note 2:** Persons who have died on or after the 1st day of January, 2016 and could not exercise the option within prescribed time limit are deemed to have opted for the revised pay structure on and from the 1st day of January, 2016 or such later date as is most beneficial to their dependents if the revised pay structure is more favorable and in such cases, necessary action for payment of arrears shall be taken by the Head of Office.

**Note 3:** Persons who were on earned leave or any other leave on 1st day of January, 2016 which entitled them to leave salary shall be entitled to exercise option under sub-rule (1).

**7. Fixation of pay in the revised pay structure.-**

- (1) The pay of a Government servant who elects, or is deemed to have elected under rule 6 to be governed by the revised pay structure on and from the 1st day of January, 2016, shall, unless in any case the President by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien if such lien had not been suspended, and in respect of his pay in the officiating post held by him, in the following manner, namely:-

(A) in the case of all employees-

- (i) the pay in the applicable Level in the **Pay Matrix** shall be the pay obtained by multiplying the existing basic pay by a **factor of 2.57**, rounded off to the nearest rupee and the figure so arrived at will be located in that Level in the Pay Matrix and if such an identical figure corresponds to any Cell in the applicable Level of the Pay Matrix, the same shall be the pay, and if no such Cell is available in the applicable

Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix.

Illustration:

|    |  |                  |                   |             |             |              |             |
|----|--|------------------|-------------------|-------------|-------------|--------------|-------------|
| 1. | Existing Pay Band : PB-1   | <b>Pay Band</b>  | <b>5200-20200</b> |             |             |              |             |
| 2. | Existing Grade Pay : 2400  |                  |                   |             |             |              |             |
| 3. | Existing Pay in Pay Band : 10160   |                  |                   |             |             |              |             |
| 4. | Existing Basic Pay :<br>12560<br>(10160+2400)  | <b>Grade Pay</b> | <b>1800</b>       | <b>1900</b> | <b>2000</b> | <b>2400</b>  | <b>2800</b> |
| 5. | Pay after multiplication by a fitment factor of 2.57 : $12560 \times 2.57 = 32279.20$ (rounded off to 32279) | <b>Levels</b>    | <b>1</b>          | <b>2</b>    | <b>3</b>    | <b>4</b>     | <b>5</b>    |
| 6. | Level corresponding to GP 2400 : Level 4   | 1                | 18000             | 19900       | 21700       | 25500        | 29200       |
| 7. | Revised Pay in Pay Matrix (either equal to or next higher to 32279 in Level 4) : 32300.                      | 2                | 18500             | 20500       | 22400       | 26300        | 30100       |
|    |  | 3                | 19100             | 21100       | 23100       | 27100        | 31000       |
|    |  | 4                | 19700             | 21700       | 23800       | 27900        | 31900       |
|    |  | 5                | 20300             | 22400       | 24500       | 28700        | 32900       |
|    |  | 6                | 20900             | 23100       | 25200       | 29600        | 33900       |
|    |  | 7                | 21500             | 23800       | 26000       | 30500        | 34900       |
|    |  | 8                | 22100             | 24500       | 26800       | 31400        | 35900       |
|    |  | 9                | 22800             | 25200       | 27600       | <b>32300</b> | 37000       |
|    |  | 10               | 23500             | 26000       | 28400       | 33300        | 38100       |
|    |  | 11               | 24200             | 26800       | 29300       | 34300        | 39200       |

- (ii) if the minimum pay or the first Cell in the applicable Level is more than the amount arrived at as per sub-clause (i) above, the pay shall be fixed at minimum pay or the first Cell of that applicable Level.
- (B) In the case of medical officers in respect of whom Non Practicing Allowance (NPA) is admissible, the pay in the revised pay structure shall be fixed in the following manner :
- (i) the existing basic pay shall be multiplied by a factor of 2.57 and the figure so arrived at shall be added to by an amount equivalent to Dearness Allowance on the pre-revised Non-Practicing Allowance admissible as on 1st day of January, 2006. The figure so arrived at will be located in that Level in the Pay Matrix and if such an identical figure corresponds to any Cell in the applicable Level of the Pay Matrix, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix.
- (ii) The pay so fixed under sub-clause (i) shall be added by the pre-revised Non Practicing Allowance admissible on the existing basic pay until further decision on the revised rates of Non Practicing Allowance.

Illustration:

|    |                                  |                 |                    |  |
|----|----------------------------------|-----------------|--------------------|--|
| 1. | Existing Pay Band : PB-3         | <b>Pay Band</b> | <b>15600-39100</b> |  |
| 2. | Existing Grade Pay : 5400        |                 |                    |  |
| 3. | Existing pay in Pay Band : 15600 |                 |                    |  |

|     |  |                  |              |             |             |
|-----|--|------------------|--------------|-------------|-------------|
| 4.  | Existing Basic Pay : 21000   |                  |              |             |             |
|     |  | <b>Grade Pay</b> | <b>5400</b>  | <b>6600</b> | <b>7600</b> |
| 5.  | 25% NPA on Basic Pay : 5250  |                  |              |             |             |
|     |  | <b>Levels</b>    | <b>10</b>    | <b>11</b>   | <b>12</b>   |
| 6.  | DA on NPA@ 125% : 6563   |                  |              |             |             |
|     |  | 1                | 56100        | 67700       | 78800       |
| 7.  | Pay after multiplication by a fitment factor of 2.57:<br>21000 x 2.57 = 53970              |                  |              |             |             |
|     |  | 2                | 57800        | 69700       | 81200       |
| 8.  | DA on NPA : 6563 (125% of 5250)  |                  |              |             |             |
|     |  | 3                | 59500        | 71800       | 83600       |
| 9.  | Sum of serial number 7 and 8 = 60533   |                  |              |             |             |
| 10. | Level corresponding to Grade Pay 5400 (PB-3) :<br>Level 10                                 |                  |              |             |             |
|     |  | 4                | <b>61300</b> | 74000       | 86100       |
| 11. | Revised Pay in Pay Matrix (either equal to or next<br>higher to 60540 in Level 10) : 61300 |                  |              |             |             |
|     |  | 5                | 63100        | 76200       | 88700       |
| 12. | Pre-revised Non Practicing Allowance : 5250  |                  |              |             |             |
|     |  | 6                | 65000        | 78500       | 91400       |
| 13. | Revised Pay + pre-revised Non<br>Practicing<br>Allowance : 66550                           |                  |              |             |             |

- (2) Where a post has been upgraded as a result of the recommendations of the Seventh Central Pay Commission as indicated in Part B or Part C of the Schedule, the existing basic pay will be arrived at by adding the Pay drawn by the concerned employee in the existing Pay Band plus the Grade Pay corresponding to the Level to which the post has been upgraded and, the fixation of pay shall be done in the manner prescribed in accordance with clause (A) of sub-rule (1).

Illustration:

|    |   |                  |                   |             |             |             |             |
|----|---|------------------|-------------------|-------------|-------------|-------------|-------------|
| 1. | Existing Pay Band : PB-1  | <b>Pay Band</b>  | <b>5200-20200</b> |             |             |             |             |
| 2. | Existing Grade Pay : 2400   | <b>Grade Pay</b> |                   |             |             |             |             |
|    |   |                  | <b>1800</b>       | <b>1900</b> | <b>2000</b> | <b>2400</b> | <b>2800</b> |
| 3. | Existing basic pay : 12560  |                  |                   |             |             |             |             |
|    |   | <b>Levels</b>    | <b>1</b>          | <b>2</b>    | <b>3</b>    | <b>4</b>    | <b>5</b>    |
| 4. | Upgraded Grade Pay : 2800   |                  |                   |             |             |             |             |
|    |   | 1                | 18000             | 19900       | 21700       | 25500       | 29200       |
| 5. | Pay for the purpose of fixation: 12960<br>(10160+2800)  |                  |                   |             |             |             |             |
|    |   | 2                | 18500             | 20500       | 22400       | 26300       | 30100       |
| 6. | Pay after multiplying serial number 5 with<br>a fitment factor of 2.57 : 33307.20<br>(rounded off to 33307) |                  |                   |             |             |             |             |
|    |   | 3                | 19100             | 21100       | 23100       | 27100       | 31000       |
|    |   | 4                | 19700             | 21700       | 23800       | 27900       | 31900       |
|    |   | 5                | 20300             | 22400       | 24500       | 28700       | 32900       |
| 7. | Level corresponding to Grade Pay 2800 :   |                  |                   |             |             |             |             |

|    |  |   |       |       |       |       |              |
|----|--|---|-------|-------|-------|-------|--------------|
|    | Level 5  | 6 | 20900 | 23100 | 25200 | 29600 | <b>33900</b> |
| 8. | Revised Pay in Pay Matrix (either equal to or next higher to 33307 in Level 5) :<br>33900. | 7 | 21500 | 23800 | 26000 | 30500 | 34900        |
|    |  |   |       |       |       |       |              |

- (3) A Government servant who is on leave on the 1st day of January, 2016 and is entitled to leave salary shall be entitled to pay in the revised pay structure from 1st day of January, 2016 or the date of option for the revised pay structure.
- (4) A government servant who is on study leave on the 1st day of January, 2016 shall be entitled to the pay in the revised pay structure from 1st day of January, 2016 or the date of option.
- (5) A Government servant under suspension, shall continue to draw subsistence allowance based on existing pay structure and his pay in the revised pay structure shall be subject to the final order on the pending disciplinary proceedings.
- (6) Where a Government servant holding a permanent post is officiating in a higher post on a regular basis and the pay structure applicable to these two posts are merged into one Level, the pay shall be fixed under sub-rule (1) with reference to the officiating post only and the pay so fixed shall be treated as substantive pay.
- (7) Where the existing emoluments exceed the revised emoluments in the case of any Government servant, the difference shall be allowed as personal pay to be absorbed in future increases in pay.
- (8) Where in the fixation of pay under sub-rule (1), the pay of a Government servant, who, in the existing pay structure, was drawing immediately before the 1st day of January, 2016 more pay than another Government servant junior to him in the same cadre, gets fixed in the revised pay structure in a Cell lower than that of such junior, his pay shall be stepped up to the same Cell in the revised pay structure as that of the junior.
- (9) Where a Government servant is in receipt of personal pay immediately before the date of notification of these rules, which together with his existing emoluments exceed the revised emoluments, then the difference representing such excess shall be allowed to such Government servant as personal pay to be absorbed in future increase in pay.
- (10) (i) In cases where a senior Government servant promoted to a higher post before the 1st day of January, 2016 draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1st day of January, 2016, the pay of senior Government servant in the revised pay structure shall be stepped up to an amount equal to the pay as fixed for his junior in that higher post and such stepping up shall be done with effect from the date of promotion of the junior Government servant subject to the fulfillment of the following conditions, namely:-
- both the junior and the senior Government servants belong to the same cadre and the posts in which they have been promoted are identical in the same cadre;
  - the existing pay structure and the revised pay structure of the lower and higher posts in which they are entitled to draw pay are identical;
  - the senior Government servants at the time of promotion are drawing equal or more pay than the junior;
  - the anomaly is directly as a result of the application of the provisions of Fundamental Rule 22 or any other rule or order regulating pay fixation on such promotion in the revised pay structure:

Provided that if the junior officer was drawing more pay in the existing pay structure than the senior by virtue of any advance increments granted to him, the provisions of this subrule shall not be invoked to step up the pay of the senior officer.

- (ii) The order relating to re-fixation of the pay of the senior officer in accordance with clause (i) shall be issued under Fundamental Rule 27 and the senior officer shall be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

(11) Subject to the provisions of rule 5, if the pay as fixed in the officiating post under sub-rule (1) is lower than the pay fixed in the substantive post, the former shall be fixed at the same stage as the substantive pay.

8. **Fixation of pay of employees appointed by direct recruitment on or after 1st day of January, 2016.-** The pay of employees appointed by direct recruitment on or after 1st day of January, 2016 shall be fixed at the minimum pay or the first Cell in the Level, applicable to the post to which such employees are appointed:

Provided that where the existing pay of such employee appointed on or after 1st day of January, 2016 and before the date of notification of these rules, has already been fixed in the existing pay structure and if his existing emoluments happen to exceed the minimum pay or the first Cell in the Level, as applicable to the post to which he is appointed on or after 1st day of January, 2016, such difference shall be paid as personal pay to be absorbed in future increments in pay.

9. **Increments in Pay Matrix.**—The increment shall be as specified in the vertical Cells of the applicable Level in the Pay Matrix.

Illustration:

|  |                  |                    |             |             |              |             |
|--|------------------|--------------------|-------------|-------------|--------------|-------------|
| An employee in the Basic Pay of 32300 in Level 4 will move vertically down the same Level in the cells and on grant of increment, his basic pay will be 33300. | <b>Pay Band</b>  | <b>5200-2020 0</b> |             |             |              |             |
|  | <b>Grade Pay</b> | <b>1800</b>        | <b>1900</b> | <b>2000</b> | <b>2400</b>  | <b>2800</b> |
|  | <b>Levels</b>    | <b>1</b>           | <b>2</b>    | <b>3</b>    | <b>4</b>     | <b>5</b>    |
|  | 1                | 18000              | 19900       | 21700       | 25500        | 29200       |
|  | 2                | 18500              | 20500       | 22400       | 26300        | 30100       |
|  | 3                | 19100              | 21100       | 23100       | 27100        | 31000       |
|  | 4                | 19700              | 21700       | 23800       | 27900        | 31900       |
|  | 5                | 20300              | 22400       | 24500       | 28700        | 32900       |
|  | 6                | 20900              | 23100       | 25200       | 29600        | 33900       |
|  | 7                | 21500              | 23800       | 26000       | 30500        | 34900       |
|  | 8                | 22100              | 24500       | 26800       | 31400        | 35900       |
|  | 9                | 22800              | 25200       | 27600       | <b>32300</b> | 37000       |
|  |                  |                    |             |             | ↓            |             |
|  | 10               | 23500              | 26000       | 28400       | <b>33300</b> | 38100       |
| 11   | 24200            | 26800              | 29300       | 34300       | 39200        |             |



10. **Date of next increment in revised pay structure.-**

- (1) There shall be two dates for grant of increment namely, 1st January and 1st July of every year, instead of existing date of 1st July:

Provided that an employee shall be entitled to only one annual increment either on 1st January or 1st July depending on the date of his appointment, promotion or grant of financial upgradation.

- (2) The increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under Modified Assured Career Progression Scheme (MACPS) during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under MACPS during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

**Illustration:**

- (a) In case of an employee appointed or promoted in the normal hierarchy or under MACPS during the period between the 2nd day of July, 2016 and the 1st day of January, 2017, the first increment shall accrue on the 1st day of July, 2017 and thereafter it shall accrue after one year on annual basis.
- (b) In case of an employee appointed or promoted in the normal hierarchy or under MACPS during the period between 2nd day of January, 2016 and 1st day of July, 2016, who did not draw any increment on 1st day of July, 2016, the next increment shall accrue on 1st day of January, 2017 and thereafter it shall accrue after one year on annual basis:

Provided that in the case of employees whose pay in the revised pay structure has been fixed as on 1st day of January, the next increment in the Level in which the pay was so fixed as on 1st day of January, 2016 shall accrue on 1st day of July, 2016:

Provided further that the next increment after drawal of increment on 1st day of July, 2016 shall accrue on 1st day of July, 2017.

- (3) Where two existing Grades in hierarchy are merged and the junior Government servant in the lower Grade happens to draw more pay in the corresponding Level in the revised pay structure than the pay of the senior Government servant, the pay of the senior government servant shall be stepped up to that of his junior from the same date and he shall draw next increment in accordance with this rule.
11. **Revision of pay from a date subsequent to 1st day of January, 2016.**—Where a Government servant who continues to draw his pay in the existing pay structure is brought over to the revised pay structure from a date later than 1st day of January, 2016, his pay in the revised pay structure shall be fixed in the manner prescribed in accordance with clause (A) of sub-rule (1) of rule 7.
12. **Pay protection to officers on Central deputation under Central Staffing Scheme.**—If the pay of the officers posted on deputation to the Central Government under Central Staffing Scheme, after fixation in the revised pay structure either under these rules or as per the instructions regulating such fixation of pay on the post to which they are appointed on deputation, happens to be lower than the pay these officers would have been entitled to, had they been in their parent cadre and would have drawn that pay but for the Central deputation, such difference in the pay shall be protected in the form of Personal Pay with effect from the date of notification of these rules.
13. **Fixation of pay on promotion on or after 1st day of January, 2016.**—The fixation of pay in case of promotion from one Level to another in the revised pay structure shall be made in the following manner, namely:-
- (i) One increment shall be given in the Level from which the employee is promoted and he shall be placed at a Cell equal to the figure so arrived at in the Level of the post to which promoted and if no such Cell is available in the Level to which promoted, he shall be placed at the next higher Cell in that Level.

Illustration:

| 1. | Level in the revised pay structure : Level 4  | Pay Band  | 5200-20200 |       |       |              |              |
|----|---|-----------|------------|-------|-------|--------------|--------------|
| 2. | Basic Pay in the revised pay structure : 28700  | Grade Pay | 1800       | 1900  | 2000  | 2400         | 2800         |
| 3. | Granted promotion/financial upgradation under MACPS in Level 5                                      | Levels    | 1          | 2     | 3     | 4            | 5            |
|    |   | 1         | 18000      | 19900 | 21700 | 25500        | 29200        |
|    |   | 2         | 18500      | 20500 | 22400 | 26300        | <b>30100</b> |
| 4. | Pay after giving one increment in Level 4 : 29600   | 3         | 19100      | 21100 | 23100 | 27100        | 31000        |
|    |   | 4         | 19700      | 21700 | 23800 | 27900        | 31900        |
| 5. | Pay in the upgraded Level i.e. Level 5 : 30100 (either equal to or next higher to 29600 in Level 5) | 5         | 20300      | 22400 | 24500 | <b>28700</b> | 32900        |
|    |   | 6         | 20900      | 23100 | 25200 | <b>29600</b> | 33900        |
|    |   | 7         | 21500      | 23800 | 26000 | 30500        | 34900        |

(ii) In the case of Government servants receiving Non Practicing Allowance, their basic pay plus Non Practicing Allowance shall not exceed the average of basic pay of the revised scale applicable to the Apex Level and the Level of the Cabinet Secretary.

14. **Mode of payment of arrears of pay.**—The arrears shall be paid during the Financial Year 2016-2017.

**Explanation.**—For the purpose of this rule, “arrears of pay” in relation to a Government servant, means the difference between—

- (i) the aggregate of the pay and dearness allowance to which he is entitled on account of the revision of his pay under these rules for the period effective from the 1st day of January, 2016; and
- (ii) the aggregate of the pay and dearness allowance to which he would have been entitled (whether such pay and dearness allowance had been received or not) for that period had his pay and allowances not been so revised.

15. **Overriding effect of rules.**—The provisions of the Fundamental Rules, the Central Civil Services (Revision of Pay) Rules, 1947, the Central Civil Services (Revised Pay) Rules, 1960, the Central Civil Services (Revised Pay) Rules, 1973, the Central Civil Services (Revised Pay) Rules, 1986, the Central Civil Services (Revised Pay) Rules, 1997 and the Central Civil Services (Revised Pay) Rules, 2008 shall not save as otherwise provided in these rules, apply to cases where pay is regulated under these rules, to the extent they are inconsistent with these rules.

16. **Power to relax.**—Where the President is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, he may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

17. **Interpretation.**—If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Central Government for decision.

**SCHEDULE**

[See rules 3 (vi) and 7(2)]

**PART A**

**Pay Matrix**

| Pay Band  | 5200-20200 |       |       |       |       | 9300-34800 |       |       |       | 15600-39100 |       |        | 37400-67000 |        |        | 67000-79000 | 75500-80000 | 80000  | 90000  |
|-----------|------------|-------|-------|-------|-------|------------|-------|-------|-------|-------------|-------|--------|-------------|--------|--------|-------------|-------------|--------|--------|
|           | 1800       | 1900  | 2000  | 2400  | 2800  | 4200       | 4600  | 4800  | 5400  | 5400        | 6600  | 7600   | 8700        | 8900   | 10000  |             |             |        |        |
| Grade Pay | 1800       | 1900  | 2000  | 2400  | 2800  | 4200       | 4600  | 4800  | 5400  | 5400        | 6600  | 7600   | 8700        | 8900   | 10000  |             |             |        |        |
| Level     | 1          | 2     | 3     | 4     | 5     | 6          | 7     | 8     | 9     | 10          | 11    | 12     | 13          | 13A    | 14     | 15          | 16          | 17     | 18     |
| 1         | 18000      | 19900 | 21700 | 25500 | 29200 | 35400      | 44900 | 47600 | 53100 | 56100       | 67700 | 78800  | 118500      | 131100 | 144200 | 182200      | 205400      | 225000 | 250000 |
| 2         | 18500      | 20500 | 22400 | 26300 | 30100 | 36500      | 46200 | 49000 | 54700 | 57800       | 69700 | 81200  | 122100      | 135000 | 148500 | 187700      | 211600      |        |        |
| 3         | 19100      | 21100 | 23100 | 27100 | 31000 | 37600      | 47600 | 50500 | 56300 | 59500       | 71800 | 83600  | 125800      | 139100 | 153000 | 193300      | 217900      |        |        |
| 4         | 19700      | 21700 | 23800 | 27900 | 31900 | 38700      | 49000 | 52000 | 58000 | 61300       | 74000 | 86100  | 129600      | 143300 | 157600 | 199100      | 224400      |        |        |
| 5         | 20300      | 22400 | 24500 | 28700 | 32900 | 39900      | 50500 | 53600 | 59700 | 63100       | 76200 | 88700  | 133500      | 147600 | 162300 | 205100      |             |        |        |
| 6         | 20900      | 23100 | 25200 | 29600 | 33900 | 41100      | 52000 | 55200 | 61500 | 65000       | 78500 | 91400  | 137500      | 152000 | 167200 | 211300      |             |        |        |
| 7         | 21500      | 23800 | 26000 | 30500 | 34900 | 42300      | 53600 | 56900 | 63300 | 67000       | 80900 | 94100  | 141600      | 156600 | 172200 | 217600      |             |        |        |
| 8         | 22100      | 24500 | 26800 | 31400 | 35900 | 43600      | 55200 | 58600 | 65200 | 69000       | 83300 | 96900  | 145800      | 161300 | 177400 | 224100      |             |        |        |
| 9         | 22800      | 25200 | 27600 | 32300 | 37000 | 44900      | 56900 | 60400 | 67200 | 71100       | 85800 | 99800  | 150200      | 166100 | 182700 |             |             |        |        |
| 10        | 23500      | 26000 | 28400 | 33300 | 38100 | 46200      | 58600 | 62200 | 69200 | 73200       | 88400 | 102800 | 154700      | 171100 | 188200 |             |             |        |        |
| 11        | 24200      | 26800 | 29300 | 34300 | 39200 | 47600      | 60400 | 64100 | 71300 | 75400       | 91100 | 105900 | 159300      | 176200 | 193800 |             |             |        |        |
| 12        | 24900      | 27600 | 30200 | 35300 | 40400 | 49000      | 62200 | 66000 | 73400 | 77700       | 93800 | 109100 | 164100      | 181500 | 199600 |             |             |        |        |

| Pay Band  | 5200-20200 |       |       |       |       | 9300-34800 |       |       |       | 15600-39100 |        |        | 37400-67000 |        |        | 67000-79000 | 75500-80000 | 80000 | 90000 |
|-----------|------------|-------|-------|-------|-------|------------|-------|-------|-------|-------------|--------|--------|-------------|--------|--------|-------------|-------------|-------|-------|
|           | 1800       | 1900  | 2000  | 2400  | 2800  | 4200       | 4600  | 4800  | 5400  | 5400        | 6600   | 7600   | 8700        | 8900   | 10000  |             |             |       |       |
| Grade Pay | 1800       | 1900  | 2000  | 2400  | 2800  | 4200       | 4600  | 4800  | 5400  | 5400        | 6600   | 7600   | 8700        | 8900   | 10000  |             |             |       |       |
| Level     | 1          | 2     | 3     | 4     | 5     | 6          | 7     | 8     | 9     | 10          | 11     | 12     | 13          | 13A    | 14     | 15          | 16          | 17    | 18    |
| 13        | 25600      | 28400 | 31100 | 36400 | 41600 | 50500      | 64100 | 68000 | 75600 | 80000       | 96600  | 112400 | 169000      | 186900 | 205600 |             |             |       |       |
| 14        | 26400      | 29300 | 32000 | 37500 | 42800 | 52000      | 66000 | 70000 | 77900 | 82400       | 99500  | 115800 | 174100      | 192500 | 211800 |             |             |       |       |
| 15        | 27200      | 30200 | 33000 | 38600 | 44100 | 53600      | 68000 | 72100 | 80200 | 84900       | 102500 | 119300 | 179300      | 198300 | 218200 |             |             |       |       |
| 16        | 28000      | 31100 | 34000 | 39800 | 45400 | 55200      | 70000 | 74300 | 82600 | 87400       | 105600 | 122900 | 184700      | 204200 |        |             |             |       |       |
| 17        | 28800      | 32000 | 35000 | 41000 | 46800 | 56900      | 72100 | 76500 | 85100 | 90000       | 108800 | 126600 | 190200      | 210300 |        |             |             |       |       |
| 18        | 29700      | 33000 | 36100 | 42200 | 48200 | 58600      | 74300 | 78800 | 87700 | 92700       | 112100 | 130400 | 195900      | 216600 |        |             |             |       |       |
| 19        | 30600      | 34000 | 37200 | 43500 | 49600 | 60400      | 76500 | 81200 | 90300 | 95500       | 115500 | 134300 | 201800      |        |        |             |             |       |       |
| 20        | 31500      | 35000 | 38300 | 44800 | 51100 | 62200      | 78800 | 83600 | 93000 | 98400       | 119000 | 138300 | 207900      |        |        |             |             |       |       |
| 21        | 32400      | 36100 | 39400 | 46100 | 52600 | 64100      | 81200 | 86100 | 95800 | 101400      | 122600 | 142400 | 214100      |        |        |             |             |       |       |

|    |       |       |       |       |       |        |        |        |        |        |        |        |  |  |  |  |  |  |  |
|----|-------|-------|-------|-------|-------|--------|--------|--------|--------|--------|--------|--------|--|--|--|--|--|--|--|
| 22 | 33400 | 37200 | 40600 | 47500 | 54200 | 66000  | 83600  | 88700  | 98700  | 104400 | 126300 | 146700 |  |  |  |  |  |  |  |
| 23 | 34400 | 38300 | 41800 | 48900 | 55800 | 68000  | 86100  | 91400  | 101700 | 107500 | 130100 | 151100 |  |  |  |  |  |  |  |
| 24 | 35400 | 39400 | 43100 | 50400 | 57500 | 70000  | 88700  | 94100  | 104800 | 110700 | 134000 | 155600 |  |  |  |  |  |  |  |
| 25 | 36500 | 40600 | 44400 | 51900 | 59200 | 72100  | 91400  | 96900  | 107900 | 114000 | 138000 | 160300 |  |  |  |  |  |  |  |
| 26 | 37600 | 41800 | 45700 | 53500 | 61000 | 74300  | 94100  | 99800  | 111100 | 117400 | 142100 | 165100 |  |  |  |  |  |  |  |
| 27 | 38700 | 43100 | 47100 | 55100 | 62800 | 76500  | 96900  | 102800 | 114400 | 120900 | 146400 | 170100 |  |  |  |  |  |  |  |
| 28 | 39900 | 44400 | 48500 | 56800 | 64700 | 78800  | 99800  | 105900 | 117800 | 124500 | 150800 | 175200 |  |  |  |  |  |  |  |
| 29 | 41100 | 45700 | 50000 | 58500 | 66600 | 81200  | 102800 | 109100 | 121300 | 128200 | 155300 | 180500 |  |  |  |  |  |  |  |
| 30 | 42300 | 47100 | 51500 | 60300 | 68600 | 83600  | 105900 | 112400 | 124900 | 132000 | 160000 | 185900 |  |  |  |  |  |  |  |
| 31 | 43600 | 48500 | 53000 | 62100 | 70700 | 86100  | 109100 | 115800 | 128600 | 136000 | 164800 | 191500 |  |  |  |  |  |  |  |
| 32 | 44900 | 50000 | 54600 | 64000 | 72800 | 88700  | 112400 | 119300 | 132500 | 140100 | 169700 | 197200 |  |  |  |  |  |  |  |
| 33 | 46200 | 51500 | 56200 | 65900 | 75000 | 91400  | 115800 | 122900 | 136500 | 144300 | 174800 | 203100 |  |  |  |  |  |  |  |
| 34 | 47600 | 53000 | 57900 | 67900 | 77300 | 94100  | 119300 | 126600 | 140600 | 148600 | 180000 | 209200 |  |  |  |  |  |  |  |
| 35 | 49000 | 54600 | 59600 | 69900 | 79600 | 96900  | 122900 | 130400 | 144800 | 153100 | 185400 |        |  |  |  |  |  |  |  |
| 36 | 50500 | 56200 | 61400 | 72000 | 82000 | 99800  | 126600 | 134300 | 149100 | 157700 | 191000 |        |  |  |  |  |  |  |  |
| 37 | 52000 | 57900 | 63200 | 74200 | 84500 | 102800 | 130400 | 138300 | 153600 | 162400 | 196700 |        |  |  |  |  |  |  |  |
| 38 | 53600 | 59600 | 65100 | 76400 | 87000 | 105900 | 134300 | 142400 | 158200 | 167300 | 202600 |        |  |  |  |  |  |  |  |
| 39 | 55200 | 61400 | 67100 | 78700 | 89600 | 109100 | 138300 | 146700 | 162900 | 172300 | 208700 |        |  |  |  |  |  |  |  |
| 40 | 56900 | 63200 | 69100 | 81100 | 92300 | 112400 | 142400 | 151100 | 167800 | 177500 |        |        |  |  |  |  |  |  |  |

**PART B****UPGRADED LEVELS FOR MEDICAL AND PARAMEDICAL SERVICES AND COMMON CATEGORIES**

The Level in the revised pay structure mentioned in column (5) for the posts mentioned in column (2) of the Table below have been approved by the Government and the initial fixation as on the 1st day of January, 2016 shall be made in accordance with sub-rule (2) of rule 7:

| <b>Medical and Paramedical Services</b> |                         |                           |  |                              |                               |
|---|-------------------------|---------------------------|--|------------------------------|-------------------------------|
| <b>Sl. No.</b>                          | <b>Name of the Post</b> | <b>Existing Grade Pay</b> |  | <b>Revised Pay Structure</b> |                               |
|   |                         | <b>Existing Grade Pay</b> | <b>Grade Pay corresponding to which revised Levels have been recommended</b> | <b>Level in Pay Matrix</b>   | <b>Para No. of the Report</b> |
| <b>(1)</b>                              | <b>(2)</b>              | <b>(3)</b>                | <b>(4)</b>   | <b>(5)</b>                   | <b>(6)</b>                    |
|   |                         |                           |  |                              |                               |

|                        |  |      |      |  |         |
|------------------------|--|------|------|--|---------|
| 1.                     | Optometrist  | 2800 | 4200 | L- 6   | 7.6.73  |
| 2.                     | Senior Optometrist                                       | 4200 | 4600 | L- 7   | 7.6.73  |
| 3.                     | Optometrist Officer                                      | 4600 | 4800 | L- 8   | 7.6.73  |
| 4.                     | Dental Mechanics and Dental Technician                   | 2400 | 2800 | L- 5   | 7.6.79  |
| 5.                     | Dresser  | 1800 | 2000 | L- 3<br>This is subject to revision of the entry level qualification of Dressers to provide for Class XII with three years' experience of dressing of wounds. The existing incumbents not possessing the revised qualification may be granted replacement pay level for the time being. They may be granted the Level 3 after acquiring the revised qualification or on completion of five years in the pay level corresponding to Grade Pay 1800, whichever is earlier. | 7.6.108 |
| <b>Common Category</b> |  |      |      |  |         |
| 6.                     | Dental Hygienist Central Government Health Scheme (CGHS) | 2400 | 4200 | L- 6<br>This is subject to the administrative ministry taking steps to bring uniformity in the entry level qualifications on the patterns of those in Central Government hospitals.  | 7.7.55  |

### PART C

#### UPGRADED LEVELS FOR CERTAIN POSTS IN MINISTRIES, DEPARTMENTS AND UNION TERRITORIES

The Level in the revised pay structure mentioned in column (5) for the posts mentioned in column (2) of the Table below have been approved by the Government and the initial fixation as on the 1st day of January, 2016 shall be made in accordance with sub-rule (2) of rule 7:

| Sl. No.   | Name of the Post  | Existing Grade Pay |   | Revised Pay Structure        |                        |
|---|---|--------------------|---|------------------------------|------------------------|
|   |   | Existing Grade Pay | Grade Pay corresponding to which revised Levels have been recommended | Level in Pay Matrix          | Para No. of the Report |
| (1)   | (2)   | (3)                | (4)   | (5)                          | (6)                    |
| <b>Department of Animal Husbandry, Ministry of Agriculture, Cooperation and Farmers Welfare</b> |   |                    |   |                              |                        |
| 1.  | Sheep Shearer cum Supervisor in Central Sheep Breeding Farm | 1900               | 2400  | L- 4<br>An appropriate level | 11.1.38                |

|   |  |      |   |   |                  |
|---|--|------|---|---|------------------|
|   |  |      |   | between Level 4 and Level 2 shall be introduced.                          |                  |
| <b>Ministry of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homeopathy</b> |  |      |   |   |                  |
| 2.  | Research Assistant of Pharmacopoeia Lab for Indian Medicine                                    | 2800 | 4200  | L- 6  | <b>11.3.11</b>   |
| <b>Department of Posts</b>  |  |      |   |   |                  |
| 3.  | Inspector (Posts)  | 4200 | 4600  | L- 7  | <b>11.8.21</b>   |
| 4.  | Assistant Superintendent (Posts)   | 4600 | 4800  | L- 8  | <b>11.8.21</b>   |
| 5.  | Superintendent (Posts)   | 4800 | 5400 (PB-2)   | L- 9  | <b>11.8.21</b>   |
| <b>Ministry of Culture</b>  |  |      |   |   |                  |
| 6.  | Assistant Archivist in National Archives of India  | 4200 | 4600  | L- 7  | <b>11.11.17</b>  |
| 7.  | Archivist National Archives in of India  | 4600 | 4800  | L- 8  | <b>11.11.17</b>  |
| 8.  | Scientific Officer in National archives of India   | 4600 | 4800 and Non Functional Selection Grade 5400 (PB-2) after 4 years | L- 8 and L-9 as Non Functional Selection Grade after 4 years              | <b>11.11.22</b>  |
| 9.  | Technical Restorer in National Research Laboratory for conservation of Cultural Property       | 2800 | 4200  | L- 6<br>The post shall be merged with Senior Conservation Assistant       | <b>11.11.28</b>  |
| <b>Ministry of Health and Family Welfare</b>                                    |  |      |   |   |                  |
| 10.   | Junior ECG Technician of Dr.Ram Manohar Lohia Hospital   | 2400 | 2800  | L- 5  | <b>11.20.38</b>  |
| <b>Ministry of Home Affairs</b>   |  |      |   |   |                  |
| 11.   | Assistant Central Intelligence Officer-I of Intelligence Bureau                                | 4600 | 4800  | L- 8  | <b>11.22.85</b>  |
| 12.   | Assistant Central Intelligence Officer-II of Intelligence Bureau                               | 4200 | 4600  | L- 7  | <b>11.22.85</b>  |
| <b>Union Territory of Andaman and Nicobar Islands</b>                           |  |      |   |   |                  |
| 13.   | Sanitary Inspector in Department of Rural Development  | 2400 | 2800  | L- 5  | <b>11.23.46</b>  |
| 14.   | Seacunny of Department of Shipping   | 1800 | 2000  | L- 3  | <b>11.23.54</b>  |
| 15.   | Junior Agriculture Assistant / Junior Soil Conservation Assistant of Department of Agriculture | 2400 | 2800  | L- 5<br>Merger with Agriculture Assistant/Soil conservation Assistant     | <b>11.23.60</b>  |
| 16.   | Bus Conductors of Transport Department   | 1800 | 1900  | L- 2  | <b>11.23.69</b>  |
| <b>Union Territory of Lakshadweep</b>   |  |      |   |   |                  |
| 17.   | Agricultural Supervisor/ Junior Technical Assistant of Department of Agriculture               | 2400 | 2800  | L- 5<br>Merge with Agriculture Demonstrator/ Fertilizer Demonstrator etc. | <b>11.23.110</b> |
| 18.   | Health Inspector of Department of Health Services  | 2400 | 2800  | L- 5  | <b>11.23.112</b> |
| <b>Delhi</b>  |  |      |   |   |                  |
| 19.   | Extension Assistant (Agriculture)  | 2400 | 2800  | L- 5  | <b>11.23.170</b> |
| <b>Ministry of Human Resource Development</b>                                   |  |      |   |   |                  |
| 20.   | Evaluators of Central Hindi Directorate  | 4200 | 4600  | L- 7  | <b>11.24.15</b>  |

| <b>Ministry of Mines</b>   |   |      |      |   |                 |
|--|---|------|------|---|-----------------|
| 21.  | Senior Technical Assistant (Chemistry)  | 4200 | 4600 | L- 7  | <b>11.29.15</b> |
| 22.  | Senior TechnicalAssistant (Ore Dressing)                                      | 4200 | 4600 | L- 7  | <b>11.29.15</b> |
| 23.  | Senior Technical Assistant (Mining)   | 4200 | 4600 | L- 7  | <b>11.29.15</b> |
| 24.  | Senior Technical Assistant (Publication)                                      | 4200 | 4600 | L- 7  | <b>11.29.15</b> |
| 25.  | Junior Technical Assistant (Chemistry)  | 2800 | 4200 | L- 6  | <b>11.29.20</b> |
| 26.  | Junior Technical Assistant (Ore Dressing)                                     | 2800 | 4200 | L- 6  | <b>11.29.20</b> |
| 27.  | Junior Technical Assistant (Publication)                                      | 2800 | 4200 | L- 6  | <b>11.29.20</b> |
| 28.  | Store Keeper (Tech) in Indian Bureau of Mines                                 | 2800 | 4200 | L- 6  | <b>11.29.22</b> |
| 29.  | Junior Press Assistant in Indian Bureau of Mines                              | 1800 | 1900 | L- 2<br>The post shall be merged with Senior Press Assistant and called Press Man | <b>11.29.26</b> |
| 30.  | Machine Man in Indian Bureau of Mines   | 1800 | 1900 | L- 2  | <b>11.29.27</b> |
| 31.  | Electrical Supervisor in Indian Bureau of Mines                               | 2800 | 4200 | L- 6  | <b>11.29.28</b> |
| 32.  | Lab Assistant Grade- I in Indian Bureau of Mines                              | 2400 | 2800 | L-5   | <b>11.29.30</b> |
| <b>Ministry of Personnel, Public Grievances and Pension</b>                  |   |      |      |   |                 |
| 33.  | Sub-Inspector of Central Bureau of Investigation                              | 4200 | 4600 | L- 7  | <b>11.35.20</b> |
| 34.  | Inspector of Central Bureau of Investigation                                  | 4600 | 4800 | L- 8  | <b>11.35.20</b> |
| <b>Ministry of Shipping</b>  |   |      |      |   |                 |
| 35.  | Light House Attendant of Directorate of Light House and Lightships            | 1800 | 1900 | L- 2  | <b>11.44.13</b> |
| 36.  | Navigational Assistant Grade III of Directorate of Light House and Lightships | 2400 | 2800 | L- 5  | <b>11.44.13</b> |
| 37.  | Navigational Assistant Grade II of Directorate of Light House and Light Ships | 2800 | 4200 | L- 6  | <b>11.44.13</b> |
| 38.  | Head Light Keeper of Directorate of Light House and Light Ships               | 4200 | 4600 | L- 7  | <b>11.44.13</b> |
| <b>Ministry of Urban Development</b>   |   |      |      |   |                 |
| 39.  | Planning Assistant of Town and Country Planning Organization                  | 4200 | 4600 | L- 7  | <b>11.52.43</b> |
| <b>Ministry of Water Resources, River Development and Ganga Rejuvenation</b> |   |      |      |   |                 |
| 40.  | Assistant Research Officer, Central Water Commission                          | 4600 | 4800 | L- 8  | <b>11.53.14</b> |
| 41.  | Senior Research Assistant of Central Water Commission                         | 4200 | 4600 | L- 7  | <b>11.53.14</b> |
| 42.  | Technical Operator (Drilling) of Central Ground Water Board                   | 1800 | 1900 | L- 2<br>The post shall be merged with the post of ompressor                       | <b>11.53.33</b> |
| <b>Ministry of Defence</b>   |   |      |      |   |                 |
| 43.  | Research/Heraldic Assistant of History Division                               | 4200 | 4600 | L-7   | <b>11.12.81</b> |
| 44.  | Assistant Director of History Division  | 4600 | 4800 | L-8   | <b>11.12.81</b> |

|     |   |      |      |  |          |
|-----|---|------|------|--|----------|
| 45. | Direct Entry Diploma Holder Yantrik,<br>Indian Coast Guard  | 2400 | 2800 | L-5<br>Yantrik Pay to be paid @<br>Rs. 6200/- p.m. | 11.12.18 |
| 46. | Sarang Lascar, Indian Coast Guard   | 1900 | 2400 | L-4  | 11.12.21 |
| 47. | Group "Z" shall be merged into Group "Y" in respect of Enrolled Personnel of the Indian Coast Guard |      |      |  | 11.12.15 |

### FORM OF OPTION

[See rule 6 (2)]

\*1. I, \_\_\_\_\_ hereby elect the revised pay structure with effect from 1st January, 2016.

\*2. I, \_\_\_\_\_ hereby elect to continue on Pay Band and Grade Pay of my substantive / officiating post mentioned below until:

\* the date of my next increment / the date of my subsequent increment raising my pay to Rs. \_\_\_\_\_ / I vacate or cease to draw pay in the existing pay structure / the date of my promotion/upgradation to the post of \_\_\_\_\_.

Existing Pay Band and Grade Pay \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office in which employed \_\_\_\_\_ \*

To be scored out, if not applicable.

### UNDERTAKING

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date :

Place :

### MEMORANDUM EXPLANATORY TO THE CENTRAL CIVIL SERVICES (REVISED PAY) RULES, 2016

**Rule 1-** This rule is self-explanatory.

**Rule 2-** This rule lays down the categories of employees to whom the rules apply. Except for the categories excluded under sub-rule (2), the rules are applicable to all persons under the rule making control of the President serving in Departments paid from Civil Estimates. They do not apply to the employees under the Ministry of Railways and civilian personnel paid from Defence Services Estimates, for whom separate rules will be issued by the Ministries concerned. The rules do not also apply to Gramin Dak Sevaks in the Department of Posts. The rules, however, apply to work charged establishments.

**Rule 3 and 4-** These rules are self-explanatory.

**Rule 5-** The intention is that all Government servants should be brought over to the revised pay structure except those who elect existing pay structure. The Government servants who exercise the option to continue in the existing pay structure will continue to draw the dearness allowance at the rates in force on 1st January, 2016. If a Government servant is holding permanent post in a substantive capacity and officiating in a higher post, or would have officiated in one or more posts but for his being on deputation etc., he has the option to retain the existing pay structure only in respect of one scale. Such a



Government servant may retain the existing scale applicable to a permanent post or any one of the officiating posts. In respect of the remaining posts he will necessarily have to be brought over to the revised pay structure.

**Rule 6-** This rule prescribes the manner in which option has to be exercised and also the authority who shall be apprised of such option. The option has to be exercised in the form appended to the rules. It should be noted that it is not sufficient for a Government servant to exercise the option within the specified time limit but also to ensure that it reaches the prescribed authority within the time limit. In the case of persons who are outside India at the time of notification of these rules, the period within which the option has to be exercised is three months from the date they take over charge of the post in India. In the case of Government servants the revised pay structure of whose posts are announced subsequent to the date of issue of these rules, the period of three months will run from the date of such announcement.

Persons who have retired between 1st January 2016 and the date of notification of these rules are also eligible to exercise option.

**Rule 7-** This rule deals with the actual fixation of pay in the existing scales on 1st January, 2016 and is self-explanatory. The benefit of this rule is not admissible in cases where a Government servant has elected the revised pay structure in respect of his substantive post, but has retained the existing scale in respect of an officiating post.

**Rule 8-** This rule prescribes the method of fixation of pay of employees appointed on direct recruitment on or after 1st day of January, 2016.

**Rule 9 and 10-** These rules prescribe the manner in which the next increment in the new pay structure shall be regulated.

**Rules 11 to 17-** These rules are self-explanatory.

[F.No.1-2/2016-IC]

(Authority: - Min. of Fin., Deptt. of Exp. Gazette Resolution No.1-2/2016-IC dated 25<sup>th</sup> July, 2016 vide CAG's e-mail No. 98-Staff Entitlement (Rules)/A.R/03-2016 dated 26.07.2016)

## CHAPTER-III

### Pay, Traveling Allowance and Other Allowance Bills

#### 3.1 Establishment Bills: -

3.1.1(i) The work relating to the maintenance and control of records for drawal of pay and allowances and other payments to officers and staff has been entrusted to OE-XIII and OE-XIV sections of the O/o Accountant General (General & Social Sector Audit) at Gwalior and OE-XXI and OE-XXII Sections of the office of the Accountant General (Economic & Revenue Sector Audit) at Bhopal.

Separate pay bills are to be prepared for each class of the establishment. The regular monthly pay bills, absentee statements etc, shall be prepared for permanent and temporary sanctioned strength of each of the categories of officers/staff. Separate bill numbers with alphabetical prefixes are allotted for gazetted, non-gazetted pay bills, medical bills, Traveling Allowance bills etc. The work of preparation of monthly pay bills should be taken up at least 15 clear days before the close of the month. Entitlement of pay and allowances shall be worked out in respect of officers and each member of the staff in the relevant page of the pay bill register after taking into account the salary drawn in the previous month, appointment/promotion, orders/leave, orders/increment certificates, sanction for various advances etc. issued and noted in the pay bill register during the course of the month along with miscellaneous recoveries like income tax, professional tax, Central Government Employees Insurance Scheme and License fees, etc.

#### 3.1.1(ii) Implementation of e-payment system : -

In the compliance of headquarters order No.1931/1SW/57-2011 Vol.-II dated 4.11.13, No.2049/1SW/57-2011 Vol.-II dated 22.11.13, No.1931/1SW/57-2011 Vol.-II dated 06.01.14 vide letter No. PAO-5/STR 44 dated 13.01.2014; **e-payment system** has been implemented to increase the efficiency and transparency of all payments made in our department.

**This system has started functioning from 01.04.2014.**

[Authority: - Accountant General (G&SSA), MP, Gwalior's order dated 20.08.2014 and Accountant General (A&E)-I, MP, Gwalior's letter No. PAO-5/STR 44 dated 13.01.2014]

#### 3.1.2 Statement of undisbursed items: -

Before finalising the bills for the current month, a statement of undisbursable and undisbursed items due for refund to the government shall be prepared by the cashier ; and sent to the Bills section showing the details of pay and allowances drawn during the previous month and remaining undisbursed by the 20<sup>th</sup> of the following month. Bill Section will intimate the fact of refund by short drawal promptly to cash section. A corresponding note of the fact shall be kept against the items in the pay bill register in which the amount was already drawn. The amount so refunded shall also be exhibited under the dated initials of the Audit Officer (Cash) in the register of undisbursed pay and allowance (Form GAR 25).

- 3.1.3 The undisbursed pay of the employees, who present themselves for payment after the same has been refunded either by cash deposit or by short drawal in the regular monthly pay bill, shall be drawn in supplementary pay bill in which the claims for each month will be entered separately and the particulars of the bill in which the undisbursed pay was refunded by deduction or the details of the Treasury challans through which it was deposited will be specified. The Audit Officer (Bills) must satisfy himself that particulars of the supplementary pay bill are noted against the original entry concerned and attested by Assistant Audit Officer in the office copy of the pay bill and the pay bill register, in which the amount was refunded by short drawal so as to avoid a second claim being preferred for the period.
- 3.1.4 The amount of undisbursed pay, may at the discretion of the Audit Officer (Cash) be retained for any period, not exceeding three months, he is satisfied that proper arrangements can be made for its safe custody.
- 3.1.5 **Event Report:** - Each section will furnish to the bill-section by 21<sup>st</sup> of the month an event report in the prescribed form in respect of all the staff working and attached with the section covering the period from 21<sup>st</sup> of the previous month to 20<sup>th</sup> of the month to which the report relates. In respect of OAD field parties, this return will be consolidated by the OAD Headquarters for the period from 16<sup>th</sup> of the previous month to 15<sup>th</sup> of the current month and furnished to the bill section. The due date of the submission of the statement should be watched through the sectional calendar of returns.
- 3.1.6 All the orders of transfers, resignation, retirement, discharge, removal or dismissal etc. shall be noted in the pay bill register immediately on their receipt from the concerned section.
- 3.1.7 The pay bill register together with the Absentee Statement should be submitted to the Assistant Audit Officer of the Bill Section for check and signatures. The fair copy shall be submitted to the Audit Officer (Bills) for approval and signature along with the leave register, event register and pay bill registers. The Audit Officer should test-check some of the items in each bill with reference to the entries of the previous month and various orders noted in the Pay Bill Register and compare the totals of the fair copies both in figures and in words. The officer will initial the items test checked. He should see that amounts due for refund to the Government by short drawals have been deducted from the bills.
- 3.1.8 To ensure distribution of pay on last working day of each month except the salary for the month of March which is disbursed on 1<sup>st</sup> working day April, it is essential that the bills are prepared by the 20<sup>th</sup> of the month and checked by the Assistant Audit Officer (Bill Section) by 22<sup>nd</sup> morning. On approval by the drawing officer, the fair copies of the bills should be entered in the Bill register and presented to Pay and Accounts Officer leaving at least five clear working days before the last working day of the month. Then the sectional acquaintance rolls be prepared at least two days before the pay day.
- 3.1.9 After the drawing officer has passed the bills, the amounts of the bills shall be entered in the bill register and attested by the officer. A bill register shall be maintained in form TR-28A (Form B) which shall be posted and reviewed regularly. The bills, will then be sent to the cashier who will make entries in a Bill Transit Register (Form GAR 10) maintained under Rule 34 of Receipt and Payment Rules, 1983 for the purpose and send the bills to Pay and Accounts Officer and will be responsible for obtaining the cheque from the Pay and Accounts Officer and for arranging its encashment in time to ensure the disbursement of pay on the last

working day of each month except in the month of March for which the salary is disbursed on 1<sup>st</sup> working day of April. The Bill Transit Register is required to be remained bi-weekly in terms of Note (2) below Rule 34 of Receipt and Payment Rules, 1983.

### 3.2 **Disbursement of Pay: -**

#### 3.2.1 **Method of Payment of Pay and Allowances of the Staff on the pay day : -**

Please see Para 3.4 of this Manual.

#### 3.2.2 **Reconciliation of the disbursement of the amount at the close of the Pay day : -**

Please see Para 3.4 of this Manual.

#### 3.2.3 Please see Para 3.4 of this Manual.

#### 3.2.4 **Disbursement of Pay and Allowances of the staff in OAD parties at outstation**

On request, the pay and TA of the members of the local audit parties who have to stay for considerable periods at places or away from headquarters may be remitted to them by Bank Draft at Government Cost. The cashier should also watch the receipt of proper acquaintances in respect of such remittances through a register to be maintained for the purpose.

(Authority: - C & AG's letter No. 671-11/145-35, dated 9<sup>th</sup> November 1936)

#### 3.2.5 Final payments should not be made to Government servant/officer, occupying Government residence, who is proceeding on leave out of India, or quitting Government service until the estate officer furnishes a 'No demand certificate' or the final demands are intimated. In cases, where neither 'No demand certificate' is received nor the final dues are assessed, an amount of Rs. 100 (more or less as may be considered reasonable) may be withheld from the last claim of the Government Servant.

#### 3.2.6 **Supplementary bills: -**

Supplementary or arrear pay bills should be prepared from time to time on the occasion of demands. Notes against the original entries in the pay bill register/office copies of the pay bills from which the claims were omitted or in which the amounts were refunded should be kept so as to avoid double drawals.

### 3.3 **Claims of Group 'A' Officers: -**

#### 3.3.1 The IRLA system of payment to Group 'A' officers of IA & A D has been discontinued with effect from 1<sup>st</sup> September 1981 and now these payments are made by the local Pay and Accounts Office (Audit) at the station of posting.

(Authority: - C & AG's letter No. 928-T.A.I/109/80, dated 4<sup>th</sup> Aug. 1981)

#### 3.3.2 The system of payments to Group 'A' officers of IA & AD posted at stations other than Delhi was completely decentralized and a new system was introduced with effect from 1<sup>st</sup> June 1983. The functions of Pay and Accounts Office (Audit) are applicable to Group 'A' Officers posted at stations other than Delhi.

Detail are given in **Annexure-I**.

(Authority: -C & AG's letter No. 303-T.A. I/197-82, dated 23 March 1983)

#### 3.4 **Claims of other officers/staff: -**

As per the Central Government Account (Receipt and Payment)(Amendment) Rules, 2012, The Central Government servants (including daily wages employee) permitted to receive their salary by direct credit to their bank accounts through payment advices, at their option. The IRLA system of payments in respect of Audit Officers was discontinued with effect from 1<sup>st</sup> September 1972 and their pay and allowances were drawn and disbursed as for the non-gazetted establishment. All claims are made through banks except tour advances in emergent circumstances, which may be paid in cash. This system has also been adopted for pay and allowances payable to Assistant Audit Officer.

(Authority: - GOI. Min. of Fin. Deptt. Of Exp F.NO.1 (I)/2005/TA/476 dated 10.06.2005 vide letter No.81 Audit/Rule/29-97/1-2005(35) dated 21.6.2005 and GOI. Min. of Fin. dept. of Exp F. No. 1(I)/2011/TA/305 dated 12.04.2012 vide office order No.OE14/O.O./120 dated 11.07.2005)

#### 3.5 **Cash Branch: -**

3.5.1 The Accountant General appoints an Auditor/Senior Auditor to perform the duties of Cashier/Assistant Cashier. Before appointing a Cashier/Assistant Cashier, the following precaution are to be observed: -

- (i) He should be a permanent Government Servant having sufficient experience of work in the office as Auditor/Senior Auditor:
- (ii) No vigilance case should be pending against him.
- (iii) He should be able to produce security for the prescribed in the form of fidelity Guarantee/ Insurance Policy and
- (iv) No attachment order should be pending against him.

#### 3.5.2 **Conditions for grant of Special Pay to Cashier/Assistant Cashier: -**

The powers to grant special pay are delegated to the heads of departments. The grant of special pay is subject to the following conditions: -

- (i) The amount of special pay to be granted, will depend on the average amount of monthly cash disbursed, excluding payment by cheques. The amount of receipts are also not to be taken into account;
- (ii) The Head of the Department, should certify, on the basis of the previous financial year's average, the amount of cash disbursed and sanction the rate of special pay appropriate to that quantum for cashier /Assistant cashier;
- (iii) The special pay should be reviewed every financial year;
- (iv) Every official who is appointed to work as Cashier/Assistant Cashier should, unless he is exempted by a competent authority, furnish requisite security in accordance with the provisions operative from time to time.

(v) The special pay is to be granted from the date of issue of orders of appointment as cashier/Assistant cashier or from the date of furnishing security, whichever is later,

(vi) Not more than one official should be allowed the special pay in an office/department of the post of Cashier; and

(vii) Sanction in each case should invariably be issued in the name of the person who is appointed to do the work of Cashier/Assistant Cashier (s) and for whom the special pay is sanctioned.

### 3.5.3 For rates of special pay to Cashier/Assistant Cashier: -

Please see Para 2.2.3 in chapter II of this manual.

### 3.5.4 Security Deposit: - The amount of security deposit to be furnished by the cashier and the Assistant Cashier has been prescribed as under: -

|                         |          |
|-------------------------|----------|
| (i) Cashier:            | ₹ 60,000 |
| (ii) Assistant Cashier: | ₹ 20,000 |

The security is normally in the shape of fidelity Guarantee insurance Policy, Which is to be kept in the custody of the Audit Officer (Cash). Its renewals intimate is to be ensured by him.

(Authority: - Office orders No. OE-XII / Gr.-2 / Cashier / Asstt. Cashier / Fa.30-II / 332 dated 20-10-2000)

### 3.5.5 Assistant Cashier: - The criterion for creating the post of Assistant Cashier in the office shall be as under: -

| Cash disbursement          | Strength office staff. | Number of posts Assistant |
|----------------------------|------------------------|---------------------------|
| Between 2 Lacs to 10 Lacs. | up to 2000             | One (1)                   |
| Above 10 Lacs              | 1500-2000              | To be decided on merit.   |
| Above 10 Lacs              | Above 2000             | Two (2)                   |

(Authority: - G.O.I. M.O.F. (DEO) O.M. No. 27023/12/78 EGI dated 28 October 1978)

### 3.5.6 Duties and responsibilities of staff working in the Cash Branch: -

For efficient working of cash branch, the duties of various members working in cash branch are given in **Annexure-II**. These are only illustrative and not exhaustive.

### 3.6 Permanent Advance: -

#### 3.6.1 Amount.- The permanent advance fixed for the offices at Gwalior and Bhopal are as given below:-

|   |        |
|---|--------|
| Office of the Accountant General (Audit)-I, Gwalior.  | ₹ 2400 |
| Office of the Accountant General (Audit)-II, Gwalior. | ₹ 800  |
| Office of the Accountant General (Audit)-II, Bhopal.  | ₹ 700  |

The permanent advance of Rs. 2400 in the office of Accountant General (Audit) –I is distributed as under: -

(I) With Cashier Rs 2400

The Permanent advances of Rs.800 and Rs.700 in the office of the Accountant General (Audit)-II at Gwalior and Bhopal are distributed as under: -

|                         | At Gwalior | At Bhopal |
|-------------------------|------------|-----------|
| (i) With Cashier        | ₹ 800      | ₹ 500     |
| (ii) With Audit Officer | --         | ₹200      |

### 3.6.2 Custody of Permanent Advance: -

The amount of permanent advance as also the money drawn on contingent bills to recoup it from time to time, and for payment shall be shown in separate column of cashbook.

### 3.7. Cash Book: -

#### 3.7.1 Maintenance of Cash Book: -

- (a) A cash book in form TR- 4 shall be maintained by the Cashier, in which entries shall be recorded for all sums of money received and disbursed by him. The cashbook must be written up as a transaction actually takes place and closed daily. Correctness of amounts entered as receipts and disbursement should be attested daily by the Audit Officer (Cash). There should be no overwriting, erasing and unattested alternation of amounts in the cashbook.
- (b) On the receipt side, the amounts will be entered by the cashier in the relevant column viz. (i) Establishment pay bill, (ii) Traveling allowance bill (iii) Medical bills (iv) Contingent bills in recoupment of imprest (v) Contingent bill drawn in advance and (vi) Miscellaneous bills e.g. bills for General Provident Fund advances and withdrawals, Advance of pay and travelling allowance on tour/transfer as the case may be and attested by the Audit Officer (Cash) when the later endorses the relevant cheque for encashment.
- (c) Account payee cheques forwarded by the Pay and Accounts Officer, after pre-check of the relevant bills to the Drawing and Disbursing Officer (DDO) need not be enter in the cash book. The delivery and acknowledgement of Account payee cheque may be watched through a separate register maintained for purpose.
- (d) On the expenditure side, the entries will be made (i) from office copies of the pay and traveling allowance bills and acquaintance rolls except on the pay day of each month, when entries will be on the basis of the acquaintance rolls of sections and (ii) from the contingent register in the case of contingencies.
- (e) An entry should be made and attested on the receipt side as soon as cash is received from any source or a cheque for a miscellaneous bill is endorsed for encashment. Entry should be made on the disbursement side as soon as money is disbursed and attested daily with reference to the acknowledgement obtained from the payee. The cashier should unnecessarily retain no money. Receipts should be remitted to the parties concerned by money order or bank draft or deposited into the bank for credit to Government account by the cashier entering such remittances on the payment side and getting them attested by the officer-in-charge (cash) on

production of the postal receipts or treasury challans as the case may be. The receipted challans after receipt should be kept on the personal custody of the cashier and the number of the Bank receipt on the challan should be quoted against the entries in the cashbook of remittances into the Bank.

The Government cheque, draft etc. should be entered in the cashbook on the same day they are received by the cashier. The cash balance should be kept to the minimum extent possible. The amount in respect of the unpaid items appearing in the pay, traveling Allowance and supplementary bills should be refunded by short drawal within the prescribed period. But in respect of all other items, it is the duty of the cashier to remit the money by money order /Bank draft, if the payee does not turn-up to receive the payment within three months or to credit the amount to Government account, as the case may be. Before closing the cashbook on the payday, the cashier must enter the amount disbursed in his cash book and verify the balance in hand before depositing the undisbursed amount in his safe. The cash should also be counted and verified by the Audit officer (cash) with the cash book figures.

### 3.7.2 **Verification of Cash: -**

The cashier should count and verify the cash balance in hand daily and report the discrepancies in writing as soon as noticed, if any. The cash balance in hand should also be verified at least once a week and on the 1<sup>st</sup> day of the month by the Audit officer (Cash).

### 3.7.3 **Surprise verification of cash balance: -**

In order to exercise better control over cash, there should be a monthly surprise check of cash by one of the Deputy Accountant General, at regular intervals. The Accountant General is to satisfy himself that the system of supervision, as provided in authorised codes or special orders is observed properly. He is to remedy speedily the defects, if any, notice.

**Note: -** The actual cash to which the cashier can have access without the help of the office-in-charge Cash Branch, should as far as possible not exceed the amount of security furnished by him. The money in excess of this security should be kept in safe under double locks.

(Authority: - Para 48 of MSO (Admn.) Vol.-I)

3.7.4 The total of the cash book should be independently checked daily by the Audit Officer (Cash) or he may have this done by certain responsible officer as may be nominated in this respect by the Deputy Accountant General (Admn) from time to time.

3.7.5 The Government money is kept in the strong room and separate cash box is supplied to each Assistant Cashier for keeping the cash. After the disbursement of the day, the cash box is again kept in the strong room. The remaining cash balance kept separately in the strong room, which has double lock with four sets of keys. One set of keys each kept by the Audit officer (Cash) and the cashier keeps another set.



3.7.6 A receipt should always be granted for earnest money to a party depositing the same and the amount entered in miscellaneous column of the cash book. It should be deposited into bank forthwith by credit to the relevant head of account on treasury challans in duplicate. When refunds are made on those challans, the receipt originally granted to the party should be collected and kept on record duly endorsed refund authorised on the challan in support of the entry on the payment side.

3.7.7 The cashier will keep a record of daily total payments made in each bill and work out the balance outstanding at the end of the month. He will prepare a detailed statement of items outstanding giving full particulars, to whom the amounts are due. An independent statement pay and allowances of the staff shall be prepared by the bill section and furnished to officer-in-charge (Cash). The officer-in-charge (Cash) before signing the statement prepared by the cashier shall check it with reference to the cashbook and statement prepared by the section. The discrepancy, if any noticed shall be reconciled.

3.7.8 **Change in the incumbency of Audit Officer (Cash): -**

Whenever a change in the incumbency of Audit Office (Cash) takes place, either on account of his transfer or proceeding on leave, a note of handing over taking over of cash balance should be recorded in the case book over the dated signature of the relieved and the relieving officer.

3.8 **Contingent Bills: -**

All contingent bills in support of the contingent items shall be received in establishment section and that section on the basis of sanction of the competent authority shall get the bills passed by the DDO and send them to the cashier for making payment where the amount involved is small and can be not out of imprest the payment shall be made and voucher-wise details kept in contingent bill register, maintained for the purpose, over the attestation of the Audit officer (Cash), where the amount of the bill is heavy and cannot be meat out of the office imprest, a contingent bill in Form TR-30 shall be prepared and sent to the cashier for presenting it to the Pay and Accounts Officer (Audit) for payment.

The Total payment made each day should be incorporated in the cash book that should be submitted along with the **contingent register** to the Audit Officer (cash). The object of the contingent register is to have a clear and detailed account of the cash contingent expenses. Adjustments of the contingent advances shall be watched effectively through this register by the establishment section.

3.9 **Receipt of bills/disbursement to staff: -**

The bills duly passed by the Audit Officer (Bills) are sent to the cash section. The cashier shall enter the bills in the bill transit register kept by the cash section in Form TR-28A. The cashier then presents the bills immediately to the Pay and Account Officer (Audit). He shall be responsible for obtaining the cheque from that officer and for arranging its encashment to ensure the disbursement of pay etc. to the staff in time. As the cashier receives each cheque, he will enter it in the cashbook as well as in the bill register and entry attested by the Audit officer (Cash) before the cheque is endorsed by him and made over to the cashier for encashment. The cashier should be accompanied to the Bank

and back by a peon and police armed guard for payday and for other considerable draws etc., exceeding ₹50,000. The Audit officer (Cash) should send advance intimation to the police for the services of two or more armed guard, who should accompany the cashier from bank to office. The money will be brought in the staff car in which no other person except the Cashier/Assistant Cashier and, if authorised, his peon and armed guards should be allowed to sit.

### 3.10 **Attachment of pay and allowances: -**

The salary of an officer to the extent of the first four hundred rupees and two-third of the remainder shall not be liable to attachment in execution of any decree by the Court of law, other than a decree for maintenance, where any part of such portion of the salary is liable to attachment, has been under attachment, whether continuously or intermittently, for a total period of 24 months, such portion shall be exempt from attachment until the expiry of a further period of 12 months and where such attachment has been made in execution of one and the same decree, shall after the period of 24 months, be finally exempt from attachment in execution of that decree. These recoveries are made by the Drawing and Disbursing Officers under the orders of the Court. The amount recovered, should be treated as money belonging to the court. This amount should not be sent to the court at Government expense.

The disbursing officer is not entitled to deduct from the salary, in excess of the amount prescribed in the attachment order. Hence, the amount realised under the attachment order less the remittance charges should only be sent to the court. The Attachment Register shall be maintained by the Establishment section and in addition to its submission with every new order of attachment, it should be submitted on the 10<sup>th</sup> of each month to the Audit Officer for further instructions vide Para 294 of M S O (Administration) Vol.-I.

(Authority: - C&AG's Endt. No. 732- T.A.II/76-77 dated 12 May 1977)

### 3.11 **Traveling Allowance on Tour / Transfer : -**

#### 3.11.1 **Checks/Controls to be applied while scrutinising TA Claims: -**

- (i) The general scrutiny of the TA bills should be done in accordance with the provisions of the existing Supplementary Rules/Orders governing the TA claims as contained in FRSR Part-II particularly SR-195 of FRSR Part-II and note- I below Government of India Order (I)(B) under SR-51 of FRSR Part-II by the Controlling Officer.
- (ii) All the audit field officers /officials who stay in hotels and other establishments should produce hotels/establishment's registration/license number on printed payment receipt (having Printed Serial Number) issued by the Hotels/Establishments for claiming higher rate of daily allowance.
- (iii) The officers/officials conducting field audit in the offices of Forest Department, PWD, PHE, Irrigation etc. who own Inspection Banglows even in remote localities may be asked to collect from the head of the office audited a certificate confirming that no departmental accommodation was made available to the Audit Field Party during the period of audit.

- (iv) At the time of the scrutiny of TA bills of the Audit Field Party-Staff, it should be specifically checked whether the concerned officers/officials have taken proper transit time so as to calculate actual Daily Allowance.
- (v) Particularly attention should be given on the TA bills (having hotel receipts therein) those official who are conducting audit within a short distance (up to 100 Kms) and well connected with rails to their Headquarters to avoid bogus claims of daily allowance at higher rate.
- (vi) Controlling officer should refer to the tour diaries (approved by Group Officers) while passing the TA bills of the Audit Fields Parties.
- (vii) In order to ensure discipline/punctuality among the Audit Field Party-Staff a register with complete details of all the Audit Field Parties should be maintained in the office and punctuality is checked on telephone by the PAG/AG/PDA Secretariat (by PA) on regular/structural basis. Group Officers should be instructed by the PAG/AG/PDA to increase the number of surprise visit to the office being audited.
- (viii) It should be ensured that field parties obtain prior approval of the Group Officers for availing leaves or leaving station, so that defaulters may be taken to tasks under existing rules/curtailing their TA/DA.
- (ix) PAG/AG/PDA should hold Group Officers meeting regularly to evaluate and monitor the performance of field parties and issue necessary instructions.

(Authority: - CAG's letter No. 2085 BRS/FA/01-2003 dated 19 Aug. 2003 and **corrigendum** by CAG's letter No. 700 BRS/FA/01-2003 dated 24 Feb. 2004)

**3.11.2 Separate traveling Allowance ledger maintained for TA claims of Group 'A' officers.**

**3.11.3 Allowances, claims are to be regulated as per the rules in force from time to time: -**

***Reimbursement of Hotel Accommodation charges, travel within the city and Food Bills during tour: -***

The claims on account of traveling allowance are to be regulated as per the rules in force time to time. In the light of recommendation by 6<sup>th</sup> pay commission, following guidelines may be observed while regulating TA claims: -

**(i) Accommodation during official Tour: -**

- (a) The officials may be advised to stay in a hotel whose antecedents (such a Registration Number /Service Tax, etc.) are verifiable.
- (b) Officials may explore the possibility to empanel a few hotels in different cities/towns negotiating appropriate rates for different categories of staff. The officials visiting a station may be asked to stay only in the empanelled hotels and make the payments at agreed/negotiable rates.

**(ii) Travel within the city: -**

- (a) As far as possible, while on tour, the team may undertake journey in one Auto/Taxi for travel between place of stay and the duty point.
- (b) Officials may be asked to furnish the details of journey performed during tour in the prescribed format.
- (c) Rates for local conveyance are given in Para 3.11.8 of this manual.

**(iii) Food Bills: -**

As far as possible, staff should take its meals in establishments, which provide receipts. However, in cases where obtaining receipts is impossible, a certificate in respect of expenditure incurred on account of Food Bills during tour may be furnished by the officials in the prescribed format.

(Authority: - C & AG's Endt. No.220-135-6 PC/GF-II/2008(III) dated 03 February 2010)

**3.11.4 Regulation of mileage allowance for local journey: -**

For journey performed by taxi/auto/rickshaw/own car/scooter between the residence and temporary duty point which is within a distance of 8 kilometers from the residence, no mileage allowance shall be payable. Where journeys to a temporary duty point are performed by public conveyance such as buses, local trains, trams, and ferries, etc. the fare paid for such journeys shall be reimbursed.

(Authority: - C & AG's Endt. No.750-Audit/76-82-II/1/84/(85) dated 20 September 1984)

**3.11.5 Transportation of dead bodies of VIPs etc. by surface route: -**

The procedure for transportation of dead bodies of high dignitaries and public servants by air has been laid down in GOI, MOHA. OM. NO 51/66-Pub-I dated 26 April 1967 and 8<sup>th</sup> July 1968. In cases where it becomes necessary to transport the dead bodies of such person by surface route i.e. by road, rail, river, craft, or ship, the following procedure may be adopted: -

(i) In the case of a dignitary entitled to State funeral, the entire cost of transportation will be met by Government;

(ii) In the case of other dignitaries and public servants on tour, Government will reimburse the cost of transportation at normal commercial rates. In the event of a special charter, Government would pay the charges at normal commercial rates, the relations of the deceased will pay the difference. The expenditure involved is to be debited to "Miscellaneous-miscellaneous and unforeseen charges".

(Authority: - GOI, MOHA O.M. No. 14/25/69-Pub-I dated 5 September 1969 and C & AG's letter No. 494-NGE IV/75 dated 26 March 1976)

### 3.11.6 **Combination of Casual leave with tour: -**

Where casual leave is combined with tour, either before the commencement of the tour or during the tour or on completion of the tour, while no daily allowance will be admissible for the days of casual leave, there will be no objection to the drawal of mileage allowance, from the Headquarters to the outstation where official duty is performed and vice-versa or from one tour station to another tour station by the shortest route. Government servant should obtain prior permission of his traveling allowance Controlling Officer for the combination of casual leave with tour. The controlling officer should record a Certificate to the effect that the journey under taken was for official purposes and the casual leave was incidental to it, on the TA bill. In respect of officers, who are their own controlling officers, such permission should be obtained from their next higher authority. They should record a similar certificate on their TA bills and also that the combination of Casual leaves with tour has received the prior approval of the higher authority.

(Authority: - C & AG's Endt. No.106-Audit/182-72 dated 16 February 1972).

### 3.11.7 **Traveling allowance to Central Government Servants on retirement-settlement at station other than last station of duty: -**

Traveling allowance to retiring Government servants on the scale and conditions set out in Government orders is admissible in respect of the journey of Government servant and members of his family from the last station of his duty to his home town or to the place where he and his family is to be settle down permanently even if it is other than his declared home town and in respect of transportation of his personal effects between the same places. The revised entitlement to lump sum transfer grant, packing allowance and carriage of personal effects as prescribed under MOF, OM. No. 19018/1/86-e IV dated 3 January 1986 for employees proceeding on transfer are also applicable to traveling allowance on retirement of Government servants.

(Authority: -C & AG's Endt. No. 32-Audit-I/4-86/IV-86 (7) dated 17 January 1986 and Endt. No. 143 Audit-I/4-86 /IV-86 dated 6 March 1986)

### 3.11.8 **Traveling Allowance rates Revision of rates of Road mileage allowance for journey by full taxi/own car and motor cycle/Scooter/Auto rickshaw etc.**

Rates for local conveyance are as follows: -

|  | <b>Taxi (ordinary)</b>  | <b>Taxi (AC)</b>  |
|--|---|---|
| Motor cab/<br>Taxi<br>(Diesel<br>driven) | Minimum ₹7.50 for 1 <sup>st</sup> Kilometer / part of Kilometer and ₹6.00 for next kilometers/part of Kilometer.  | Minimum ₹9.50 for 1 <sup>st</sup> Kilometer/part of Kilometer and ₹7.00 for next kilometers/part of Kilometer.  |
| Motor cab/<br>Taxi<br>(Petrol<br>driven) | Minimum ₹12.00 for 1 <sup>st</sup> Kilometer / part of Kilometer and ₹7.00 for next kilometers/part of Kilometer. | Minimum ₹15.00 for 1 <sup>st</sup> Kilometer/part of Kilometer and ₹8.00 for next kilometers/part of Kilometer. |

(Authority: - MP Govt. Gazette Letter No. 22-142-04-8 dated 20.2.2008 vide order of State Transport Authority dated 21.02.2012)

### 3.12 **Leave Travel Concession (LTC): -**

#### 3.12.1 **General: -**

Please see Para 13.2.8 of this manual.

#### 3.12.2 **LTC to hometown once in a block of two years: -**

Please see Para 13.2.7 of this manual.

#### 3.12.3 **Admissibility of hometown concession every year to unmarried Central Government employee having dependents living in hometowns.**

The unmarried Central Government employees who have left their wholly dependent parents, sisters and minor brothers at their home town shall be given the benefit of leave travel concession to visit their home town every year. This concession will be in lieu of all other leave travel concession facilities admissible to the Government servant himself and the aforesaid parents, sisters and minor brothers.

(Authority: - C&AG's Endt. No. 256-Audit-I/15-83/111-86 (46) dated 21<sup>st</sup> April 1986)

### 3.13 **Children Education Allowance, Reimbursement of tuition fees and hostel subsidy.**

1. In supersession of all earlier orders on the subject of Children Education Allowance and reimbursement of tuition Fee, the Following instructions have been issued :-

(a) Children education allowance and reimbursement of tuition Fee which were hitherto payable separately will be merged and will henceforth be known as 'Children Education Allowance Scheme'.

(b) Under the Scheme of Children Education Allowance Reimbursement can be availed by Government Servants up to a maximum of two children.

(c) Reimbursement as indicated above will be applicable for expenditure on the education of school going children only i.e., for children from class nursery to twelfth, including class eleventh and twelfth held by junior colleges or schools affiliated to Universities or Boards of Education.

(d) Henceforth, the reimbursement of Children Education Allowance shall have no nexus with the performance of the child in his class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance shall not be stopped.

(e) **Reimbursement for the following items can be claimed under this Scheme: -**

Tuition Fee, admission fee, laboratory fee, Vidyalaya Vikas Nidhi charged by Kendriya Vidyalayas, special fee charged for 'agriculture, electronics, music or any other subject., Fee charged for practical work under the program of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/ sports fee and fee for extra-curricular activities. This also includes reimbursement for purchase of one set of text books and notebooks, two sets of uniforms and one set of school shoes which can be claimed for a child, in a year.

(f) The annual ceiling fixed for reimbursement of Children Education Allowance is ₹12000.

- (g) Under this scheme, reimbursement can be claimed once every quarter. The amount that can be claimed in a quarter could be more than ₹3000, and in another quarter less than ₹3000, subject to the annual ceiling of ₹12000 per child being maintained.
- (h) In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance.
- (i) Hostel subsidy will be reimbursed up to the maximum limit of ₹3000 per month per child subject to a maximum of 2 children. Children Education Allowance is admissible for more than two children if the number of children exceeds two as a result of second child birth resulting in twins or multiple births. However, both hostel subsidy and Children Education Allowance **cannot** be availed concurrently.
- Hostel subsidy means expenses incurred by the Govt. servant if he has to keep his children in the hostel of a residential school away from the station beyond a distance of 50Km. at which he is posted/or is residing. Grant of hostel subsidy is not related to transfer liability of the Government servant. To allow reimbursement of Children Education Allowance/Hostel Subsidy for the initial two years of a diploma / certificate course from Polytechnic / ITI / Engineering College, if the child pursues the course after passing 10<sup>th</sup> standard and the Government servant has not been granted CEA/Hostel Subsidy in respect of the child for studies in 11<sup>th</sup> and 12<sup>th</sup> standards. It may include expenses towards boarding, lodging and expenses as detailed in Para (e) of the original OM No. 12011/3/2008-Estt. (Allowance) dated 2<sup>nd</sup> Sept, 2008 and subsequent instructions issued from time to time.
- (j) The above limits would be automatically raised 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.
- (k) 'Year' means academic year i.e. twelve months of complete academic session.
2. In order to ensure that Government servants have no difficulty in claiming reimbursement, the procedure under the Scheme is being kept simple. Reimbursement should henceforth be made on the submission of original receipts on the basis of self-certification by the Government servant.
  3. In cases where minimum qualification for admission in the two years Diploma course in Polytechnic is 10<sup>th</sup> Class and the student joins the polytechnic after passing X class, the reimbursement of tuition fees shall also be **allowed** for the 1<sup>st</sup> and 2<sup>nd</sup> year classes of the above course.
  4. The children attending day boarding are not eligible to draw hostel subsidy.
  5. The Children Education Allowance or hostel subsidy shall be admissible to a Govt. servant while he / she is on duty or is under suspension or is on leave (including extra ordinary leave). Provided that during any period which is treated as 'dies non' the Govt. servant shall not be eligible for the Allowance / reimbursement / subsidy for the period.
  6. A physically / mentally handicapped child studies in any institution i.e. aided or approved by the Central/State Govt. or UT administration or whose fees are approved by any of these authorities, the Children Education Allowance paid by the Govt. servant shall be reimbursed irrespective of whether the institution is 'recognised' or not. In such cases the benefits will be admissible between the age limits 5 to 22 years.

7. **These orders shall be effective from 1<sup>st</sup> September, 2008.**

(GOI Min. of Per. PG & Pensions (DOPT)OM No.12011/03/2008-Estt(Allowance) dated 2<sup>nd</sup> Sept 2008, even no dated 11<sup>th</sup> Nov 2008 and GOI Min. of Per. PG & Pensions (DOPT)OM No.12011/07/2011-Estt(Allowance) dated 31<sup>st</sup> May 2012 received under CAG's No. 48-staff Entt.(Rule)/6-2011 dated 19.06.2012 )

8. Vidyalay Vikas Nidhi (VVN) charged by Kendriy Vidyalayas is also reimbursable.
9. Children Education Allowance is admissible for the two eldest surviving children only except when the number of children exceeds two due to second childbirth resulting in multiple births.
10. Classes Nursery to twelfth will include classes I to XII + 2 classes prior to class I irrespective of the nomenclature.
11. In respect of schools/ institutions at nursery, primary and middle level not affiliated to any Board of education, the reimbursement under the Scheme may be allowed for the children studying in a recognised school/institution. Recognised school/ institution in this regard means a Govt. school or any educational institution whether in receipt of Govt. aid or not , recognized by the Central or State Govt. or Union Territory Administration or by University or a recognised educational authority having jurisdiction over the area where the institution is situated.
12. The reimbursement of Children Education Allowance is admissible only for the first child born after failure of sterilisation operation beyond two children.
13. A Government servant is allowed to get 50% of total amount subject to the overall annual ceiling in the first quarter and the remaining amount in third and or fourth quarter. Frontloading of the entire amount in the first and second quarters is not allowed.
14. A Govt. servant can claim full amount subject to the annual ceiling or Rs.15000/- in the last quarter.
15. "Fee" shall mean fee paid to the school in which the child is studying, directly by the parents/guardian for the items mentioned in Para 1(e) of the O.M. dated 2/9/2008. Reimbursement of school bags, pens/pencils, etc., may not be allowed. There is no item-wise ceiling.
16. In case of misplacement of receipts given by the school/institution towards charges received from the parents/guardian, reimbursement may be allowed if the Government servant produces a duplicate receipt, duly authenticated by the school authorities. Receipts from private parties, other than the school, if misplaced shall not be entertained, even if a duplicate receipt is produced. Original receipts from school authorities need not be attested/countersigned/rubber stamped by the school authorities.
17. Reimbursement of 50% of the entitled amount for the academic year could be allowed in the first and/or second quarter and the remaining amount could be reimbursed in the third and/or fourth quarter. However the entire entitled amount can be reimbursed in the last quarter.



18. Any enhancement in the ceiling of reimbursement per annum due to increase in DA by 50%, shall be applicable on pro-rata basis from the date of increase in DA, subject to actual expenditure during the quarter.

(Authority: -GOI Min. of Per. PG & Pensions (DOPT)OM No.12011/03/2008-Estt(Allowance) dated 23<sup>rd</sup> Nov 2009 and GOI Min. of Per. PG & Pensions (DOPT)OM No.12011/16/2009 dated 13<sup>rd</sup> Nov 2009 GOI Min. of Per. PG & Pensions (DOPT)OM No.12011/16/2009-Estt(Allowance) dated 17<sup>th</sup> Jun 2011 and GOI Min. of Per. PG & Pensions (DOPT)OM No.12011/07(i)/2011-Estt(Allowance) dated 21<sup>st</sup> Feb 2012)

19. **Reimbursement of Examination fee: -**

‘Examination fee’ will be reimbursable with effect from 2013-14, subject fulfillment of other existing conditions.

(Authority: - GOI Min. of Per. PG & Pensions (DOPT) OM No.12011/01/2012-Estt(Allowance) dated 31<sup>st</sup> July 2013)

3.14 **Honorarium for examination work for delivering Lectures and for other Specified items:**

-

Please see Para 10.1.3 of this Manual.

3.14.1 **Honorarium of examiners of various departmental examinations/Tests: -**

‘Rate of honorarium’ for setting question papers, translation and for valuation of Answer papers

- |                                     |         |
|-------------------------------------|---------|
| (a) For setting question papers:    |         |
| (i) Less than three hours           | ₹.300/- |
| (ii) Three hours                    | ₹320/-  |
| (b) For valuation of Answer Papers: |         |
| (i) Two hours or less               | ₹4.00   |
| (ii) Two and half hours             | ₹5.00   |
| (iii) Three hours                   | ₹.6.00  |
| (c) Translation of per paper set    |         |
| In English to Hindi or vice versa   | ₹100/-  |

(Authority:- CAGs Circular No. 01 of 2007 No. 207-Audit/M&C/256-2002 dated 13<sup>th</sup> July 2007 vide No. 563-NGE(Entt)/54-2002 dated 19.12.2006 & No. 255-NGE(Entt.)54-2000 dated 30-05-2007)

3.14.2 **Honorarium for setting and valuation of papers for Section Officers Grade Preliminary Examination: -**

Please see Para 3.14.1 of this manual.

3.14.3 **Honorarium of setting paper in English and Hindi version for Departmental Examination: -**

Please see Para 3.14.1 of this manual.

**3.14.4 Honorarium for the limited Departmental competitive examination of clerks for Promotion as Stenographers: -**

As per CAG's Circular No. 35-Staff (App.) I/2012, NO.919-Staff (App I) / 37-2011 Dated 20.09.2012 '**Limited Departmental Competitive Examination for clerk shall not be conducted for promotion to the post of Stenographer**'.

[ Referred to Para 10.5.1 (Note) of this manual ]

**3.14.5 Honorarium for invigilation duty**

The officers and staff appointed as invigilators may be paid honorarium at the following rates:

-

|  |                    |
|--|--------------------|
| <b>A.A.G. /Sr. A.O./A.O</b>                | <b>₹80 per day</b> |
| <b>A.A.O./S.O.</b>                         | <b>₹60 per day</b> |
| <b>Sr. Ar./Ar./Sr.Acctt. /Acctt./clerk</b> | <b>₹40 per day</b> |
| <b>Group 'D'</b>                           | <b>₹30 per day</b> |

(For only one session, the amount will be half of the above rates)

The above rates will be applicable in respect of the examination held on Saturdays/Sundays/Holidays also.

These rates effected from 01.08.1996.

(Authority: - CAGs Circular No. 29-NGE/1996 vide No. 561-NGE(Entt)/48-86(III) dated 01.08.1996)

**3.14.6 Departmental Examination for Stenographers: -**

As per CAG's Circular No.35-Staff (App. I)/2012, NO.919-Staff (App I)/37-2011 Dated 20.09.2012 '**Limited Departmental Competitive Examination for clerk shall not be conducted for promotion to the post of Stenographer**'.

[ Para 10.5.1 (Note) of this Manual]

**3.14.7 Honorarium for Lectures in various Subjects on Central and State Receipt Audit: -**

Please see Para 10.1.5 of this Manual.

**3.14.8 Honorarium for Lectures invites for delivering Lectures to Part-II (Commercial Audit) candidates:**

Please see Para 10.1.5 of this Manual.

**3.14.9 Revised rates of Honorarium for delivering Lecturers to the candidates of Revenues Audit Examination for Section Officers (Civil/Non-Civil): -**

Please see Para 10.1.5 of this Manual.

3.14.10 **Honorarium for delivering lectures/talks etc. in Regional Training Institutes refreshers Course or other Seminars / Programs Sponsored by the Head Quarters Office: -**

Please see Para 10.1.5 of this Manual.

3.14.11 **Honorarium for clearance of Arrears etc.: -**

The Accountant General will pay honorarium at the prescribed rates to the staff for clearance of arrears and for exacting specified items of work.

(Authority: - CAGs letter No. 838 Accounts-II/139-35 dated 25 April 1985 and letter No. 68-Audit I/86-86 IV-86(107) dated 26 September 1986)

3.15 **House Rent Allowance: -**

**Effective from September 1, 2008: -**

Based on the recommendations of the Sixth Central Pay Commission, the earlier classification of cities has been revised viz. A-1 to "X"; A, B-1 & B-2 to "Y" and C & Unclassified to "Z". In determining the revised classification, the population of Urban Agglomeration area of the city has been taken into consideration. Accordingly, the rates of House Rent Allowance shall be as under: -

| Classification of Cities/Towns | Rate of House Rent Allowance as a percentage of<br>(Basic pay + NPA where applicable) |
|--------------------------------|---|
| X                              | 30%   |
| Y                              | 20%   |
| Z                              | 10%   |

The term "basic pay" in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay etc. In the case of government servants in the pay scales of H.A.G+ and above, basic pay means the pay in the prescribed scale.

In respect of those employees who opt to retain their pre-revised scales of pay, the pay for the purpose of these orders shall also included in addition to the basic pay in the applicable pre-revised scales, Stagnation Increments(S), Dearness Pay and Non-Practicing Allowance as per orders in force on 1.1.2006.

However, due to;

- (i) Inclusion of Navi Mumbai within the UA of Greater Mumbai as per 2001 census,
- (ii) Placement of existing 'C' class cities/towns as well as unclassified places under new category 'Z',
- (iii) Abolition of CCA and
- (iv) Up gradation of Jammu, Kolkata & Chennai on account of inclusion of UA, the special dispensation shall continue to be extended only to the following cities-

(a) Faridabad, Ghaziabad, NOIDA and Gurgaon at “X” class city rates.

(b) Jalandhar Cant., Shillong, Goa & Port Blair at “Y” class city rates.

All other conditions governing grant or HRA under existing orders shall continue to apply.

The list of Cities/towns classified as ‘X’, ‘Y’ and ‘Z’ for the purpose of grant of House Rent Allowance is enclosed as Annexure to these orders (next page) : -

**Annexure**

**LIST OF CITIES/TOWNS WHERE HOUSE RENT ALLOWANCE IS ADMISSIBLE TO CENTRAL GOVERNMENT EMPLOYEES**

| S. No. | STATES          | CITIES CLASSIFIED AS “X” | CITIES CLASSIFIED AS “Y”  |
|--------|-----------------|--------------------------|---|
| 1.     | Andhra Pradesh  | Hyderabad(UA)            | Vijayawada (UA), Warangal (UA), Visakhapatnam (UA), Guntur  |
| 2.     | Assam           |                          | Guwahati (UA)   |
| 3.     | Bihar           |                          | Patna(UA)   |
| 4.     | Chandigarh      |                          | Chandigarh  |
| 5.     | Chhattisgarh    |                          | Durg-Bhilai Nagar (UA), Raipur(UA)  |
| 6.     | Delhi           | Delhi(UA)                |   |
| 7.     | Gujarat         |                          | Ahmadabad (UA) ,Rajkot (UA) , Jamnagar(UA) , Bhavnagar (UA) , Vadodara (UA) ,Surat (UA)   |
| 8.     | Haryana         |                          | Faridabad*  |
| 9.     | Jammu & Kashmir |                          | Srinagar (UA) , Jammu (UA)  |
| 10.    | Jharkhand       |                          | Jamshedpur (UA) , Dhanbad (UA) , Ranchi (UA)  |
| 11.    | Karnataka       | Bangalore (UA)           | Belgaum (UA) , Hubli-Dharwar , Mangalore (UA) , Mysore (UA)   |
| 12.    | Kerala          |                          | Kozhikode (UA) , Kochi (UA) , Thiruvananthapuram (UA)   |
| 13.    | Madhya Pradesh  |                          | Gwalior (UA) , Indore (UA) , Bhopal (UA) , Jabalpur (UA)  |
| 14.    | Maharashtra     | Greater Mumbai (UA)      | Amravati, Nagpur (UA) , Aurangabad (UA) , Nasik (UA), Bhiwandi (UA), Pune (UA), Sholapur , Kolhapur (UA)                                  |
| 15.    | Orissa          |                          | Cuttack (UA) , Bhubaneswar (UA)   |
| 16.    | Punjab          |                          | Amritsar (UA), Jalandhar , Ludhiana   |
| 17.    | Pondicherry     |                          | Pondicherry (UA)  |
| 18.    | Rajasthan       |                          | Bikaner , Jaipur , Jodhpur (UA) , Kota (UA)   |
| 19.    | Tamilnadu       | Chennai (UA)             | Selam (UA) , Tiruppur (UA) , Coimbatore (UA) , Tiruchirappalli (UA) , Madurai (UA)  |
| 20.    | Uttarakhand     |                          | Dehradun (UA)   |
| 21.    | Uttar Pradesh   |                          | Moradabad, Meerut (UA), Ghaziabad*, Aligarh, Agra (UA),Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur, Varanasi (UA) |
| 22.    | West Bengal     | Kolkata (UA)             | Asansol (UA)  |

**Note-** The remaining cities/towns in various States/UTs which are not covered by classification as “X” and “Y” are classified as “Z” for the purpose of HRA.

(Authority: -GOI, Min. of Fin., Deptt. Of Exp. O.M.No.2(13)2008-E.II (B),New Delhi, dated,29<sup>th</sup> Aug.2008)

### 3.16 **Medical Claims:-**

3.16.1 All Central Government Servants are eligible for reimbursement of medical claims under the Central Services (Medical Attendance) Rule, 1944 as amended from time to time. These rules shall apply to all Government servants, when they are on duty, leave, deputation, Foreign Service in India, or when under suspension.

### 3.16.2 **Cash Memo and Essentiality Certificate: -**

#### (i) **To be countersigned: -**

Cash memo for purchase of medicines are to be countersigned by the doctor prescribing the medicines and the essentiality certificates must contain the names of all the medicines prescribed and the amount incurred on the purchase of each medicine.

(Authority: -GOI MOH OM. No. F. 1-17 52-LSG (MO, dated 18 December 1952)

#### (ii) **Cash memos need not be stamped and receipted: -**

Cash memos submitted in support of the claims for reimbursement of the cost of special medicines purchased from the open market need not be stamped or bear the supplier’s acknowledgement.

(Authority: -GOI MOH OM. No. F. 5 (x)-47/ 56-M-II, dated 17 August 1956)

(iii) All Authorised Medical Attendants (AMA) are required to indicate clearly their designation and degrees while signing such reimbursement claim papers.

(Authority: -DGHS letter No. 4-13/63/M. II dated 23 April 1965)

#### (iv) **Acceptance of money receipt in lieu of Cash memos: -**

Production of essentially certificates and cash memos in original is insisted upon under the rules, with a view to ensuring that the medicines were actually considered essential by the authorised medical attendant and that these were purchased and consumed by the patient as directed by him. In a case, however, where the medicines are supplied by the attending doctor from his own dispensary and charged for, the question of production of cash memos for the purchase of medicines would not arise and the receipt granted by the authorised medical attendant in taken of supplying the medicines as to included in the essentiality certificates, the patient may be accepted as valid substitute for cash memo.

(Authority: - GIMH letter No. f-28-11/65-M.A. dated 5 May 1966)

(v) A credit bill subsequently receipted and duly countersigned by the authorised medical attendant is to be accepted for purpose of medical charges under the C.S. (MA) Rules and orders.

(Authority: - GIMH OM No. 29-66/66-MA dated 29 December 1966)

**(vi) Duplicate Cash Memo in case of loss: -**

Only serially numbered cash memos with particulars of supplies printed on it should be accepted. In case of loss of original cash memos by an official, "Duplicate" cash memos submitted by him may be accepted provided the circumstances leading to the losses of the original are fully and satisfactorily explained and the "Duplicate" cash memos are duly countersigned by the authorised medical attendant.

(Authority: - D.G. R&T memo. No. 30/4/66-PAP Dated 22 September 1967)

**(vii) Cancellation of cash memoranda attached to medical claims: -**

It is necessary that the cash memoranda are duly superscribed by the drawing / controlling officer in red ink with the following wordings at the time of regulation of medical claim bills;

“₹.....admitted and claimed in Bill No..... dated ..... for  
₹.....”

(Authority: - GIMH O.M. No. 27-57/69-M.A. dated 13 February 1973)

**3.16.3 Time – Limit for medical claims: -**

(i) The final claims for reimbursement of medical expenses of Central Government servants in respect of a particular spell of illness should ordinarily be preferred within **3 months from the date of completion of treatment** as shown in the last Essentiality Certificate issued by the Authorized Medical Attendant / Medical Officer concerned. The controlling authorities are also empowered not to entertain a medical claim not preferred by a Central Government servant within three months of the completion of the treatment where they are not satisfied with the reasons put forth by the Government servant for late submission of the medical claim or where the claim is prima facie incomplete.

(Authority: - GIMH OM No. F. 29-40/68-M.A. dated 15 October 1968 and dated 28 December 1970 and O.O. 13/ Medical-claims/87 dated 27 January 1987)

(ii) The time-limit of three months for the presentation of medical claim should be strictly adhered to and a reimbursement claim which is not supported by a regular voucher / cash memo should not be allowed.

**(iii) Powers delegated to Heads of Departments: -**

The delay beyond three months in submissions of the medical claims may be condoned by the Departments of the Central Government / C&AG of India, etc. subject to the following: -

(a) Each individual case seeking condonation of delay in submission of medical claims will be considered by the controlling authorities / administrative authorities on merit

particularly keeping in view the need to prevent malpractice, after giving reasonable opportunity to the Government employees, the controlling authorities will be free to reject the medical claims when they are not convinced of the reasons for delay involved in the submission of the claims.

- (b) It will be open to the controlling / Administrative / Ministries / C&AG of India to lay down monetary limits of the medical claims and the period up to which delay can be condoned at various levels, it being ensured that no case relating to condonation of delay is agreed to at a level lower than the head of a department.
- (c) The treatment has been obtained from authorised medical attendant / recognised hospital / dispensary / claims etc. under the CS (MA) Rules, 1944 and orders.

(Authority: - GIMH OM No. S.14025/22/78-MS dated 13 August 1981)

### 3.16.4 Maintenance of registers in respect of different cadres of Central Government Servants:

-

The head of the office is required to maintain registers in respect of various cadres of Government servants for recording claims for reimbursement of medical expenses. The Form prescribed by the G.I.MHA under their OM No. 24/140/64/AVD/dated 26 March 1965 is to be used for maintaining these registers.(given below)

(Authority: -GIMH OM No. S. 14023/1/74-M.C.dated 23 March 1976)

#### Form of register for reimbursement of medical charges

| Sl. No. | Name of the patient | Relationship with the Government Servant | Name of the disease              | Name of the Doctor             | Consultation fee<br>₹  | Injection fee<br>₹        |
|---------|---------------------|--|----------------------------------|--------------------------------|------------------------|---------------------------|
| 1.      | 2                   | 3  | 4                                | 5                              | 6                      | 7                         |
| Total   | Period of Claim     | Name of Chemist                          | Cost of medicines purchased<br>₹ | Amount passed for payment<br>₹ | Progressive Total<br>₹ | Pathological Charges<br>₹ |
| 8       | 9                   | 10                                       | 11                               | 12                             | 13                     | 14                        |

### 3.16.5 Simultaneous treatment in two or more system of medicines: -

Treatment for the same ailment should not taken simultaneously in more than one system of medicine under the CS (MA) Rules, 1944. There is, however, no objection to treatment for different ailments. If, however, such treatment is being taken for other diseases, this should be done with the knowledge of the attending doctors of other system concerned.

(Authority: - GIMH. O M. No. S. /14025/74/79-M.S. dated 28 May 1980)

### 3.16.6 Important instructions for the guidance of the Controlling Authorities to prevent abuse of medical reimbursement facilities: -

- (i) Bills in excess of a total amount of ₹500 per half year of individual officers should be carefully checked. Further all claims in excess of ₹1000 should be thoroughly scrutinised. In

case of doubtful nature, verification should be undertaken through the Vigilance Organisation of the Department/Office.

(Authority: - Department of Health OM No. S. 14023 (1)-A 74 M.C. dated 21 August 1974)

(ii) The time limit of three months for the presentation of medical claims should be strictly adhered to and a reimbursement of claim which is not supported by a regular voucher Cash Memo should not be allowed.

(Authority: - Department of Health O.M. No. 14023/117-B/74-MC. Dated 21 August 1974)

(iii) The maintenance of the prescribed control register should be ensured and periodical review of the register should be done by the officer immediately superior to the controlling officer and also whenever inspection of the office is undertaken.

(Authority: - GIMOH S. 14023/1/73/-MC dated 26 March 1975)

### 3.16.7 **Verification of containers / receipts of the medicines: -**

The controlling officer has to satisfy himself that the claim in respect of medical expenses submitted by a Government Servant, is genuine and is covered by rules and orders prescribed under CS(MA) Rules, 1944. All officials are, therefore, advised to retain the containers so as to submit for surprise verification, if selected, irrespective of the amount of the claim, till the bills are passed. The empty containers called for should be produced to Audit Officer / Assistant Audit Officer / Section Officer OE-13/OE-22 Section within 10 days from the date of receipt of memo from the establishment section, failing which the medical claim will be liable to rejection.

(Authority: - Accountant General (Audit) I & II orders dated 1 June 1985 / 6 June 1985 and O.O. No. OE 13/Medical/claim/87 dated 27 January 1987)

3.16.8 There should be at least **5 days** gap for the consulting room treatment for the recurrence of the same disease. In case, it is not so, the treatment will be considered as continuous one.

(Authority: - O.O. No. OE13 Medical Claims/87 dated 27 January 1987)



**Annexure-I**  
(Referred to in Para 3.3.2)

**System of payments to Group 'A' officers of IA&AD: -**

- (1) The system of payments to Group 'A' officers of IA & AD posted at stations other than Delhi, through **IRLA has been discontinued w.e.f. 1<sup>st</sup> June 1983.**
- (2) The Pay and Allowances of Group 'A' Officers posted at stations other than Delhi are to be drawn by the Heads of Offices, commencing with the salary for June 1983 in the same manner as for staff and Group 'B' officers from the concerned Pay and Accounts Officer (Audit). In offices, where the Drawing Disbursing Officer (DDO) are not located at the station of Pay and Accounts Officer and cheque drawing powers have been given for the funds required for payment to Group 'A' officers shall also be drawn by cheques. The Pay and Accounts Officers (Audit) shall also be responsible for maintaining GPF Accounts and detailed accounts of loans and advances drawn by Group 'A' officers.
- (3) From 1<sup>st</sup> June 1983, determination of pay and allowances of Group 'A' officers posted at stations other than Delhi is to be done by the Heads of offices in the same manner as for Group 'B' officers. In the case of pay and allowances of the Head of office himself, the determination shall be done by the next higher authority or by Head of the Department as the case may be.
- (4) The following action shall be taken for implementation of this procedure --

**(a) DACR (IRLA Group)**

The DACR shall prepare last pay certificate of Group 'A' officers at present being paid under the IRLA system immediately after disbursing salaries in which officers are working. He will also complete GPF accounts and the accounts of all the advances and transfer outstanding balances to the respective PAOs (Audit) on proforma basis along with the list of missing credits / debits. The DACR shall complete the service cadres and leave account up to 31<sup>st</sup> May 1983 of each officer and send the same to the Head of offices concerned.

**(b) Heads of offices**

The Heads of offices shall draw bills in respect of salary for June 1983 on the basis of LPCs received from DACR. If there is any delay in the receipt of LPC for any officer/officers, the pay and allowances shall be drawn and paid on the basis of last statement of accounts received by the officer from DACR. On receipt of LPC, when an officer is transferred to another office, the Head of the office shall issue LPC to the drawing and disbursing officer of the new office. The Head of the office shall maintain service books and leave accounts of group 'A' officers working in his office from 1<sup>st</sup> June 1983 and all the service particulars from that date onwards will be noted there in. The service cadres received from the DACR will be attached with the service books of the officer concerned. On transfer of an officer from one office to another, service book duly completed along with the service cards received from IRLA/DACR would be send to the new office where he is transferred. In the case of officers transferred to Delhi, these documents duly completed will be send to IRLA/DACR. A separate establishment bill form may be send for all Group 'A' officers which may be used marked conspicuously as Group 'A' officers.

**(c) Pay and Accounts Officers (Audit)**

The functions of Pay and Accounts Officer (Audit) are applicable to Group 'A' Officers posted at stations other than Delhi. They will be responsible for making payments of claims of Group 'A' officers. They shall maintain GPF accounts and also the broad sheet of advances such as HBA/MCA etc. with reference to outstanding balances communicated by DACR in respect of individual officers and subsequent transactions. On transfer of an officer from one office to another, when the payments are to be made by another Pay and Accounts Officer (Audit), the last Pay and Accounts Officer (Audit) will complete the GPF accounts and the accounts of advances drawn by the officer and transfer the outstanding balances to the new PAO (Audit) on proforma basis. In case of officers transferred to Delhi, such balances shall be communicated to IRLA/DACR, New Delhi.

**(5) Recovery of leave salary and Pension contribution: -**

The PAO from whose payment control, the Government servant is transferred on Deputation / Foreign Service, shall be responsible for watching the recovery of Foreign Service contributions. Copies of orders transferring the Government servant to other Government or on Foreign Service are required to be endorsed to the PAO concerned by the Head of the Office/Department. The PAO is required to call for the details of pay etc. drawn by the officer from time to time so as to work out contributions recoverable and to raise demand against Government/Organisation concerned. He shall maintain suitable registers to watch the recovery. The same procedure would be followed by PAO (Audit) concerned for the recoveries of these contributions in respect of Group 'A' officers posted at stations (Other than Delhi) proceeding on deputation to State Government / Foreign Service after 31<sup>st</sup> May 1983 would continue.

**(6) Pensioners**

The pension papers of retiring Group 'A' officers working in the department at places other than Delhi shall be prepared by the Head of the Office and sent to the concerned PAO (Audit) for verification and issuing PPO/Gratuity payments order in the same way as is being done in the case of non-gazetted and Group 'B' officers of IA&AD. The existing arrangements for Group 'A' officers posted in Delhi and on deputation / Foreign Service is on 31<sup>st</sup> May 1983 would continue.

- (7) As Group 'A' officers are transferable throughout India, they will be supplied with a pay book which will be completed by drawing and disbursing officer every month and returned to the officer. A specimen form of the pay book is given below: -

**Form of Pay Book**

Name of the Officer \_\_\_\_\_

| Month              | Pay              | Special Pay if any        | Dearness Allowance | Additional dearness allowance | House Rent allowance | City compensatory allowance |
|--------------------|------------------|---------------------------|--------------------|-------------------------------|----------------------|-----------------------------|
|                    | ₹                | ₹                         | ₹                  | ₹                             | ₹                    | ₹                           |
| 1.                 | 2.               | 3.                        | 4.                 | 5.                            | 6.                   | 7.                          |
| <hr/>              |                  |                           |                    |                               |                      |                             |
| Total              | Recoveries       |                           |                    |                               | Any other Recovery   | Total of Recoveries         |
|                    | GPF Contribution | Recovery advance from GPF | Recovery of HBA    | MCA                           |                      |                             |
| ₹                  | ₹                | ₹                         | ₹                  | ₹                             | ₹                    | ₹                           |
| 8.                 | 9.               | 10.                       | 11.                | 12.                           | 13.                  | 14.                         |
| <hr/>              |                  |                           |                    |                               |                      |                             |
| Net Amount Payable |                  |                           | Signature of DDO   |                               | Remarks              |                             |
| ₹                  |                  |                           |                    |                               |                      |                             |
| 16.                |                  |                           | 17.                |                               | 18.                  |                             |

(Authority: - C&AG's letter No. 363-TA-I/197-82, dated 23<sup>rd</sup> March 1983)**(8) Supplementary instructions**

(i) Maintenance of personal files, service statements, service books, leave account, service cards, release of increments etc. sending of transfer documents etc. duly completed to next Accountant General on transfer of an officer from one station to another will be done by OE XI/XXI section. Service books, service cards, service statements, leave accounts shall be kept in the personal custody of Audit Officer / OE XI and OE XXI sections.

(ii) Nomination in respect of Death-Cum-Retirement Gratuity (DCRG), General Provident Fund and Central Government Employees Group Insurance Scheme etc. shall be kept in the custody of Deputy Accountant General (Admn.) of office of the Accountant General (Audit)- I/II. Action on all these will be taken by OE XI / OE XXI sections. A register should also be maintained by these sections.

(iii) Lease / Sale / mortgage deeds for acquisition of immovable/movable property out of loan from Government shall be kept in the safe custody of Audit Officer-in-charge OE XI and OE XXI sections. A separate register should be maintained for this purpose.

(iv) Fixation of pay of Group 'A' officers consequent on their promotion from one scale to another shall be done by OE XI / OE XXI section and got approval by the Accountant General Pay and Allowance of the Accountant General shall be determined by the Deputy Accountant General (Admn.) / Senior Deputy Accountant General (Admn.) who has been declared as Head of the Office and got approved by the Accountant General.

(v) Drawal of pay and allowances etc., deductions if any, issue of LPC on transfer of an officer from one station to another an issue of pay statements in proforma prescribed and supply of pay book in the prescribed form, shall be done by OE XIII and OE XXIII section. Separate bill should be prepared for Group 'A' officers conspicuously marked.

(vi) Preparation of pension case, its finalisation after completion of all papers relating to the retiring officer, authorisation of encashment of leave at the credit and authorization of amount of insurance under Group Insurance Scheme in favor of the retiring officer shall be done by OE XII / OE XXI section.

**(vii) Pay and Accounts Office**

(a) Maintenance of GPF accounts, Broadsheet in respect of PPF, other advances (MCA / HBA) shall be the responsibility of the PAO.

(b) Fresh cards shall be opened every year after taking the previous balance, old GPF ledger cards shall be kept in the safe custody of Deputy Accountant General by PAO in respect of all Group 'A' officers after carrying forward the closing balance and other details. A certificate to the effect that "Annual GPF slip has been issued" should also be recorded on the cards before the same is kept in the custody of DAG by PAO.

(viii) All records relating to recovery of pension and leave salary contribution in respect of officers on Foreign Service shall be maintained by the PAO as usual.

(Authority: - Admn. / AGI / AGII / Group 'A' officers / O.O. No. 48, dated 7 May 1983)

**Annexure-II**  
(Reference to in Para 3.5.6)

**I- Duties of Cashier: -**

- (1) All work connected with bank / Pay and Account Office.
- (2) Keeping the money in the chest under double lock at the close of each working day. One of the keys of the chest shall remain with the Audit Officer (Cash).
- (3) Making money available to Assistant Cashier / Cash counter for disbursements and obtaining accounts from them daily.
- (4) Maintenance of cash book in accordance with the standing instructions.
- (5) Processing the cheque received from the Pay and Accounts Office for encashment at the bank, bringing the money to office, disbursing of pay and allowance etc. to proper persons and keeping the undisbursed amount in safe custody.
- (6) Entering each cheque, other than account payee cheque immediately on its receipts from the Pay & Accounts Office in the cash book and getting the entry attested by the Audit Office (Cash).
- (7) Entering all other cash transactions and payments to staff in the cash book as soon as these occur, close the cash book daily, verify the balances in hand (Cheques, cash, change, petty advances, stamps etc.) with the balance struck in the cash book and also note details of the closing balances in the Cash Book itself. Reporting the discrepancies, if any, in writing, as soon as, notified to higher authorities.
- (8) Ensuring that the pay and allowance drawn through bills remaining undisbursed are duly noted in the register of undisbursed pay and allowances (Form TR-71).
- (9) Maintenance of Cash Book for non-Government transactions relating to Co-operative dues, Benevolent Fund, CTD etc.
- (10) Keeping the account of the imprest and processing the recoupment of imprest.
- (11) Keeping account of advances paid to the staff / officers and keeping a watch over their adjustment.
- (12) Recovery from staff / officers in cash or through Acquaintance rolls in respect of CTD, NSCs and Benevolent Fund and depositing the same.
- (13) Maintenance of court attachment register and prompt remittance of the recoveries made to be concerned authority.
- (14) Maintenance of Demand Draft register, obtaining bank draft from bank and arranging for their quick dispatch.

- (15) Arranging payments through Money orders whenever necessary.
- (16) Maintenance of Challan files / registers.
- (17) Maintenance of paid vouchers, acquaintance rolls etc.
- (18) Arranging quick dispatch of paid acquaintance rolls from where the bank drafts in respect of any official might have been received from payment to officer / staff working in the office.
- (19) General supervision of the Cash Branch including; (i) assistance to Assistant Cashier and cash counter clerk as may be necessary; (ii) disposal of notes and correspondence of cash branch (iii) maintenance of casual leave and attendance register.
- (20) Preparing an analysis of cash book at the end of each month showing specific individual items which work up to the total amount of the balance in hand in the register of undisbursed items.
- (21) Any other work assigned by the Audit Officer (Cash).

#### **II- Duties of Assistant Cashier: -**

- (1) Obtaining money from the bank in the absence of the cashier or whenever required by Audit Officer (Cash).
- (2) Assisting the cashier generally and looking after his duties whenever required.
- (3) Maintenance of bill register including entering the bills of gazetted and non-gazetted staff in bills register immediately on receipt from the Bill Section's.
- (4) Maintenance of register of undisbursed items.
- (5) Issuing intimation letter to private parties for their payment and displaying on notice-board the details of the bills got encashed from the bank for payment to the staff.
- (6) Dispatch of cheques of Government / private parties for out-side payment including payment of telephone / electricity bills etc.
- (7) Any other work assigned by the cashier / Audit Officer (Cash).

#### **III- Group 'D' official / records sorter (now MTS): -**

- (1) All work connected with the normal duty of a peon.
- (2) Submission of bills to the Pay and Accounts office.
- (3) Maintenance of all records of vouchers, getting them stitched by a Daftary and keeping the record neat and clean.
- (4) Any other work assigned by the Audit Officer (Cash) / Cashier and Assistant Cashier.

## Chapter-IV

### Increment and Incentives

#### 4.1 Increment: -

##### 4.1.1 (i) General

According to provisions of FR 24, an increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment of a Government servant may be withheld by competent authority as a measure of punishment under C.C.S. (C.C.A.) Rules, 1965 after observing the prescribed procedure. The with-holding authority should state the period for which it is with-held, and whether the postponement shall have the effect of postponing future increments.

##### (ii) Rate of increment in the revised pay structure with effect from 1.1.2006: -

The rate of increment in the revised pay structure will be 3% of the sum of the pay in pay band and grade pay applicable, which will be rounded off to the next multiple of 10. The amount of increment will be added to the existing pay in the pay band. In the case of PB-3, variable rates of increment at 3% and 4% have been provided. The higher rate of increment will be granted to not more than 20% of the strength of officers in PB-3.

(Authority: - Rule 10 CCS (RP) Rules, 2008)

##### (iii) Date of next increment in the revised pay structure: -

There will be a uniform date of annual increment, viz. 1<sup>st</sup> July of every year. Employees completing 6 months and above in the revised pay structure as on 1<sup>st</sup> July will be eligible to be granted the increment. The first increment after fixation of pay on 1-1-2006 in the revised pay structure will be granted on 1-7-2006 for those employees for whom the date of next increment between 1<sup>st</sup> July, 2006 to 1<sup>st</sup> January, 2007.

(Authority: - Rule 9 CCS (RP) Rules, 2008)

(iv) All orders regarding stoppage of increment must be promptly communicated to the Establishment Section.

(v) **Register of increments:** - A 'register of increments' in Form SY-299 shall be maintained by the establishment section separately for different categories of staff viz. for Group 'A' officers, Audit Officers, Asstt. Audit Officers, Senior Auditors, Auditors, Clerks, other Group 'C' staff and group 'D' staff (Now MTS). If for any reasons, the date of increment of any officer / member of the staff is changed to another month, the name of the person concerned should be scored through from the page where it was originally written and a note made against it showing the folio (month) to which the name has been transferred.

**Register of increment**

For the month of \_\_\_\_\_ Year \_\_\_\_\_

| Name | Designation/<br>Permanent | Section | Present Pay             |  | Rate of increment |          |
|------|---------------------------|---------|-------------------------|--|-------------------|----------|
|      |                           |         | Substantive/officiating |  | Annual            | Biennial |
| 1    | 2                         | 3       | 4                       |  | 5                 | 6        |

| Date of<br>Last<br>Increment | Date of<br>appointment<br>to the post | Record of<br>suspension<br>or punishment<br>as noted in CR. | Non-Qualifying<br>leave or other<br>period since last<br>increment | Date of<br>present<br>increment | Pay<br>after<br>present<br>increment | Order of<br>sanctioning<br>authority |
|------------------------------|---------------------------------------|---|--|---------------------------------|--------------------------------------|--------------------------------------|
| 7                            | 8                                     | 9   | 10   | 11                              | 12                                   | 13                                   |

(vi) The names of persons newly appointed or promoted to the higher grade should be entered immediately on appointment or on promotion in the relevant folios.

**(vii) Review of increment register: -**

The increment register should be reviewed every month with a view to taking action in all cases where increments are due during the month. The register should be put up to the branch officer on the 5<sup>th</sup> of each month, indicating the position in respect of the previous month.

**(viii) Increment certificate: -**

The increment certificate should be prepared every month and put up along with increment register for approval of the authority competent to approve it not later than the end of the first week of the month. The sanctioning authority while sanctioning the increment should satisfy itself, with reference to relevant records that no orders for withholding of increment exist in any case. The Bill section should draw the increments so sanctioned in the monthly pay bills. The Audit Officer / Assistant Audit Officer who draw the bills should ensure that increments have been duly drawn for all those whose increments are due in that month.

**(ix) Increment while on Deputation / Foreign Service: -**

In the case of officiating Government servants on deputation / foreign service to other departments, copies of the certificates regarding the extent of the period to which they would have continued to officiate in the post (from which they proceed on deputation / foreign service) but for their deputation, shall be furnished to the departments to enable them to regulate increments accruing during the period of deputation.



**(x) Sanction of increments: -**

The increments of Group 'A' Officers, Audit Officers, Assistant Audit Officers, Other Group 'C' and 'B' staff shall be sanctioned by the authorities mentioned below: -

- |                        |                                     |
|------------------------|-------------------------------------|
| a. Group 'A' Officers  | Accountant General                  |
| b. Group 'B' Officers  | Sr. DAG (Admn.) / DAG (Admn.)       |
| c. Group 'C' Officials | Audit Officer (Admn.) / AAG (Admn.) |

**4.1.2 Withholding of increments: -**

(i) Withholding of increments of a Government servant is a penalty under the C.C.S. (C.C.A.) Rules, 1965 which is imposed after following the procedure as laid down in those rules.

(ii) Whenever it is proposed to withhold increments as a disciplinary measure a proper order is made withholding increments following due on or after the date of the order.

(iii) Where the penalty of withholding of increment is imposed on an employee; it is obligatory on the part of the disciplinary authority to specify the period for which the penalty would remain current. An order for withholding of increment for a specified period implies withholding of all the increments admissible during that specified period and not the first increment only.

**4.1.3 Grant of ad-hoc increment to group 'B', Group 'C' and Group 'D' employees stagnating at the maximum of their pay scales: -**

The increment on 1<sup>st</sup> January, 2006, as envisaged under the first proviso to Rule 10 of the CCS(RP) Rules, 2008 shall be allowed to those employees also who had reached the maximum of the applicable pre-revised pay scale more than one year before 1.1.2006 and were in receipt of stagnation increment(s) in the applicable pre-revised pay scale as admissible in terms of the orders in vogue prior to 1.1.2006, provided their pay in the revised pay structure was fixed on 1.1.2006 with reference to the some pre-revised pay-scale exactly as per the Fitment Table prescribed in the Ministry's OM No. 1/1/2008-IC dated 30<sup>th</sup> August, 2008.

(Authority: -GOI, Min. of Fin. DoE No. F-10/2/2011-E. III (A) dated 4<sup>th</sup> July 2014)

**4.2 Incentives for acquiring higher qualifications****4.2.1 Grant of qualification pay to the Auditors on passing the Departmental Examinations: -**

The rate of qualification pay enhanced from Rs.60/- to Rs.120/- with effect from the date an individual elects to draw pay in the revised scale of pay under CCS (RP) Rules, 2008.

4.2.2 The qualification pay shall continue to be treated as part of the pay for the purpose of fixation of pay on promotion to the next higher post.

(Authority: -GOI, Min. of Fin. DoE No. F-7/30/2011-E. III (A) dated 13<sup>th</sup> January 2012)

4.2.3 In the case of Auditors who have passed the Departmental Examination prior to 1<sup>st</sup> January 1973, if the pay + qualification pay of the junior who qualified in such examination on or after 1<sup>st</sup> January 1973 happened to be more than the pay of the senior who had passed the examination before 1<sup>st</sup> January 1973, the difference was to be allowed as qualification pay to the Senior with effect from the date of anomaly on a notional basis and the actual benefit was to be admissible only from 1<sup>st</sup> June 1981. In cases, where the date of next increment in respect of the Junior happened to fall earlier than that of the Senior, the senior was also to be granted next increment on the same date as admissible to his junior. The qualification pay so granted was to be taken into account for the purpose of fixation of pay of the senior on his promotion to the higher grade irrespective of the fact whether the senior had been promoted before on or after 1<sup>st</sup> June 1981. However for the period prior to 1<sup>st</sup> June 1981 they were not to be entitled to any arrears.

(Authority: - GOI MOR (DOE) OM No. F7 (56)/EIII/78, dated 31<sup>st</sup> January 1985 received with C&AG's circular letter No. 883-N.I/16-85/II, dated 10<sup>th</sup> May 1985)

4.2.4 **'The Departmental Examination for Auditors'** is replaced as **'The Departmental Confirmatory Examination in Audit Office'** with effect from 1<sup>st</sup> March 1984. Passing this examination is now a necessary pre-requisite for confirmation and for promotion from Auditor to Senior Auditor. Auditors who have rendered at least one year of continuous service on 1<sup>st</sup> May/ 1<sup>st</sup> November are eligible to appear in this examination.

(Authority: Para 4.3.1&4.3.2&the manual of instruction for restricting of cadres in IA&AD)

4.2.5 **Special Allowance for passing S.O.G.E. and awaiting promotion as Section Officer (Now AAO): -**

**From 01.09.2008** the Special Allowance for passing S.O.G.E. and awaiting promotion as Section Officer (Now AAO) is Rs.160/- p.m. for the first year and Rs. 280/- p.m. from second year onwards.

(Authority: -CAG's Circular No. 27/NGE/2008referred to No. 293/NGE (Entt.)/38-2007 dated 19.11.2008)

4.2.6 **Grant of Incentive for passing CA/ICWA/CS Examination: -**

The departmental candidates now on qualifying CA/ICWA/CS will be entitled for the incentives as per details given below: -

(a)An lum-sum amount of ₹4000/- on passing Intermediate/Part-I Examination of the Institute of Chartered Accountants of India, Cost & Works Accounts of India/Institute of Chartered Financial Analysts of India.

(b) An lum-sum amount of ₹8000/- on passing Final Examination of the Institute of Chartered Accountants of India, Cost & Works Accounts of India/Institute of Chartered Financial Analysts of India.

(c) An lum-sum amount of ₹2000/- on passing intermediate examination of the Institute of Company Secretaries of India.

(d) A lump-sum amount of ₹4000/- on passing Final Examination of the Institute of Company Secretaries of India.

(Authority: - GOI Min. of Personnel, Public Grievances and Pension (Dept. of Per. & Trg. No.1/1/2007 (Pay-I)-I dated 16<sup>th</sup> May, 2008 and No.1/2/89-Estt. (Pay-1) dt. 09.04.1999)

#### 4.2.7 Advance increment on passing the Revenue Audit Examination: -

Heads of Departments in IA&AD are empowered to grant one advance increment to Sr. Audit Officers / Audit Officers / Asstt. Audit Officers on passing Revenue Audit Examination (RAE).

(Authority: -CAG's order No. 904-Staff (App 1)1-2006/Kw-1 dated 04.11.2011)

#### 4.2.8 (i) Addition of higher qualification in respect of Sr.AO/AOs/AAOs (Commercial) in the gradation list:-

The field offices should verify the original certificates and certify the authenticity of the certificates while forwarding the same to Headquarters for inclusion of the additional qualification in the Gradation List.

The following documents may be enclosed while forwarding the requests of the officials for inclusion of the higher qualification in the All India Gradation List: -

- (1) Certificate by the office that the original have been verified.
- (2) Copy of the permission letter given to the official for pursuing of the Course.
- (3) Attested copies of the relevant certificates.

(Authority: - CAGs letter No.2331 to 2387/CA-I/PF-894/293-93 dated 26.08.2014)

#### (ii) Grant of lump-sum-incentive for acquiring Ph. D: -

Acquiring of Ph. D is eligible qualification for grant of lump-sum incentive of **Rs.10000/-** (Rupees Ten Thousand only), subject to the conditions laid down therein. However, relevancy of the topic to the Indian Audit and Accounts Department may be decided by head of department before granting such incentive.

(Authority: - CAGs letter No. 1047/GE II/66-2003/2004 dated 20.10.2004)

#### 4.3 Other Incentives: -

##### 4.3.1 Incentive to Central Government Employees for promoting small family norms: -

Family Planning Allowance is one of the severe steps taken by the Central Government to check growing population. At that time incentives were announced to Government employees, those having three children. In the following days it was reduced to two children.

The sterilization operation which is performed for this is known as Tubectomy (for women) and vasectomy (for men). This is a permanent method of family planning, which means once opt this and undergo this procedure the reversal of the condition is not possible.

Before 5th CPC the Family Planning Allowance was noted as Personal Pay and 6th CPC has recommended that the rates of Family Planning allowances has been doubled. Central Government employees who undergone sterilization were entitled to a Special Increment. One would get incentive according to the pay scale-grade, not to be absorbed in future increases in pay. The rate of increment was equal to the amount of the next increment due at the time of grant of the incentive and it remains fixed during the entire service.

Now conditions for providing this allowance are given below: -

1. Employee must be within the reproductive age group. Male employee should not be over 50 years and his wife should be between 20 to 45 yrs, Female employee should not be over 45 years and her husband must not be over 50 yrs.
2. The employee should have not more than two surviving children (upto three children prior to 21.07.1999). If twins are born after first surviving child and the number of surviving children crosses the ceiling of two children in second /subsequent delivery (ies) shall also be admissible.
3. Family Planning allowance would be granted only on production of sterilization certificate issued by an authorized competent authority of Government hospital or Government aided hospital.
4. The allowance is not admissible if the operation was prior to joining the Central Government services.
5. The rate of increment (prescribed in the O.M.) applicable to the post held by the employee at the time of sterilization.
6. If the employee is drawing allowance and if his spouse dies, allowance cannot be stopped.
7. Maximum of 6 working days for vasectomy operation and for second time similar operation another 6 working days.
8. Maximum of 21 working days for recanalization operation.
9. Maximum of 7 working days to follow the date of operation, if his wife undergoes tubectomy, laparoscopy or salpingetomy operation.

**Female Employee:-**

Maximum of 14 working days if she undergoes tubectomy / laparoscopy and another 14 days for second occasion.

10. Maximum of 14 working days for salpingectomy operation after Medical Termination of Pregnancy.
11. One day's Special CL on the day of IUCD/IUD insertion/re-insertion.
12. Maximum of 21 working days for recanalization operation. Special CL for one day for her husband's vasectomy operation.

The DA crossed 50%, the allowance also enhanced by 25% or not..? No. The allowance not to be absorbed in future increase in pay.

(Authority: - O. M. No. 7 (39) / E dated 4th December 1979, O.M.No.6 (39) / 98-IC.II dated 6th July 1999 and O.M. No.F.No.7(20) / 2008-E.III (A) dated 24<sup>th</sup> September 2008)

Annexure to O.M. No.7(20)/2008-E.III(A)dated 24<sup>th</sup> September, 2008

## Revised Rates of Family Planning Allowance (FPA) with reference to Revised Pay Bands and Grade Pays for posts carrying present scales in Group 'A', 'B', 'C' &amp; 'D'

| Present Scale |             |                                   | Revised Pay Structure   |                                  |                         | Rate of Family Planning Allowance<br>(in Rs.) |
|---------------|-------------|-----------------------------------|-------------------------|----------------------------------|-------------------------|---|
| S1. No.       | Post/ Grade | Present Scale                     | Name of Pay Band/ Scale | Corresponding Pay Bands / Scales | Corresponding Grade pay |   |
| (1)           | (2)         | (3)                               | (4)                     | (5)                              | (6)                     | (7)   |
| 1             | S-1         | 2550-55-2660-60-3200              | -1S                     | 4440-7440                        | 1300                    | 210   |
| 2             | S-2         | 2610-60-3150-65-3540              | -1S                     | 4440-7440                        | 1400                    |   |
| 3             | S-2A        | 2610-60-2910-65-3300-70-4000      | -1S                     | 4440-7440                        | 1600                    |   |
| 4             | S-3         | 2650-65-3300-70-4000              | -1S                     | 4440-7440                        | 1650                    |   |
| 5             | S-4         | 2750-70-3800-75-4400              | PB-1                    | 5200-20200                       | 1800                    |   |
| 6             | S-5         | 3050-75-3950-80-4590              | PB-1                    | 5200-20200                       | 1900                    |   |
| 7             | S-6         | 3200-85-4900                      | PB-1                    | 5200-20200                       | 2000                    |   |
| 8             | S-7         | 4000-100-6000                     | PB-1                    | 5200-20200                       | 2400                    |   |
| 9             | S-8         | 4500-125-7000                     | PB-1                    | 5200-20200                       | 2800                    | 250   |
| 10            | S-9         | 5000-150-8000                     | PB-2                    | 9300-34800                       | 4200                    | 400   |
| 11            | S-10        | 5500-175-9000                     | PB-2                    | 9300-34800                       | 4200                    |   |
| 12            | S-11        | 6500-200-6900                     | PB-2                    | 9300-34800                       | 4200                    |   |
| 13            | S-12        | 6500-200-10500                    | PB-2                    | 9300-34800                       | 4200                    |   |
| 14            | S-13        | 7450-225-11500                    | PB-2                    | 9300-34800                       | 4600                    | 450   |
| 15            | S-14        | 7500-250-12000                    | PB-2                    | 9300-34800                       | 4800                    | 500   |
| 16            | S-15        | 8000-275-13500                    | PB-2                    | 9300-34800                       | 5400                    | 550   |
| 17            | New Scale   | 8000-275-13500<br>(Group A Entry) | PB-3                    | 15600-39100                      | 5400                    |   |
| 18            | S-16        | 9000                              | PB-3                    | 15600-39100                      | 5400                    |   |
| 19            | S-17        | 9000-275-9550                     | PB-3                    | 15600-39100                      | 5400                    |   |
| 20            | S-18        | 10325-325-10975                   | PB-3                    | 15600-39100                      | 6600                    | 650   |
| 21            | S-19        | 10000-325-15200                   | PB-3                    | 15600-39100                      | 6600                    |   |
| 22            | S-20        | 10650-325-15850                   | PB-3                    | 15600-39100                      | 6600                    |   |

## Chapter-V

### Leave

5.1.1 **General:-** In the matter of entitlement for leave, the officers and the staff are governed by the provisions contained in C.C.S. (leave) Rules, 1972 as amended by the C.C.S. (leave) (Fifth Amendment) Rules, 2011.

In the first schedule to the Central Civil Services (Leave) Rules, 1972 against Sl. No.(1) in column 2 after the words “Seamen’s Sick Leave”, the words “Paternity Leave, Child Adoption Leave, Paternity Leave for Child Adoption and Child Care Leave” shall be inserted.

(Authority: - GOI, Min. of Personnel, Public Grievances and Pensions, Deptt. of Personnel and Training Notification dated 27.12.2011 vide CAG’s letter No. 5-Staff / Entitlement (Rules) / 16-2011 dated 11.1.2012)

The following rules regulate the conditions under which regular leave may be granted to and availed of by the office establishment: -

- (A) While sanctioning leave, the authorities are expected to exercise their discretion with due regard both to the requirements of the office and to the reasonable interest of the officers/officials.
- (B) Any Government servant who absents himself from duty without the definite approval of the higher authority does so at his own risk. He cannot assume that leave will be sanctioned as a matter of course.
- (C) Absence from duty in anticipation of formal permission or of formal grant of leave may be necessitated by serious illness or accident which renders it impracticable for the employee to attend duty. In such cases, the authority, which has power to sanction the leave, will grant such leave as admissible on production of proper evidence of its necessity.
- (D) Leave cannot be claimed as a matter of right, when the exigencies of public service so require, leave of any kind may be refused or revoked if already sanctioned by the authority competent to grant it, but it shall not be open to that authority to change the nature of leave due and applied for except at the written request of the Government servant.
- (E) No member of the staff should avail himself of leave (other than on medical certificate) before it is sanctioned.
- (F) Except in the case of sudden and serious illness leave applications should be submitted sufficiently in advance before the date on which the Government Servant intends to proceed on leave.
- (G) Leave is not to be applied for in piece meal. Application for extension of the leave should reach well in advance of the date of expiry of leave originally applied for so that timely action may be taken for obtaining orders of sanction, etc.
- (H) In case of leave on medical grounds, a medical certificate should accompany the leave applications.
- (I) Audit officers while recommending leave should state whether work in the sanction can be carried on without any substitute.

- (J) Members of the staff who were sanctioned leave by the Branch officer without any substitutes being posted in their places, should report themselves to the concerned sections. Others for whom substitutes are posted should report themselves to the establishment section/controlling sections.
- (K) Establishment section should be consulted before admitting the staff to duty in all cases where the Government servant returning to duty is neither permanent nor quasi permanent and the period of absence exceeds three months irrespective of the fact whether sanction to leave was obtained or not. The joining report of the individual should also contain full particulars of (i) the date of commencement of absence ,(ii) Whether leave was sanctioned and (iii) whether any application for extension of leave of absence was made and the date of such application.

#### 5.1.2 **Leave Account:-**

As and when a service book is opened, leave account in the prescribed form should be opened and the name of the Government servant, his date of birth, the date of commencement of service, etc. should be recorded therein.

#### 5.1.3 **Leave Application**

Application for leave should be submitted in the prescribed form. The concerned section will verify the entries in the application and the officer concerned will record his recommendations and state whether a substitute will be necessary. After obtaining sanction of the competent authority, the leave application will be forwarded to the establishment section. The AAO of establishment section will verify the entries regarding regular leave etc. and certify as to the admissibility or otherwise of the leave applied for, from the leave account of the application and complete the entries in the leave account and in the service book. Entries in the leave account of the non-gazetted staff can be attested by AAO in-charge of establishment section. In the case of Audit Officers, the entries will be attested by the audit officer in charge administration. Simultaneously a record should also be made in the leave sanction register which is submitted to the Group officer every month.

#### 5.1.4 **Grant of Casual Leave: -**

(a) Application for casual leave, except in cases where need cannot be foreseen, should be submitted so as to reach leave sanctioning authority, at least **two days before** leave is required. If leave applied for on account of ill- health, a medical certificate should be produced when absence exceeds three days.

(b) Extent to which and authority by whom casual leave can be sanctioned is indicated below: -

- (i) Accountants General may sanction casual leave exceeding five days at time in exceptional circumstances.

(ii) Sr. Audit officers/Audit officers may sanction casual leave up to **five days** at a time to Assist. Audit officers/Supervisors/Senior Auditors/Auditors and also to their staff when period exceeds Assistant Audit officers/Supervisors power of sanction.

(iii) Assist. Audit officers/Supervisors may sanction casual leave to Senior Auditor/Auditor/DEO/clerks/Typists and Multi Tasking Staff working under them up to a period of **three days** at a time.

(C&AG's circular No.44 / NGE/2000 received under letter No. 1046-NGE (App) 96-97, dt. 12-10-2000)

**NOTE-** The provisions for leaving headquarters are mentioned in Para 2.08 of MOP-1993.

#### 5.1.5 **Restricted holidays:-**

The Audit Officers/AAOs may allow the staff working under them to avail the restricted holiday. When such a holiday is required in continuation of the casual leave, it should not be taken into account for computing the limit of 8 days/ 5 days up to which an AO/AAO and so respectively is competent to sanction casual leave.

(Authority: - C&AG's letter no F-4-OSD (P)/73/Vol. - II/dated 17 July 1973)

#### 5.1.6 **Grant of permission to leave headquarters:-**

Audit Officers/AAO are delegated power to grant permission to the staff working under them, to leave headquarters to the extent up to which they are empowered to grant leave at a time.

(Authority: - C&AG's letter no 4-PSD (P)/73, dated 31 January 1974)

#### 5.1.7

Before proceeding on leave every member of the office is required to submit invariably a report to his AAO/SO or if he is AAO to the AO in charge stating clearly the date and hour (FN/AN) on which he is relieved of his duties and his address while on leave. All such reports of departure should be transmitted to OE (Administration) section by the sectional AAOs through their sectional transit registers (STR). It is the duty of every member of the office on leave, to keep the office informed of any change in his address during leave period prior approval of the authority sanctioning the leave should be obtained by an applicant to the pre-fixing and /or suffixing Sundays, Saturdays and other gazetted holiday to his leave. Sanction will not ordinarily be allowed subsequently. The grant of holidays to be affixed or suffixed is subject to office exigency and administrative convenience and will not be allowed as a matter of course.

#### 5.1.8 **Recall from leave :-**

Recall from leave of an employee shall require the sanction of the Accountant General in all cases. When such a course becomes in dispensable, only those staff that have already enjoyed a greater part of their leave and are residing comparatively at a nearer place should be recalled. In the orders recalling an official to duty before the expiry of his leave, it should invariably be stated in the order as to whether the return to duty is compulsory or optional.



### 5.2.1 **Intention of IA&AS Officers to proceed on leave: -**

IA&AS officers requiring leave on foreseeable grounds may intimate their intention to proceed two months in advance.

### 5.2.2 **Grant of leave to other gazette officer: -**

The grant of leave to other gazetted officers is regulated under Para 3.29.2 of MSO (Admn.) Vol.-I (Third Edition). The Accountant General / the Dy. Accountant General (Admn.) and other Group Officers to the extent powers have been delegated to them as mentioned in para 5.4.2(ii) below, leave powers to sanction leave of all kinds to AO/AAOs working under them. No intimation in this regard need be sent to the Headquarters office.

### 5.2.3 **Grant of leave to Welfare officer in the IA&AD: -**

The Accountant General is empowered to grant leave of all kinds except **special disability leave, study leave and leave not due** to the extent admissible under the rules to the Welfare Officer working under him. As the authority competent to grant leave is to suo-moto issue an order granting cash equivalent of leave salary for earned leave, if any, at the credit of Government servant on the date of his retirement, the Accountant General, may accordingly issue sanction granting cash equivalent of leave salary for earned leave in the case of Welfare Officer.

(Authority: - C&AG's letter No. 6194-OE I/ 127/ WO/87/Vol. III, dated 19 November 1987)

### 5.2.4 **Leave to IA&AS officers: -**

The Accountant General has authority to sanction leave other than disability leave, study leave and leave not due to IA&AS Officers serving under him as below: -

1. Officers in Junior Administrative grade and in Senior Time Scale up to 45 days.
2. Other IA&AS officers up to 60 days.

The above power is subject to the following conditions: -

(i) The AG is satisfied that the work will not suffer by the absence of the officer on leave.

(ii) It is possible to make internal arrangement so that work of office as a whole does not suffer. If the leave is to exceed 21 days, the proposed internal arrangement should be communicated to the headquarters office in good time before the leave commences. When however, leave is asked for own emergency grounds and it is not possible to report the internal arrangement to headquarter office in good time before commencement of leave, the report should be sent to Headquarters office not later than the leave is sanctioned.

(iii) If the AG needs a substitute in place of the officer proceeding on leave, prior approval of C&AG should be obtained before leave is sanctioned.

(Authority: - C&AG's letter No. 5-GE-O/209-68, dated 1-1-1969 and letter No. 6265-GE-I/209/68, dated 10-10-1974)

#### 5.2.5 **Leave addresses of IA & AS officers proceeding on leave: -**

According to Para 136 of the MSO (Admn) Vol-I, IA & AS officers proceeding on leave should report to the Headquarters office their addresses during leave, leave addresses of the IA & AS officer, for whom leave is sanctioned by the A.G. level officers in the field offices, may be indicated in the leave sanction orders sent to Headquarters office. Cases where leave is to be sanctioned by C & AG, the address during leave may be indicated in the leave application or in its forwarding letter.

(Authority: - CAG's letter No. 4472-GEI/209-68, dated 8-9-1976)

#### 5.2.6 **Grant of Casual Leave (CL) to officer of AG level:-**

The AG may avail Casual Leave without prior permission of the Headquarters Office. The Casual Leave account may be maintained in the prescribed form and produced for inspection, if needed. In case, where Casual Leave is required for leaving headquarters, permission is to be sought in advance for proceeding on Casual leave. Except in emergency, such Casual Leave application is to be sent well in advance of the date on which the leave is proposed to be availed.

(Authority: - C&AG's letter No. 3482-GEI/4-78-III, dated 10 August 1978 and letter No. 7876-GEI/K-44/PF (B), dated 6 December 1985)

#### 5.3.1 **Combination of Casual Leave with tour: -**

A Government servant should obtain prior permission of the authority declared as his controlling officer for the purpose of travelling allowance for the combination of casual leave with tour. In the case of the officers who are their own controlling officers, such permission should be obtained from their next higher authority. The AG may obtain prior permission of the C&AG of India for availing of Casual Leave in combination with tour.

(Authority: - C&AG's letter No. 3361-GEI/S-2 PF VI/ dated 18 September 1979)

#### 5.3.2 **Combination of holiday with leave: -**

(a) When the day immediately preceding the day on which a Government servant's leave on medical certificate begins or immediately following the day on which his leave expires, is a holiday or one of a series of holidays, the Government servant shall be deemed to have been permitted to leave his station at the close of the day before, or return to it on the day following such holiday or series of holidays except in cases where for administrative reasons permission for pre-fixing and suffixing holidays to leave is especially withheld.

(b) When a Government servant is certified medically unfit to attend office, holiday (s), if any, immediately preceding the day he is so certified shall be allowed automatically to be prefixed to leave and the holiday(s), if any, immediately succeeding the day he is so certified (including that day) shall be treated as part of the leave.

(c) When a Government servant is certified medically fit for joining duty, holiday(s) , if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to leave, and holiday(s), if any, preceding the day he is so certified (including that day ) shall be treated as part of the leave.

**(d) Treatment of Restricted Holiday (RH): -**

Restricted Holiday (RH) is not exactly covered under S.R. 2 (12) (b) as it stands at present, because on a RH, the office is not closed for transactions of Government business without reservation or qualification. However as the RHs are similar to other closed holidays, the RH can be prefixed or suffixed to regular or casual leave (CL).

(Authority: - GOI MOHA OM No. 20/37/60-Pab-I, dated 7 October 1960)

**(e) Casual leave in combination with special Casual Leave: -**

It is open to the competent authority to grant casual leave in combination with special casual leave but in cases where it is permissible to grant regular leave in combination with special casual leave, casual leave should not be granted in combination with both special casual leave and regular leave.

(Authority: - GOI MOHA OM No. 46/8157-Estts(A),dated 22 July 1967)

**(f) Combining half-a-days Casual Leave: -**

How half-a-day Casual Leave availed in the afternoon by an officer is to be treated, if the officer has no further casual leave to his credit but is unable to resume duty on the next working day due to sickness or other compelling grounds and has to avail of regular leave to cover his absence for that working day. In such a case, as an exception to the general rule, a Government servant may be permitted to combine half-a-days casual leave with regular leave, if his absence on the next working day was due to sickness or other compelling grounds. Those who have only half-a-days casual leave at their credit and who will not attend office on the next working day should not be allowed the last half-a-days casual leave for the afternoon.

(Authority: - GOI, MOHA OM No. 60/15/65-Estts. (A), dated 4 February 1966 and CAG's No. 306-NGE-I/194-65, dated 16 February 1966)

(g) (i) Combining of half-a-days casual leave to regular leave can be allowed in a case where the officials has casual leave to his credit but not sufficient enough to cover the full period of leave applied for. If the other condition mentioned in (f) above are satisfied.

(ii) The official in such cases is deemed to have been relieved in the afternoon of the previous day by half-a-days Casual Leave is combined with regular leave, the gazette Government servant should hand over charge in the afternoon of the date of commencement of casual leave. In case of non-gazetted officer it is to be taken that the officer concerned has been deemed to have been relieved from the afternoon of the date of commencement of casual leave.

(Authority: - C&AG's letter No. 1911-NGE-I/194-65, dated 8 August 1966)

#### 5.4.1 **Delegation of powers of sanction of regular leave to class II officers: -**

(i) Heads of Department in IA & AD can delegate the powers to sanction leave of group 'B' officers (including AAOs) to any Group Officer working under them subject to any conditions they think fit to impose.

(Authority: - C&AG's letter No. 1835-GE-II/109-84, dated 20 August 1984)

(ii) Powers to grant leave can be delegated to any subordinate authority by the Heads of Department. As the relevant provisions under Rule 3(c), read with serial No. (i) (vi) of the First schedule of CCS (Leave) Rules, 1972, give full powers to the Heads of Department to delegate the powers to grant leave to any sub-ordinate authority, the A.G. being Head of the Department, whenever he finds it administratively convenient to do so, may delegate powers to whatever sub-ordinate authority, he deems fit and to the extent considered necessary, subject to any condition, he considers fit to impose under local circumstances.

(Authority: - C&AG's letter No. 2991-GE-II/109-84, dated nil and Accountant General's order dated 03.09.1984)

#### 5.4.2 (i) **Delegation of powers to grant regular leave to AAOs: -**

The Accountant General has delegated the powers to Group officers / Dy AG (Admn.) to sanction leave (other than leave during notice period in the case of voluntary retirement) in respect of AAOs Group 'B' as follows: -

|                    |                |
|--------------------|----------------|
| All Group Officers | up to 15 days  |
| Dy. A.G. (Admn.)   | beyond 15 days |

The certificate regarding continued officiating in respect of the officiating AAOs under FR 26(b) (ii) will, however, be issued by DAG (Admn.). The concerned Group officer's secretariat should keep a record of AAOs on leave and should send the leave application (after sanction) to OE-XI section for noting in the service book, leave account and filling in the personal file.

(Authority: - C&AG's letter No. 2991-GE-II/109-84, dated nil)

**(ii) Delegation of power regarding sanction of leave to officers / officials: -**

The Accountant General has delegated the powers to Group officers / Dy. AG (Admn.) to sanction leave (other than leave during notice period in the case of voluntary retirement) in respect of all officers/ officials as follows: -

| Sl. No. | Designation   | Period            | Sanctioning Authority   |
|---------|---|-------------------|---|
| 1.      | Group 'B' officers (except Sr. Auditors) working for Review in ECPA but not in direct charge of Accountant General. | Up to 30 days     | Concerning Group Officer  |
|         |   | More than 30 days | Accountant General through Administration Group.  |
| 2.      | Group 'B' officers (except Sr. Auditors) under the direct charge of Accountant General.                             | All durations     | Accountant General through Secretary to AG / Concerning Branch Officer  |
| 3.      | Group 'B' employees (Sr. Auditor) and Group 'C' employees (including MTS)   | Up to 30 days     | Concerning Branch Officer   |
|         |   | More than 30 days | Concerning Group Officer (Accountant General through secretary to AG / concerning Branch Officer in case of direct charge under Accountant General) |

In regard to Sl.No.1. of the table above, the leave to be sanctioned by Accountant General should be sent to OE-11 after enquiry in the light of instructions given in Para 5.1.1 and 5.1.3 of this manual with the recommendation of concerning Group Officer in compliance of sl.no.13 of Leave Application Form. OE-XI section will get sanctions regarding these matters from Accountant General.

In the compliance of instructions given in Para 5.5.1 of this manual, concerning group will issue a consolidated order on 5<sup>th</sup> of every month regarding all sanctioned leave in previous month which will be sent to sections maintaining service book and Pay bills.

(Authority: - AG's order No. OE-XI/G-4/Delegation/F-166/Office Order/ 149 dated 25.08.2014)

**5.5.1 Issue of orders sanctioning earned leave: -**

A consolidated order sanctioning leave is issued once in a month by 5<sup>th</sup> of the succeeding month in the shape of a statement to the Bill section covering all cases of leave received and sanctioned during the previous month. Exceptions may be made in the types of cases mentioned below: -

(i) Where the Government servant and his leave sanctioning authority are located at different stations, and

(ii) Where officiating arrangement is to be made in the leave vacancy.

When the Government servant is proceeding on leave before the date of issue of the consolidated leave order, the fact, whether the leave applied for by him has been sanctioned or not may informally be ascertained from the administrative section.

After the leave has been recommended to the Govt. servant, by controlling authority the leave may be deemed to have been sanctioned unless he is given intimation to the contrary.

(Authority: - C&AG's endorsement No. 10245-codes/27-78/Group IV, dated 30-8-1978 and No. 152-N-I/31-79-III, dated 7-2-1983)

#### 5.5.2 **Submission of charge reports-discontinuance of: -**

The submission of charge reports by the GOs as required under Rule 78 of GFRs, 1963 has been dispensed with. However, in the case of IA & AS officers, copies of the charge reports while proceeding on or returning from level may continue to be sent to the Headquarters office. The certificate of transfer of charge in respect of the officers who join on promotion to senior time scale / junior administrative grade/selection grade of junior administrative grade shall be sent to Headquarters office within a week after the event takes place, so as to avoid delay in promotion under next below rule. In cases of handling/ taking over charge by the Accountant General, the intimation is to be sent by telex/ telegram.

**Note: -**Now intimation in this regard is to be sent by Fax/e-mail/Speed-post in the light of office order No. General Section/Telegram/11-12/STR-I/832 dated 21.06.2012 issued regarding abandon of telegram facility from July 2012 **as given in Para 16.2.7 in Vol.-IV of this manual.**

A gazetted officer is to submit a joining report in the prescribed form as per **Annexure 'A'** (in duplicate) to the administration, one copy of which should be forwarded to the drawing and disbursing officer duly countersigned by the administrative authority for regulating his salary bill. When the transfer of charge involves assumption of responsibility for cash, valuables, stores, secret documents etc, a statement regarding items of charge should be prepared and submitted to the controlling officer duly signed by both the relieving and relieved officers.

(Authority: - C & AGs Endt. No. 4362-GE.I/215-77, dated 5<sup>th</sup> October 1977 and letter No. 2493-Ge.I/215-77, dated 20<sup>th</sup> June 1980)

#### 5.5.3 **Issue of notification: -**

(a) Any important event in the official career of Audit Officer / AAOs such as promotion, confirmation and retirement should be notified for publication in the Govt. Gazette. Notifications are sent direct to the Govt. of India Press, Faridabad duly accompanied by Hindi Version thereof in Devnagri script. Only copies of office orders or advance notifications in respect of promotions from SOs cadre, reversion of serving AOs / AAOs to SO's cadre, deputation / transfer on foreign service, etc, or AOs / AAOs to Government departments, public sector undertakings and autonomous organizations owned or controlled by Govt. and reversion to parent office there from need to be endorsed to the C&AG of India.

(b) Gazette notification of transfer and leave and refused leave to AOs / AAOs are discontinued as a measure of economy. Gazette notifications of leave and transfer, where statutorily required will continue to be issued. Gazette notification of LPR and refused leave, where admissible, are required to be issued and may be issued as a contained notification along with the fact of retirement and sent to the Press direct.

**Note (1):** - Only one copy of each draft notification (Hindi and English separately) may be sent to the Press to avoid the risk of their being printed twice.

**Note (2):** - The notifications issued by the IA&AD are published in section I, part III of the Gazette of India. A note to this effect should be given at the top of each draft notification to facilitate correct printing.

(Authority: - Para 169 of C&AG's MSO (Admn.) Vol.-I)

**5.6.1(a) Encashment of Leave: -**

Encashment of leave in respect of Central Government employees will be considered both for earned leave and half pay leave subject to overall limit of **300 days** and in respect of encashment of half pay leave, no reduction shall be made on account of pension and pension equivalent of other retirement benefits. In case of shortfall in earned leave, "no commutation of half pay leave is permissible." The order effected from 01.01.2006 subject to the following conditions: -

(i) The benefit will be admissible in respect of past cases on receipt of applications to that effect from the pensioners concerned by the Administrative Ministry concerned.

(ii) In respect of retirees who have already received encashment of earned leave of maximum limit of 300 days together with encashment of HPL standing at their credit on the date of retirement, such cases need not be reopened. However, such cases in which there was a shortfall in reaching the maximum limit of 300 days can be reopened.

(iii) Calculation of cash equivalent in respect of HPL at credit shall be made *mutatis mutandis* in the manner given in GOI, Min. of Personnel, Public Grievances & Pensions, Deptt. Of P & T O.M. No. 14028/3/2008-Estt.(L) dated 25<sup>th</sup> Sep. 2008.

(Authority: - GOI, Min. of Personnel, Public Grievances & Pensions, Deptt. Of P & T O.M. No. 14028/3/2008-Estt.(L) dated 25<sup>th</sup> Sep. 2008, O.M. No. 14028/3/2008-Estt.(L) dated 16<sup>th</sup> Nov. 2009 received with CAG's letter No. 81-Audit(Rules) 35-2008 dated 17<sup>th</sup> Nov. 2009)

**(b) Eligibility for encashment of leave: -**

For the purpose of payment of encashment of leave to a person dying in harness under the provisions of Rule 39-C of the Central Civil Services (Leave) Rules, 1972, the amount should be paid to the relations as per the following order: -

- (1) widow or the eldest surviving widow (with reference to the date of marriage) or husband;
- (2) the eldest surviving son or an adopted son;

- (3) the eldest surviving unmarried daughter;
- (4) the eldest surviving widowed daughter;
- (5) the father;
- (6) the mother;
- (7) the eldest surviving married daughter;
- (8) the eldest surviving brother below the age of 18 years;
- (9) the eldest surviving unmarried sister;
- (10) the eldest surviving widowed sister; and
- (11) the eldest child of the eldest predeceased son.

2. These order shall take effect from 1<sup>st</sup> September, 2008.

**Calculation of cash equivalent payable for Half Pay Leave: -**

The Cash equivalent for half pay leave component shall, henceforth, be calculated in the manner indicated below: -

|                          |   |   |  |
|--------------------------|---|---|--|
|                          | Half pay leave salary<br>admissible on the date of<br>retirement <i>plus</i> Dearness<br>allowance admissible on<br>that date | X | Number of days of half<br>pay leave at credit<br>subject to the total of |
| Cash Payment in lieu of  | = _____   |   |  |
| Half pay leave component | 30  |   | earned leave and HPL<br>at credit not exceeding<br>300 days.             |

(Authority: - GOI, Min. of Personnel, Public Grievances & Pensions, Deptt. of P & T O.M. No. 14028/3/2008-Estt.(L) dated 25<sup>th</sup> Sep. 2008)

5.6.2 Any subsequent increase in Dearness Allowance/Additional Dearness Allowance by the Government with retrospective effect makes a retired Government servant eligible for the same on the date of his retirement / quitting service. Thus, the difference between the leave salary already paid and that which subsequently becomes payable at the revised rates will be admissible to him, notwithstanding the fact that one time settlement had already been made prior to the date of issue of orders regarding increase in dearness allowance / Additional dearness allowance etc.

(Authority: -CAG's Endt. No. 320-Audit-I / 97-80/I-82 (43), dated 2<sup>nd</sup> June 1982)

5.6.3 **Encashment of leave to be granted to Government servants on their appointment in Central Public Enterprises: -**

As per Rule 39-D of the CCS(Leave) Rules, 1972, the calculation of leave encashment in case of permanent absorption in Public Sector Undertaking / Autonomous Body wholly or substantially owned or controlled by the Central / State Government will be as per Rule 39(2)(b) which has been amended vide Notification GSR 170, dated 1-12-2009 to read as under –

The cash equivalent of leave salary under Clause (a) shall be calculated as follows and shall be payable in one lump sum as a one-time settlement—



|  |   |   |   |   |
|--|---|---|---|---|
| (i) Cash equivalent for Earned leave                 | = | Pay admissible on the date of retirement <i>plus</i> Dearness admissible on that date<br><hr/> 30                   | X | Number of days of unutilized earned leave at credit subject to the total of Earned leave and Half Pay Leave at credit not exceeding 300 days. |
| (i) Cash payment in lieu of Half Pay Leave component | = | Half Pay Leave salary admissible on the date of retirement <i>plus</i> Dearness admissible on that date<br><hr/> 30 | X | Number of days of Half Pay Leave at credit subject to the total of Earned leave and Half Pay Leave at credit not exceeding 300 days.          |

No commutation of Half Pay Leave shall be permissible to make up the short fall in Earned Leave.

(Authority: -G.I., Dept. of Per. & Trg., O.M. No. 14028/3/2011-Estt.)L, dated 24<sup>th</sup> May 2011)

**5.6.4 Cash payment in lieu of unutilized earned leave on the date of retirement to the Central Government employees who are compulsorily retired as a measure of punishment under the disciplinary rules: -**

Where the government servants are compulsorily retired as a measure of punishment and in whose cases even if a cut in pension (including gratuity) has been ordered, the benefit of encashment of earned leave at the time of such retirement shall be allowed.

Relevant Rule 39(5-A) of Central Civil Services (Leave) Rules, 1972 is now **deleted**. (Authority: -GOI, Min. of Per. Public Grievances & Pensions, Dept. of Per. & Trg. O.M. No. 14028/1/2004-Estt.(L), dated 13<sup>th</sup> Feb. 2006)

**5.7.1** In the case of transfer of a Government servant at his own request, there is no objection to his being granted regular leave as admissible, by the competent authority under the leave rules applicable to him to cover the period between the date of handing over charge at the old station and that of taking over at another, if the Government servant applies for it and the competent authority is willing to sanction it.

(Authority: -CAG's Endt. No. 143-Audit /217-82/I-83 (61), dated 2<sup>nd</sup> April 1983)

**5.7.2 Grant of study leave to Central Govt. employees for a period of 24 months at a time:-**

The Head of the Department is competent to sanction study leave in exercise of the powers delegated to him under First schedule to Rule 51(a) of the CCS (Leave) Rules 1972, as amended by the CCS (Leave) Rules 1985 for a period exceeding 12 months and upto a maximum limit of 24 months at a stretch, provided all other conditions precedent to the grant of study leave are fulfilled.

(Authority: - CAG's Endt. No. 671-Audit-I /1237-82/I-85 (88), dated 17<sup>th</sup> Sept. 1985)

### 5.7.3 **Grant of commuted leave to Gazetted Government servants: -**

Commutated leave to a Gazetted Government servant can be granted on production of medical certificate from an Authorised Medical Attendant. The expression- Authorized Medical Attendant (AMA) will have the same meaning as defined in the CCS (MA) Rule, 1944. Commuted leave to a gazette officer can also be granted on the strength of a certificate from a hospital / medical authority recognised under these rules.

(Authority: - CAG's Endt. No. 846-Audit-I /101-86/86 (144), dated 1<sup>st</sup> Dec.1986)

### 5.7.4 **Acceptance of medical certificates for grant of leave: -**

(i) Medical certificate issued by Authorised Medical Attendant (including the doctors employed under the CGHS) only should be accepted. If there is any doubt about the genuineness of the certificate, the applicant should be referred to the Civil Surgeon / Medical Board.

(Authority: - CAG's Endt. No. 973-Audit /155-74, dated 21<sup>st</sup> August 1975)

(ii) In cases where there is no AMA within a distance of 8 Kms. from the residence of a Government servant and if the leave sanctioning authority is satisfied as to the fact of illness, it may accept certificate from a Registered Medical Practitioner (RMP) and grant any leave admissible other than the commuted leave. For commuted leave, certificate from AMA is to be insisted upon. In case of Maternity Leave, for miscarriage and abortion, the certificate from a RMP authorised under the Medical Termination of Pregnancy Act, may be accepted.

(Authority: - CAG's Endt. No. 857-Audit /157-75, dated 28<sup>st</sup> August 1976)

(iii) The medical certificate is not essential for sanctioning earned leave, half pay leave, Extra-ordinary leave, if the authority competent to grant leave is satisfied about the genuineness of the ground for applying such leave.

(Authority: - CAG's Endt. No. 81-Audit /51-79 (5), dated 15<sup>st</sup> February 1978)

(iv) A female Central Government Servant governed by the CCS (Leave) Rules 1985 may be allowed of the kind due including commuted leave, if she so desires, in continuation of the maternity leave up to a maximum of 60 days without the production of a medical certificate.

(Authority: - CAG's Endt. No. 1069-Audit /2-77 (5), dated 10<sup>st</sup> January 1978)

### 5.7.5 **Grant of leave on medical certificate to non-gazetted Government servant: -**

(a) An application for leave on medical certificate, made by a non-gazetted Govt. servant shall be accompanied by a medical certificate in Form 3 issued by an Authorized Medical Attendant in the case of Gazetted Government servant and in Form 4 given by an Authorized Medical Attendant (AMA) or a Registered Medical Practitioner (RMP) for a non-gazetted Government servant defining as clearly as possible the nature and probable duration of illness. Similarly, under Rule 24(3) of CCS (Leave) Rules, a Government servant who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness in Form 5.

The medical certificate should accompanied with the leave application immediately on the eve of proceeding on leave by the Government servant on medical ground and fitness certificate is produced at the time of joining duty by the Government servant who has taken leave on medical certificate in the prescribed Form.

Cases of issue of Medical Certificates recommending medical leave and declaring the Government servant as fit, both on the same day may have to be referred to the CGHS authorities enquiring the veracity of both certificates being issued on the same day.

(Authority: - CAG's Circular No. 44 / NGE/2002 No. 803-NGE (Entt.) /10-2002 dated 23<sup>rd</sup> Dec. 2002)

**Note:** - A certificate given by a registered Ayurvedic, Unani or Homeo Pathic Medical practitioner or by a registered dentist in the case of dental ailments or by an Honorary Medical Officer may also be accepted provided that such certificate is accepted for the same purpose in respect of its own employees by the State Govt. of the State. In which the Central Govt. servant falls ill or to which the proceeds for treatment.

(b) A Government servant who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness in Form 5 of the CCS (Leave) Rule 1972.

#### 5.8 **Grant of leave salary in advance: -**

When a person is granted leave for not less than a month / 30 days, he may be allowed leave salary in advance on the following conditions: -

- (a) The amount of advance should be restricted to the net amount of the leave salary including allowances for the first month of leave that is clearly admissible to the person after deductions on account of Income Tax, Provident Fund, House Rent, repayment of advances etc. so that there is no financial risk involved.
- (b) The advances should be adjusted in full in the leave salary bill in respect of leave availed of and in case where the advance cannot be so adjusted in full, the balance will be recovered from the next payment of pay or / and leave salary.
- (c) The advance will be sanctioned by the Head of office or by any other sub-ordinate to whom the power may be specifically delegated both in the case of Gazetted and non-gazetted officers.
- (d) Officers who are heads of offices may sanction the advance to themselves.
- (e) The advance in respect of temporary Government servants will be sanctioned subject to the furnishing by them of the surety of a permanent Government servant.
- (f) The amount of advance will be debited to the head of account to which the pay etc. of the employee is debited and adjustment of the advance will be watched through objection book by the P.A.O. concerned.
- (g) Advances under these orders shall be sanctioned in whole rupees.

(Authority: - GIMF O.M. No. F-7 (75)-B-IV (A) 60, dated 3<sup>rd</sup> August 1960)

**Annexure - A**

(Referred to Para 5.5.2)

Office of .....

**Joining Report**

I hereby report myself for duty this day ..... Forenoon / Afternoon after  
availing of ..... (Kind of Leave) ..... from ..... to  
..... sanctioned vide O.O. No. .... dated .....

Signature.....  
Name in block letters.....  
Designation.....

## CHAPTER – VI

### Records of Service

#### 6.1 Maintenance and custody of Service Books: -

6.1.1 (a) A service book in Form MSO (T) 27 (Revised) shall be maintained for every member of Group 'B' 'C' and 'D' establishment of the offices of Accountant General (Audit)-I and II from the date of his first appointment.

(b) The service books should be kept up to date and on no account should this item of work be allowed to fall into arrears. Forms of service book shall be obtained by the General Section well in time and sufficient stock kept in Forms Branch. Indent should be prepared on or before 1<sup>st</sup> of December each year.

(c) At the time of opening the service books, all columns on the first page should be completed and got attested by the Audit Officer (Admn.) Entries regarding date of birth will be made after comparison with the original records like High School, School leaving Certificate, etc. Other evidence in support of age will have to be produced in original and shown to the Assistant Audit Officer I/C establishment section. A passport size photograph of the new entrant may also be pasted at the space provided in the revised form of service book. The photograph should be renewed after every 10 years of service by the Government Servant [vide note below part-I of MSO (T) 27 revised]. The cost of the service book should be borne by the Government. The service book should not be returned to the Government servant on retirement, resignation or discharge from service even in cases where the Government servant might have the cost of service book. See also Para 6.1.10 of this manual.

(Authority: - CAG's letter No. 1325-TA. I/1295-71, dated 12 September 1972)

#### (d) Date of birth: -

Where only the year of birth is known but not the month and the date, the date of birth shall be taken as 1<sup>st</sup> of July of that year. When, however, the year and the month of birth are known, but not the exact date, the 16<sup>th</sup> of the month shall be taken as the date of birth. Request from Government servants for alteration of date of birth should not be entertained after the preparation of their service books and in any event after the completion of the probation.

The date of birth of a Government servant may however be altered at a later stage with the sanction of the C&AG of India, if: -

(i) A request in this regard is made within five years of his entry into Government Service:

(ii) It is clearly established that a genuine bonafide mistake has occurred;

(iii) The date of birth so altered would not make him ineligible to appear in any School or University or U.P.S.C. examination in which he had appeared or for entry into Government service on the date on which he first appeared at such examination or on the date on which he entered Government Service.

[Authority: - Note (5) below F.R.56 as amended by GI MHA DOP & AR No. 19017/7/79 Estt. Dated 30<sup>th</sup> November 1979 and CAG's letter No. 912-AIF/8-79/ (110), dated 27 December 1979]

In the service book, every step in a Government servant's official career should be entered as it takes place and each entry should be attested by the gazetted officer-in-charge Administration in the relevant columns of the service book.

**(e) Attestation of entries: -**

(i) Powers have been delegated to the Assistant Audit Officer in the IA & AD to attest entries in the service books on non-gazetted staff other than those on the first page of the service book and annual verification of services. These powers will not, however, be exercised by them in respect of entries in their own service books and leave accounts. These entries will be attested by Audit Officer (Admn.). He will also inspect ten percent (10%) of the service books and initial them in taken of his having done so.

**Note-** The above delegation of powers is subject to the following conditions: -

(a) Entries regarding increments, fixation of pay, etc. should be based on the increment certificates, pay fixation statements, etc. duly approved by the Branch Officer.

(b) The title of leave should be verified by the Branch Officer before the sanction to leave is accorded.

(Authority: - CAG's letter No. 1384-TA. I /638-66, dated 3<sup>rd</sup> May 1967)

(ii) No certificate of verification need be recorded in the service book by the Head of the office in respect of period of Foreign Service. The entry made therein by the Audit Officer (Admn.) Under S.R. 203 will be sufficient for the purpose.

(Authority: - CAG's letter No. 899-NGEI /151-65, dated 4<sup>TH</sup> May 1967)

Service Books of transferred Government servants should be made available by the old officers to the new offices, with the Provident Fund account numbers duly entered therein, immediately or as soon as possible after their transfer but not later than one month after such transfer.

(Authority: - GOI. MOF O. M. No. F-3(1) / E. IV (A), 66, dated 7<sup>th</sup> October 1966)

In the case of deputation of officers to other departments / State Governments, etc., the service books will be sent to the borrowing authority. In the case of Foreign Service, however, the service books are to be retained in this office.

**(f)** As stated in (e) above, the entries on the first page of the service book should be attested by the Branch Officer. These should be renewed or re-attested at least once in every five years. The service books should be picked out for this purpose in January each year. The due date should be noted in the calander of returns. If the signature of the Government Servant on this page is not dated, the opportunity should be taken of getting his signature a fresh with date clearly shown there under, proper attestation by the gazette officer-in-charge administration. The Assistant Audit Officer (Admn.) section will be responsible for up-to-date posting in the Service Books.

(Authority: - Para 230 of C&AG's MSO (Admn.) Vol.-I)

**(g)** The educational qualifications attained by a Government Servant should be entered on the first page of the service book against the appropriate column. A note of the educational qualification attained by the Government servant subsequent to his/her entry in service may also be made in the space provided in the Service Book.

[Authority: - GOI. MOF O.M. F-12(17) E-IV / 54, dated 2<sup>nd</sup> Nov. 1954]

**(h)** The facts of passing of the recognised examinations in Hindi typewriting, stenography, costing, etc. should be entered in the service books of the individuals concerned along with entries relating to their other educational qualifications. Entries regarding passing the Hindi examination conducted by the Government of India, under the Hindi Teaching Scheme, Hindi Typewriting Examination and Hindi Stenography examination should also be made in service books.

**(i)** A note of any departmental examination passed by a Government Servant e.g. Departmental Confirmatory Examination, Section Officer's Grade Examination (SOGE), and Revenue Audit Examination (RAE) for Assistant Audit Officers shall be made in his service book. Personal Certificate of character must not, unless the Head of the Department so directs, be entered in the service book. Penalties like with holding of increments, reduction to a lower stage in the time scale, or to a lower grade, withholding of promotion and events like enforcement of bar must invariably be mentioned in the service books as these have bearing on emoluments of the effected Government servants.

**(J)** In the service books of Group 'D' (Now MTS) officials the penalties, recorded warnings, etc. should also be noted as the confidential reports of Group 'D' employees other than those employed on sensitive jobs, are no longer to be written.

**(k) Service book of the Government Servants should be maintained in duplicate --**

(1) The Service book of a Government servant shall be maintained in duplicate. First copy shall be retained by the Head of the Office and the second copy should be given to the Government servant for safe custody as indicated below: -

- (a) To the existing employees – within six months of the date on which these rules become effective.
- (b) To new appointees—within one month of the date of appointment.

(2) In January each year, the Government servant shall hand over his copy of the service book to his office for updation. The office shall update and return it to the Government servant within thirty days of its receipt.

(3) In case other government servant's copy is lost by the Government servant, it shall be replaced on payment of a sum of Rs.500.

(Authority: - Rule 257(2), 257(3) & 257(4) of General Financial Rules, 2005—came into force from 1<sup>st</sup> July, 2005)

**(L) Revision of the Form of Service Book: -**

The revised form of service book will be applicable only to new entrants in Government service. In the case of existing Government servants, the new service book may be used when the existing stock is exhausted and in that case the existing entries need not be rewritten in the new Form. The revised formant of the service book is enclosed.

The following corrections may be carried out in the revised form of Service Book as indicated below: -

**1. Certificate & attestation – Part II (B) Mutable:**

**S. No. 5** Column 3 – He / She has filed nomination for Leave encashment and the following notices have been filed in Vol. II of the service book (**corrected format is placed below**)

**2. Part VI - Leave Account:**

|           |   |   |
|-----------|---|---|
| Column 5  | - | No. of days of EOL (col. 36) availed of during the previous calendar half year. |
| Column 12 | - | Completed month of service in the half year of a calendar year.                 |
| Column 13 | - | HPL credited at the beginning of half year.                                     |
| Column 14 | - | No. of days treated as <i>dies non</i> during the previous half year.           |
| Column 15 | - | HPL to be deducted (1/18 <sup>th</sup> of the period in col. 14)                |
| Column 16 | - | Total HPL at credit in days (cols. 13 + 35 -15)                                 |
| Column 26 | - | The words and figures in bracket (Col. 4 + 11 – 6) to be deleted.               |

**3.** The Note. No. 3 below Leave account should read as follows: -

“3. The entries in col. 11 should be in complete days. Fraction of a day will be rounded off to the nearest day.”

**4.** In view of the changes made in column 12 to 16 of Part-VI Leave Account, the Note No.5 below the Leave Account stands deleted.**(Revised format of Leave Account is placed below)**

(Authority: - G.I., Dept. of Per. & Trg, O.M. No. 17011/1/99-Estt.(L), dated 11<sup>th</sup> March, 2008 and G.I., Dept. of Per. & Trg., O.M. No. 17011/1/99-Estt.(L), dated 29<sup>th</sup> April, 2008)



**भाग - II(ख) परिवर्त्य**  
**PART - II(B) MUTABLE**

| क्र.सं.<br>Sl. No. | विषय<br>Subject  | प्रमाण पत्र<br>Certificate  | प्रमाणवन्ती अधिकारी के तिथि<br>सहित हस्ताक्षर (मुहर के साथ)<br>Dated Signature and<br>Designation of the certifying<br>officer (with seal affixed) |
|--------------------|--|---|--|
| 1.                 | 2.<br>परिवार का विवरण<br>Family<br>Particulars   | 3.<br>इसने परिवार के सदस्यों का विवरण दे दिया है जिसे सेवा पंजी के खंड-11 में रखा<br>लिया गया है -<br>He/she has furnished the details of the family members which have been filed<br>in Vol. II of the Service Book -<br>(i) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____<br>(ii) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____<br>(iii) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____<br>(iv) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____  | 4.   |
| 2.(a)              | सामान्य अविव्य निधि खाता<br>संख्या*<br>G.P.F. A/c No.*   | (i) _____<br>(ii) _____<br>(iii) _____<br>(iv) _____<br>(v) _____   |  |
| (b)                | सामान्य अविव्य निधि के लिए<br>नामांकन<br>Nomination for G.P.F.   | इसने सामान्य अविव्य निधि के लिए नामांकन भर दिया है और निम्नलिखित<br>संबंधित नोटिस जो उसके नामने दी गई तिथि को सेवा अधिकारी को भेज दिए गए<br>हैं, सेवा पंजी के खंड-11 में रखा दिए गए हैं -<br>He/She has filed nomination for G.P.F. and the following related notices which<br>have been forwarded to Accounts Officer on dates shown on them and have<br>been filed in Vol. II of the Service Book -<br>(i) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____<br>(ii) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____<br>(iii) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____<br>(iv) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____ |  |
| 3.                 | शून्य तथा निकुल उपदान तथा<br>परिवार पेंशन<br>Nomination for DCR Gratuity<br>& Family Pension.  | इसने शून्य तथा निरुति उपदान और परिवार पेंशन संबंधी नामांकन और<br>निम्नलिखित नोटिस भर दिए हैं जिन्हें सेवा पंजी के खंड-11 में रखा दिया गया है -<br>He/She has filed nomination for DCR Gratuity and Family Pension and the<br>following notices have been filed in Vol. II of the Service Book -<br>(i) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____<br>(ii) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____<br>(iii) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____<br>(iv) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____   |  |
| 4.                 | केन्द्र सरकार कर्मचारी समूहिक<br>बीमा स्कीम के लिए नामांकन<br>Nomination for Central Govt.<br>Employees Group Insurance<br>Scheme (CGEGIS) | इसने केन्द्र सरकार कर्मचारी समूहिक बीमा स्कीम संबंधी नामांकन और<br>निम्नलिखित नोटिस भर दिए हैं जिन्हें सेवा पंजी के खंड-11 में रखा दिया गया है -<br>He/She has filed nomination for CGE Group Insurance Scheme and the<br>following notices have been filed in Vol. II of the Service Book -<br>(i) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____<br>(ii) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____<br>(iii) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____<br>(iv) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____  |  |
| 5.                 | छुट्टी तगदी के लिए नामांकन<br>Nomination for Leave<br>Encashment   | इसने छुट्टी तगदीकरण के लिए नामांकन दर्ज कर दिया है और निम्नलिखित<br>संबंधित सेवा पंजी के खंड-11 में रखा दिया गया है -<br>He/She has filed nomination for leave encashment and the following notices<br>have been filed in Vol. II of the Service Book -<br>(i) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____<br>(ii) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____<br>(iii) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____<br>(iv) क्र.सं. _____ पृष्ठ सं. _____<br>S.No. _____ Page No. _____   |  |

\* जब किसी कर्मचारी के आधिकारिक सामान्य निधि खाते की संख्या में परिवर्तन होता है तो उसे वह परिवर्तन के लिए आधिकारिक नोटिस भरना ही ही संभव किया जायेगा।  
When the G.P.F. number allotted to an official changes, the changed number will be entered here alongwith the authority for the changes.

भाग - VI

PART - VI

छुट्टी लेखा

LEAVE ACCOUNT

| अर्जित छुट्टी EARNED LEAVE  |    |   |   |   |   |  |   |   |    | अर्द्ध वेतन छुट्टी HALF PAY LEAVE  |    |                           |    |   |    |   |    |   |  |
|---|----|---|---|---|---|--|---|---|----|--|----|---------------------------|----|---|----|---|----|---|--|
| कर्मचारी वर्ष की शरारत में सेवा का विवरण<br>Particular of service in the calendar half year |    | कर्मचारी वर्ष की शरारत में सेवा का पूर्ण महीना<br>Completed months of service in the calendar half year |   | ए. ए. क्रेडिट में शुरू में अर्जित छुट्टी<br>E.L. Credited at the beginning of half-year |   | ए. ए. क्रेडिट में शुरू में अर्जित छुट्टी (अवकाश में) से दिनों की संख्या<br>No. of days E.O.L. (col. 3B) availed at the beginning of calendar half year |   | कर्मचारी वर्ष की शरारत में अर्जित छुट्टी (अवकाश में) से दिनों की संख्या<br>E.L. to be deducted (1/10) of the period in Col. 5 |    | कुल अर्जित छुट्टी दिनों की संख्या (4+11-1) (6)<br>Total E.L. available in days (Col. 4+11 - (6)) |    | लेई गई छुट्टी LEAVE TAKEN |    | ए. ए. क्रेडिट में शुरू में अर्द्ध वेतन छुट्टी<br>HPL credited at the beginning of half year |    | ए. ए. क्रेडिट में शुरू में अर्द्ध वेतन छुट्टी (अवकाश में) से दिनों की संख्या<br>No. of days H.P.L. availed at the beginning of calendar half year |    | कुल अर्द्ध वेतन छुट्टी दिनों की संख्या (7+35-5)<br>Total H.P.L. available in days (col. 7+35-5) |  |
| 1   | 2  | 3   | 4 | 5   | 6 | 7  | 8 | 9   | 10 | 11   | 12 | 13                        | 14 | 15  | 16 | 17  | 18 | 19  |  |
| From  | To |   |   |   |   |  |   |   |    |  |    |                           |    |   |    |   |    |   |  |

नोट :  
NOTE:

1. हर अर्जित अवकाश दिनों में व्यक्त किया जाना चाहिए।  
The earned leave due should be expressed in days.
2. जब एक सरकारी कर्मचारी विशेष रूप से क. ए. ए. के दौरान नियुक्त किया जाता है तब अर्जित अवकाश अवकाश अवकाश के पूर्ण होने पर 2 1/2 दिनों की दर से उस की जारी कर दिया जाय।  
When a Government servant is appointed during the course of a particular half year, E.L. should be credited @ 2 1/2 days for each completed month and the fraction of a day will be rounded off to the nearest day.
3. अवकाश 11 की प्रतिशत पूर्ण दिनों में देनी चाहिए। दिनों के अंश को छोड़कर दिन में पूर्ण कर दिया जाना।  
The entries in col. 11 should be in complete days. Fraction of a day will be rounded off to the nearest day.
4. असाधारण छुट्टी को अर्द्ध वेतन अवकाश के अंतर्गत में दर्ज किया जाना चाहिए।  
The period of extraordinary leave should be noted in col. 16.



**(m) Annual verification of services —**

At a fixed time early in the year, the service books shall be taken up for verification by the Head of Office who, after satisfying himself that the services of the Government servants concerned are correctly recorded in each of the service book, shall record in each case a certificate in the following form over his signature: -

“Service verified from .....(the date and the record from which the verification is made).....up to .....(date).”

**Note 1-** The verification of service referred to above is intended to ensure that the Head of the Office has satisfied himself that the Government servant’s entire service, whether permanent, provisional, temporary or officiating, as recorded in the service book, is completely borne out by actual facts.

**Note 2-** Question affecting pension or the pensionable service of a Government servant which for their decision depend on circumstances known at the time, should be considered as soon as they arise and should not be left over for consideration until the Government servant retires or is about to retire. Definite decisions should be arrived at on all such questions in consultation with the Audit Officer, as the case may be, where necessary and recorded in the service book quoting reference to the orders of the Competent Authority.

**Note-3** The detailed rules regarding the maintenance of Service Books are contained in the Supplementary Rules 197 to 203.

**Note-4** No certificate of verification need be recorded by the Head of Office in respect of periods of Foreign Service, if any. The entry made in the service book by the Audit Officer under the provisions of Supplementary Rule 203 will be sufficient for this purpose.

(Authority: - Rule 257 of General Financial Rules, 2005)

**6.1.2 Entry regarding appointing authority: -**

With a view to keeping a record of the authority which actually appointed the various Government Servants, an entry as to the designation of the authority which actually appointed the particular employee should be made in the service book of each Group ‘C’ employees under the attestation of the Branch Officer, in-charge of Administration.

(Authority: - CAG’s letter No. 833-NGEI /303-61, dated 29<sup>th</sup> March 1962)

**6.1.3 Entry regarding Provident Fund Account number: -**

As soon as a Government servant is admitted to Provident Fund, the account number allotted to him should be entered in the right hand top of page-1 of the service book by means of a rubber stamp.

(Authority: - GOI. MOF O.M. F-3(1) E-IV (A) / 66, dated 7<sup>th</sup> October 1966)

6.1.4 **Quinquennial attestations: -**

The entries in the opening page of each service book should be renewed or re-attested at least once in five years by the Government servant and signature against items 14 and 15 should be dated.

Declaration received from the Government servant like (i) declaration of Home Town for the purpose of leave travel concession (LTC), (ii) details of family members for the purpose of family pension and nomination for Death Cum Retirement Gratuity (DCRG), options and pay fixation statements etc., are to be kept original in the service book.

(Authority: - C&AG's Endt. No. 100-O&M 21-62. Dated 23 February 1972 and GOI order No. below SR 199)

6.1.5 **(I) VERIFICATION {acceptance of the claims of SCHEDULED CASTES (SC), SCHEDULED TRIBES (ST) and OTHER BACKWARD CLASSES (OBC)}: -**

Any person who claims to belong to a Scheduled Caste or a Scheduled Tribe or Other Backward Class will have to produce a certificate to the appointing authority/selection committee/board etc. in support of his claim so as to make him eligible for reservation and various relaxations and concessions.

The Caste/Tribe/Community certificate issued by the following authorities in the prescribed form for SCs/STs and for OBCs will only be accepted as proof in support of a candidate's claim as belonging to the Scheduled Caste or the Scheduled Tribe or the Other Backward Class as given in **Annexure-I** and **Annexure-II**.

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate;

(iii) Revenue Officer not below the rank of Tehsildar; and

(iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

[Authority: - GOI, Min. of Personnel, Public Grievances and Pensions, Dept. of Per. & Trg. O.M. NO. 36012/6/88-Estt. (SCT) dated 24.4.1990 and OM No.36012/22/93-Estt. (Res.) dated 15.11.1993 & OM No. 36011/3/2009-Estt. (Res.) dated 02.09.2009]

The appointing authorities should verify the caste status of a Scheduled Caste/Scheduled Tribe / Other Backward Class candidate at the time of initial appointment and of an SC/ST official at the time of promotion against reserved vacancy also. For this purpose, the caste and the community to which an SC/ST/OBC person belongs, his place of residence and the name of the state, should be pasted on the top of his service book, personal file or any other relevant document to facilitate such verification. It may be noted that a Scheduled Caste person, whose caste has been de-scheduled after his initial appointment as a Scheduled Caste, is no longer entitled to enjoy the benefit of reservation in promotions. The verification of caste-status at every important up-turn of employee's career is necessary so that the benefit of reservation and other scheme of concessions etc. should go only to the rightful claimants and not those who become disentitled to them.

(Authority: - GOI, Min. of Personnel, Public Grievances and Pensions, Dept. of Per. & Trg. OM No. 36011/3/2005-Estt. (Res) dated 09.09.2005)

The appointing authorities should, in the offer of appointment to the candidates claiming to belong to Scheduled Castes / Scheduled Tribes/Other Backward Classes include a clause as follows: -

“ The appointment is provisional and is subject to the Caste/Tribe/Community certificate being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste or Scheduled Tribe or Other Backward Class not To belong to creamy layer , as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.”

(Authority: - GOI, Min. of Personnel, Public Grievances and Pensions, Dept. of Per. & Trg. OM No. 36033/4/97-Estt. (Res.) dated 25.07.2003 and No.36011/3/2005-Estt.(Res.) dated 09/09/2005)

An appointing authority may, if it considers necessary for any reason, verify the claim of a candidate through the District Magistrate of the place where the candidate and/or his family ordinarily resides. If after appointment in any particular case, the verification reveals that the candidate's claim was false his services may be terminated in accordance with the relevant rules/orders (OM No. 36011/3/2005-Estt.(Res) dated 09.09.2005).

As no person professing a religion different from the Hinduism or Sikhism or Buddhism can be deemed to be a member of Scheduled Castes, the appointing authorities should stipulate in the letter of appointment issued to Scheduled Caste candidates that they should inform about the change, if any, of their religion to their appointing/administrative authority immediately after such a change. The serving Scheduled Caste employees should be instructed to intimate change, if any, in their religion immediately to their appointing/administrative authorities.

(Authority: - GOI, Min. of Personnel, Public Grievances and Pensions, Dept. of Per. & Trg. OM No. 13/3/71- Estt.(SCT) dated 10.09.1971)

**(II) Reservation for Other Backward Classes in Civil Posts and services under the Government of India-regarding: -**

The Govt. of India had appointed an expert committee to recommend the criteria for exclusion of the socially advanced persons/sections from the benefits of reservations for Other Backward Classes in civil posts and services under the Government of India.

After consideration of expert committee's recommendations, the criteria were fixed as given below: -

(a) 27% (twenty seven percent) of the vacancies in civil posts and services under Government of India, to be filled through direct recruitment, shall be reserved for the Other Backward Classes.

(b) Candidates belonging to OBCs recruited on the basis of merit in an open competition on the same standards prescribed for the general candidates shall not be adjusted against the reservation quota of 27%.

- (c) (i) The aforesaid reservation shall not apply to person / sections mentioned in column 3 of the schedule to this office memorandum.
- (ii) The rule of exclusion will not apply to persons working as artisans or engaged in hereditary occupations, callings. A list of such occupations, callings will be issued separately by the Ministry of Welfare.
- (d) The OBCs for the purpose of the aforesaid reservation would comprise, in the first phase, the castes and communities which are common to both the lists in the report of the Mandal Commission and the State Government's Lists. A list of such castes and communities is being issued separately by the Ministry of Welfare.
- (e) The aforesaid reservation effected from 8<sup>th</sup> September, 1993. This will not apply to vacancies where the recruitment process has already been initiated prior to the issue of this order.

## SCHEDULE

| 1         | Description of category<br>2   | To whom rule of exclusion will apply<br>3   |
|-----------|--|---|
| <b>I</b>  | <b>CONSTITUTIONAL POSTS</b>  | Son(s) and daughter(s) of<br>(a) President of India;<br>(b) Vice President of India;<br>(c) Judges of the Supreme Court and of the High courts;<br>(d) Chairman & Members of UPSC and of the State Public Service Commission; Chief Election Commissioner; Comptroller & Auditor General of India;<br>(e) Persons holding constitutional position of like nature.   |
| <b>II</b> | <b>SERVICE CATEGORY</b><br><b>A. Group A/Class 1 officers of the All India Central and State Services (Direct Recruits).</b> | Son(s) and daughter(s) of<br>(a) Parents, both of whom are Class I officers;<br>(b) Parents, either of whom is a Class I officer;<br>(c) Parents, both of whom are Class I officers, but one of them dies or suffers permanent incapacitation.<br>(d) Parents, either of whom is a Class I officer and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years.<br>(e) Parents, both of whom are Class I officers die or suffer permanent incapacitation and before such death or such incapacitation of |

|  |   |   |
|--|---|---|
|  | <p><b>B. Group B/Class II officers of the Central &amp; State Services (Direct Recruitment)</b></p> | <p>the both, either of them has had the benefit of employment in any International Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years.</p> <p>Provided that the rule of exclusion shall not apply in the following cases:</p> <p>(a) Sons and daughters of parents either of whom or both of whom are Class I officers and such parent(s) dies/die or suffer permanent incapacitation.</p> <p>(b) A lady belonging to OBC category has got married to a Class-I officer, and may herself like to apply for a job.</p> <p>Son(s) and daughter(s) of</p> <p>(a) Parents, both of whom are Class II officers.</p> <p>(b) Parents of whom only the husband is a Class II officer and he gets into Class I at the age of 40 or earlier.</p> <p>(c) Parents, both of whom are Class II and one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any International Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation;</p> <p>(d) parent of whom the husband is a Class I officer (direct recruit or pre-forty promoted) and the wife is a Class II officer and the wife dies; or suffers permanent incapacitation; and</p> <p>(e) Parents, of whom the wife is a Class I officer (Direct Recruit or pre-forty promoted) and the husband dies or suffers permanent incapacitation.</p> <p>Provided that the rule of exclusion shall not apply in the following cases:</p> <p>Sons and daughters of</p> <p>(a) Parents both of whom are Class II officers and one of them dies or suffers permanent incapacitation.</p> <p>(b) Parents, both of whom are Class II officers and both of them die or suffer permanent incapacitation, even though</p> |
|--|---|---|



|                    |  |  |
|--------------------|--|--|
|                    | <p><b>C. Employees in Public Sector Undertakings etc.</b></p>  | <p>either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation.</p> <p>The criteria enumerated in A&amp;B above in this Category will apply mutatis mutandis to officers holding equivalent or comparable posts in PSUs, Banks, Insurance Organizations, Universities, etc. and also to equivalent or comparable posts and positions under private employment, pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category VI below will apply to the officers in these Institutions.</p>   |
| <p><b>III.</b></p> | <p><b>ARMED FORCES INCLUDING PARAMILITARY FORCES</b><br/>(Persons holding civil posts are not included)</p>  | <p>Son(s) and daughter(s) of parents either of both of whom is or are in the rank of Colonel and above in the Army and to equivalent posts in the Navy and the Air Force and the Para Military Forces;</p> <p>Provided that: -</p> <p>(i) if the wife of an Armed Forces Officer is herself in the Armed Forces (i.e., the category under consideration) the rule of exclusion will apply only when she herself has reached the rank of Colonel;</p> <p>(ii) the service ranks below Colonel of husband and wife shall not be clubbed together;</p> <p>(iii) If the wife of an officer in the Armed Forces is in civil employment, this will not be taken into account for applying the rule of exclusion unless she falls in the service category under item No. II in which case the criteria and conditions enumerated therein will apply to her independently.</p> |
| <p><b>IV.</b></p>  | <p><b>PROFESSIONAL CLASS AND THOSE ENGAGED IN TRADE AND INDUSTRY</b><br/>(I) Persons engaged in profession as a doctor, chartered accountant, Income-Tax consultant, financial or management consultant, dental surgeon,</p> | <p>Criteria specified against Category VI will apply: -</p>  |

|                  |   |   |
|------------------|---|---|
|                  | <p><i>engineer, architect, computer specialist, film artists and other film professional, author, playwright, sports person, sports professional, media professional or any other vocations of like status.</i></p> <p><b>(II) Persons engaged in trade, business and industry.</b></p> | <p>Criteria specified against Category VI will apply:</p> <p><i>Explanation:</i></p> <p>(i) Where the husband is in some profession and the wife is in a Class II or lower grade employment, the income/wealth test will apply only on the basis of the husband's income.</p> <p>(ii) If the wife is in any profession and the husband is in employment in a Class II or lower rank post, then the income/wealth criterion will apply only on the basis of the wife's income and the husband's income will not be clubbed with it.</p>  |
| <p><b>V.</b></p> | <p><b>PROPERTY OWNERS</b></p> <p><b>A. Agricultural holdings</b></p>  | <p>Son(s) and daughter(s) of persons belonging to a family (father, mother and minor children) which owns.</p> <p>(a) only irrigated land which is equal to or more than 85% of the statutory area, or</p> <p>(b) both irrigated and unirrigated land, as follows:</p> <p>(i) The rule of exclusion will apply where the pre-condition exists that the irrigated area (having been brought to a single type under a common denominator) 40% or more of the statutory ceiling limit for irrigated land (this being calculated by excluding the unirrigated portion). If this pre-condition of not less than 40% exists, then only the area of unirrigated land will be taken into account. This will be done by converting the unirrigated land on the basis of the conversion formula existing, into the irrigated type. The irrigated area so computed from unirrigated land shall be added to the actual area of irrigated land and if after such clubbing together the total area in terms of irrigated land is 80% or more of</p> |

|                                      |  |  |
|--------------------------------------|--|--|
|                                      | <p><b>B. Plantations</b><br/> (i) Coffee, tea, rubber, etc.</p> <p>(ii) Mango, citrus, apply plantations etc.</p> <p><b>C. Vacant land and/or buildings in urban areas or urban agglomerations</b></p> | <p>the statutory ceiling limit for irrigated land, then the rule of exclusion will apply and disentitlement will occur.</p> <p>(ii) The rule of exclusion will not apply if the land holding of a family is exclusively unirrigated.</p> <p>Criteria of income/wealth specified in <b>Category VI</b> below will apply.<br/> Deemed as agricultural holding and hence criteria at <b>A</b> above under this Category will apply.<br/> Criteria specified in Category VI below will apply.<br/> <i>Explanation:</i> Building may be used for residential, industrial or commercial purpose and the like two or more such purposes.</p>  |
| <p><b>VI. INCOME/WEALTH TEST</b></p> | <p><i>Explanation: Whenever the expression “permanent incapacitation” occurs in this schedule it shall mean incapacitation which results in putting an officer out of service.</i></p>                 | <p>Son(s) and daughter(s) of</p> <p>(a) Persons having gross annual income of Rs. 4.5 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years.</p> <p>(b) Persons in Categories I, II, III and V A who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above.</p> <p><i>Explanation:</i></p> <p>(i) Income from salaries or agricultural land shall not be clubbed;<br/> (ii) The income criteria in terms of rupee will be modified taking into account the change in its value every three years. If the situation, however, so demands, the interregnum may be less.</p> |

**(III) Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs) -reg.**

The aforesaid limit of income for determining the creamy layer status was subsequently raised to ₹ 2.5 lakh and ₹4.5 lakh and accordingly the expression “₹1 lakh” under Category VI of Schedule to OM dated 8<sup>th</sup> September, 1993 was revised to “₹2.5 lakh” and to “₹4.5 lakh” vide OM of the Deptt. Of Personnel & Training (MPPPG&P) No. 36033/3/2004-Estt. (Res.) dated 09.03.2004 and dated 14.10.2008 respectively.

The expression “₹4.5 lakh” under Category VI in the Schedule to OM dated 8<sup>th</sup> September, 1993 substituted by “₹6 lakh”. This provision effected from 16<sup>th</sup> May, 2013.

(Authority: - GOI, Min. of Personnel, Public Grievances & Pensions, Dept. of Personnel & Training OM No. 36033/1/2013-Estt. (Res.) dated 27<sup>th</sup> May, 2013)

**Annexure-I**  
(Referred to Para 6.1.5(I))

**FORM OF SCHEDULED CASTE/TRIBE CERTIFICATE**

This is to certify that Shri/ Shrimati\*/ Kumari\* \_\_\_\_\_ son/daughter\* of \_\_\_\_\_ village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe\* under:

- \*The Constitution (Scheduled Castes) Orders, 1950;
- \*The Constitution (Scheduled Tribes) Order, 1950;
- \*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;
- \*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951:

{As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Re-organisation Act, 1960, the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Re-organisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}

- \*The Constitution (Jammu and Kashmir) Scheduled Order, 1956;
- \*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
- \*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- \*The Constitution (Pondicherry) Scheduled Castes Order, 1964;
- \* The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967;
- \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- \* The Constitution (Sikkim) Scheduled Castes Order, 1978
- \* The Constitution (Sikkim) Scheduled Tribes Order, 1978
- \* The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- \* The Constitution (SC) Orders (Amendment) Act, 1991
- \* The Constitution (ST) Orders (Amendment) Ordinance Act, 1991
- \* The Constitution (ST) Orders (Amendment) Ordinance Act, 1996
- \* The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002
- \* The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002
- \* Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002

2. This certificate is issued on the basis of the Sheduled Castes/Sheduled Tribes Cerficate issued to Shri/Shrimati\*/Kumari\* \_\_\_\_\_ father/mother of Shri/Shrimati\*/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste / Tribe which is recognized as a Sheduled Castes/Sheduled Tribes in the station/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_ .

3. Shri/Shrimati\*/Kumari\* \_\_\_\_\_ and/or\* his/her\* family ordinarily  
 reside(s) in village/town\* \_\_\_\_\_ of  
 \_\_\_\_\_ District/Division\* of the State/Union Territory\* of  
 \_\_\_\_\_.

Signature \_\_\_\_\_  
 Designation \_\_\_\_\_  
 (with seal of office)

State/Union Territory  
 Place \_\_\_\_\_  
 Date \_\_\_\_\_

\* Please delete the words which are not applicable.

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

**Annexure-II**  
(Referred to Para 6.1.5(I))

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES**  
**APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter  
of \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division  
\_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the  
\_\_\_\_\_ community which is recognised as a backward class under the  
Government of India, Ministry of Welfare Resolution No.12011/68/93-BCC(C) dated 10th  
September, 1993 published in the Gazette of India Extraordinary Part I Section I dated 13th  
September, 1993\*. Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family  
ordinarily reside(s) in the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State/Union Territory. This is also to certify that  
he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the  
Schedule to the Government of India, Department of Personnel & Training OM  
No.36012/22/93-Estt(SCT) dated 8.9.1993\*.  
District Magistrate, Deputy Commissioner etc.  
Dated:  
Seal

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\* as amended from time to time.

NOTE: The term "Ordinarily" used here will have the same meaning as in Section 20 of the  
Representation of the Peoples Act, 1950.

(IV) **Revision of format for OBC Caste Certificate: -****FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter  
of \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division  
\_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the  
\_\_\_\_\_ community which is recognized as a backward class under  
the Government of India, Ministry of Social Justice and Empowerment's Resolution  
No. \_\_\_\_\_ dated \_\_\_\_\_ \*Shri/Smt./Kumari \_\_\_\_\_  
\_\_\_\_\_ and/or his/her family ordinarily reside(s) in the  
\_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union  
Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy  
Layer) mentioned in column 3 of the Schedule to the Government of India, Department of  
Personnel & Training OM No.36012/22/93-Estt(SCT) dated 8.9.1993\*\*.

District Magistrate,  
Deputy Commissioner etc.

Dated:

Seal

---

\* The authority issuing the certificate may have to mention the details of Resolution of  
Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the  
Representation of the People Act, 1950.

(Authority: - GOI, Min. of Personnel, Public Grievances and Pensions, Dept. of Per. & Trg.  
OM No. 36036/2/2013- Estt.(Res.) dated 30.05.2014)

(V) **Revision of quantum of reservation for Scheduled Castes, Scheduled Tribes and Other  
Backward Classes in case of direct recruitment to Group 'C' and 'D' posts normally  
attracting candidates from a locality or a region.**

Reservation for Scheduled Castes and Scheduled Tribes in case of direct recruitment to  
Group 'C' and 'D' (Now MTS) posts, normally attracting candidate from a locality or a  
region, which is generally fixed in proportion to the population of the Scheduled Castes and  
Scheduled Tribes in the respective States/UTs, was last fixed in 1985 on the basis of the  
1981 Census. Reservation for Other Backward Classes in such cases was fixed in 1993  
keeping in view the proportion of their population in the respective States/UTs subject to a  
ceiling of 27% while also ensuring that the total reservation for SCs, STs and OBCs did not  
exceed the limit of 50% in any case.

Quantum of reservation for SCs, STs and PBCs in case of direct recruitment to Group  
'C' and 'D' post normally attracting candidates from a locality or a region, keeping in view  
the figures of the 2001 census now **revised (effected from 5<sup>th</sup> July, 2005) as given in the  
Annexure** given below: -



**Annexure**

| Sl. No.   | Name of the State/UT     | Percentage of Reservation |           |           |
|-----------|--------------------------|---------------------------|-----------|-----------|
|           |                          | SCs                       | STs       | OBCs      |
| (1)       | (2)                      | (3)                       | (4)       | (5)       |
| 01        | Andhra Pradesh           | 16                        | 7         | 27        |
| 02        | Arunachal Pradesh        | 1                         | 45        | 0         |
| 03        | Assam                    | 7                         | 12        | 27        |
| 04        | Bihar                    | 16                        | 1         | 27        |
| 05        | Chhattisgarh             | 12                        | 32        | 6         |
| 06        | Goa                      | 2                         | 0         | 18        |
| 07        | Gujrat                   | 7                         | 15        | 27        |
| 08        | Haryana                  | 19                        | 0         | 27        |
| 09        | Himanchal Pradesh        | 25                        | 4         | 20        |
| 10        | Jammu & Kashmir          | 8                         | 11        | 27        |
| 11        | Jharkhand                | 12                        | 26        | 12        |
| 12        | Karnataka                | 16                        | 7         | 27        |
| 13        | Kerala                   | 10                        | 1         | 27        |
| <b>14</b> | <b>Madhya Pradesh</b>    | <b>15</b>                 | <b>20</b> | <b>15</b> |
| 15        | Maharashtra              | 10                        | 9         | 27        |
| 16        | Manipur                  | 3                         | 34        | 13        |
| 17        | Meghalaya                | 1                         | 44        | 5         |
| 18        | Mizoram                  | 0                         | 45        | 5         |
| 19        | Nagaland                 | 0                         | 45        | 0         |
| 20        | Orissa                   | 16                        | 22        | 12        |
| 21        | Punjab                   | 29                        | 0         | 21        |
| 22        | Rajasthan                | 17                        | 13        | 20        |
| 23        | Sikkim                   | 5                         | 21        | 24        |
| 24        | Tamil Nadu               | 19                        | 1         | 27        |
| 25        | Tripura                  | 17                        | 31        | 2         |
| 26        | Uttaranchal              | 18                        | 3         | 13        |
| 27        | Uttar Pradesh            | 21                        | 1         | 27        |
| 28        | West Bengal              | 23                        | 5         | 22        |
| 29        | Andman & Nicobar Islands | 0                         | 8         | 27        |
| 30        | Chandigarh               | 18                        | 0         | 27        |
| 31        | Dadra & Nagar Haveli     | 2                         | 43        | 5         |
| 32        | Daman & Diu              | 3                         | 9         | 27        |
| 33        | Delhi                    | 15                        | 7.5       | 27        |
| 34        | Lakshadweep              | 0                         | 45        | 0         |
| 35        | Pondicherry              | 16                        | 0         | 27        |

(Authority:- GOI, Min. of Personnel, Public Grievances and Pensions, Deptt. of Personnel and Training O.M.No.36017/1./2004-Estt.(Res.) dated 5.7.2005)

**(VI) MINISTRY OF SOCIAL WELFARE RESOLUTION**

The Expert Committee on 'Creamy Layer' was commissioned to prepare the Common Lists in respect of the following States which had notified the list of OBCs for the purpose of reservation in State Services-

1. Andhra Pradesh
2. Assam
3. Bihar
4. Goa
5. Gujarat
6. Haryana
7. Himanchal Pradesh
8. Karnataka
9. Kerala
- 10. Madhya Pradesh**
11. Maharashtra
12. Punjab
13. Tamil Nadu
14. Uttar Pradesh

The National Commission for Backward Classes, set up under the provisions of the National Commission for Backward Classes Act, 1993 in pursuance of the direction of the Supreme Court in the aforesaid case, shall entertain, examine and recommend upon requests for inclusion and complaints of over inclusion and under-inclusion in the lists of Other Backward Classes of citizens.

List of States of OBCs

**STATE: MADHYA PRADESH—Common List**

| Sl. No. | Name of Castes/communities (including sub-caste / Synonyms) in the common list of S.E.B.Cs | Entry No. in State List. | Entry No. in Mandal List. | Remarks |
|---------|--|--------------------------|---------------------------|---------|
| 1.      | Ahir   | 1                        | 5                         |         |
|         | Brajwasi   | 1                        | 68                        |         |
|         | Gwali, Goli Lingayati-Gaoli  | 1                        | 99                        |         |
|         | Gowari, (Gwari), Gowra, Gawari, Gwara  | 1                        | 5                         |         |
|         | Jadav  | 1                        | 5                         |         |
|         | Yadav  | 1                        | 5                         |         |
|         | Raut   | 1                        | 237                       |         |
|         | Thethwar   | 1                        | 240                       |         |
|         | Gop / Gopal  | 1                        | 64 / 113                  |         |
| 2.      | Asara  | 2                        | 6                         |         |
| 3.      | Bairagi  | 3                        | 19                        |         |
| 4.      | Banjara, kachiriwala Baniara, Laman<br>Banjara, Bamania Banjara                            | 4                        | 20                        |         |
|         | Laman / Lambani, Banjari, Mathura,   | 4                        | 20                        |         |

|     |  |    |        |  |
|-----|--|----|--------|--|
|     | Mathura Labhan, Mathura Banjari,<br>Navi Banjara, Jogi Banjara |    |        |  |
|     | Banjara, Jogi Banjara  | 4  | 20     |  |
|     | Naya, Naykada  | 4  | 20     |  |
|     | Lambana / Lambara  | 4  | 22     |  |
|     | Lambani, Lambhana  | 4  | 22     |  |
|     | Laban, Labana, Lamne, Dhuriya                                  | 4  | 22     |  |
| 5.  | Barai  | 5  | 23     |  |
|     | Waarai   | 5  | 23     |  |
|     | Wari (Chaurasia)   | 5  | 23     |  |
|     | Tamoli, Tamboli  | 5  | 260    |  |
|     | Kumavati, Kumavat  | 5  | 260    |  |
| 6.  | Barhai   | 6  | 29     |  |
|     | Suthar   | 6  | 12, 28 |  |
|     | Sulthar  | 6  | 28     |  |
|     | Kunder   | 6  | 28     |  |
|     | Vishwakarma  | 6  | 12     |  |
| 7.  | Vasudev  | 8  | 32     |  |
|     | Basudeva   | 8  | 32     |  |
|     | Harvola  | 8  | 33     |  |
|     | Kapdia   | 8  | 33     |  |
|     | Kapdi  | 8  | 33     |  |
|     | Gondhli  | 8  | 111    |  |
| 8.  | Badhbhuja  | 9  | 49     |  |
|     | Bhunjwa, Bhurji  | 9  | 49     |  |
| 9.  | Bhat   | 10 | 53     |  |
|     | Charan (Charahm)   | 10 | 53     |  |
|     | Sawli, Sutiya  | 10 | 53     |  |
|     | Rav  | 10 | 236    |  |
|     | Jasondhi   | 10 | 53     |  |
|     | Maru-sonia   | 10 | 53     |  |
| 10. | Chippa, Chhipa   | 11 | 55     |  |
|     | Bhavsar  | 11 | 55     |  |
|     | Nilgar   | 11 | 55     |  |
|     | Jingar   | 11 | 131    |  |
|     | Nirali   | 11 | 55     |  |
|     | Rangari  | 11 | 235    |  |
|     | Rangari  | 11 | 235    |  |
|     | Rangrez  | 11 | 235    |  |
|     | Rangarej   | 11 | 235    |  |
|     | Rangraz  | 11 | 235    |  |
|     | Rangredh   | 11 | 235    |  |
| 11. | Dhimar / Dhimer  | 12 | 86     |  |
|     | Bhoi   | 12 | 58     |  |
|     | Kahar  | 12 | 143    |  |
|     | Dhiwar   | 12 | 86     |  |
|     | Mallah   | 12 | 191    |  |
|     | Nawda, Navda   | 12 | 210    |  |
|     | Turaha   | 12 | 271    |  |

|     |   |    |     |  |
|-----|---|----|-----|--|
|     | Kewat (Raekwar)   | 12 | 86  |  |
|     | Kir (Excluding Bhopal, Raisen and Sehore District)  | 12 | 165 |  |
|     | Britiya / Vritiya   | 12 | 88  |  |
|     | Sondhiya  | 12 | 257 |  |
| 12. | Powar   | 13 | 229 |  |
|     | Bhoyar / Bhoyaar  | 13 | 60  |  |
| 13. | Bhurtiya  | 14 | 62  |  |
|     | Bhutiya   | 14 | 63  |  |
| 14. | Bhatiyara   | 16 | 54  |  |
| 15. | Chunkar   | 17 | 74  |  |
|     | Chungar / Choongar  | 17 | 74  |  |
|     | Kulbandhiya   | 17 | 173 |  |
|     | Rajgir  | 17 | 233 |  |
| 16. | Chitari   | 18 | 72  |  |
| 17. | Darji   | 19 | 73  |  |
|     | Cheepi / Chhipi / Chipi Shapi   | 19 | 73  |  |
|     | Mavi  | 19 | 198 |  |
|     | Namdev  | 19 | 207 |  |
| 18. | Dhobi (Excluding Bhopal, Raisen and Sehore District) i.e. excluding the areas where they are listed as Scheduled Castes). | 20 | 89  |  |
| 19. | Deshwali  | 21 | 81  |  |
|     | Mewati (Excluding Sironj tehsil of Vidisha District)  | 21 | 200 |  |
| 20. | Krar  | 22 | 167 |  |
|     | Kirad, Dhakar / Dhakad  | 22 | 166 |  |
| 21. | Gadariya  | 22 | 166 |  |
|     | Dhangar   | 22 | 166 |  |
|     | Kurmar  | 22 | 166 |  |
|     | Hatgar  | 23 | 84  |  |
|     | Hatkar  | 23 | 84  |  |
|     | Haatkaar  | 23 | 84  |  |
|     | Gaadri, Gadaria, Gari, Gayari   | 23 | 84  |  |
| 22. | Kadere / Kad Dhanka Kodar   | 24 | 168 |  |
| 23. | Koshta / Kosta, Kosti / Koshti  | 25 | 170 |  |
|     | Devagan   | 25 | 171 |  |
|     | Dewang  | 25 | 81  |  |
|     | Salwidewang   | 25 | 81  |  |
|     | Mala  | 25 | 190 |  |
|     | Pedamhali   | 25 | 216 |  |
|     | Pademsali   | 25 | 216 |  |
|     | Sali  | 25 | 216 |  |
|     | Sutsali   | 25 | 216 |  |
|     | Salwar / Salewar  | 25 | 216 |  |
|     | Jendra / Jandra   | 25 | 81  |  |
|     | Koskati   | 25 | 171 |  |
|     | Garhwal, Garhewal   | 25 | 101 |  |

|     |   |       |          |  |
|-----|---|-------|----------|--|
|     | Garewar, Garwal   | 25    | 101      |  |
| 24  | Dholi   | 26    | 90, 76   |  |
|     | Dafaali / Dufali  | 26    | 76       |  |
|     | Gaurav / Gauraw   | 26    | 118      |  |
| 25. | Gusai / Gosai / Gosaib  | 27    | 114      |  |
|     | Goswami / Gowsami   | 27    | 114      |  |
| 26. | Goojar / Gurjar   | 28    | 117      |  |
| 27. | Lohar   | 29    | 183      |  |
|     | Luhar   | 29    | 186      |  |
|     | Lohpita   | 29    | 95       |  |
|     | Gadoley, Gadela   | 29    | 95       |  |
|     | Lohpata, Lohpeta  | 29    | 95, 125  |  |
|     | Vishwakarma   | 29    | 186      |  |
| 28. | Garpagari   | 30    | 103      |  |
|     | Joginath, Nathiogi  | 30    | 134      |  |
| 29. | Sonar   | 32    | 258, 128 |  |
|     | Sunar, Swarnakar  | 32    | 258      |  |
|     | Jhhari, Jhhadi  | 32    | 128, 130 |  |
|     | Awedhiya  | 32    | 9        |  |
|     | Audhiya   | 32    | 9        |  |
| 30. | Kachhi  | 33(a) | 140      |  |
|     | Kushwaha / Koshwaha   | 33(a) | 140      |  |
|     | Maurya  | 33(a) | 197      |  |
| 31. | Mali  | 33(b) | 187      |  |
|     | Mara  | 33(b) | 187      |  |
| 32. | Lakhera / Lakher, Kachera /Kacher   | 35    | 139      |  |
| 33. | Thathara, Thatera   | 36    | 261      |  |
|     | Kasar   | 36    | 158      |  |
|     | Kasera  | 36    | 158      |  |
|     | Tamera  | 36    | 261      |  |
|     | Tambatkar   | 36    | 261      |  |
|     | Tamrakar  | 36    | 261      |  |
|     | Tamer   | 36    | 261      |  |
| 34. | Khatiya   | 37    | 164      |  |
|     | Khati   | 11    | 11       |  |
| 35. | Kumhar (Prajapati)  | 38    | 174      |  |
|     | Kumbhar (excluding Chhatarpur, Datia, Panna, Tikamgarh, Satna, Rewa, Sidhi and Shahdol Districts) | 38    | 174      |  |
| 36. | Kurmar / Kurami / Kurmi   | 39    | 176      |  |
|     | Kumbi   | 39    | 176      |  |
| 37. | Kamariya  | 40    | 148      |  |
| 38. | Kalar   | 42    | 145      |  |
|     | Kalal   | 42    | 145      |  |
| 39. | Kalota  | 43    | 147      |  |
|     | Kolta / Koltta  | 43    | 147      |  |
| 40. | Loniya  | 44    | 185      |  |
|     | Luniya / Lonia / Lunia<br>Odh, Odhe, Odhiya, Oce, Odiya,  | 44    | 185      |  |

|     |   |    |     |  |
|-----|---|----|-----|--|
|     | Naaniya, Muraha, Muraaha, Mudaha, Mudaaha, Numia, Nonia   |    |     |  |
| 41. | Nai   | 45 | 201 |  |
|     | Mhali   | 45 | 201 |  |
|     | Navhi / Navi  | 45 | 201 |  |
| 42. | Nayata, Nayada  | 46 | 206 |  |
| 43. | Patka   | 48 | 223 |  |
|     | Patki   | 48 | 223 |  |
|     | Parwa   | 48 | 224 |  |
| 44. | Lodhi   | 49 | 182 |  |
|     | Lodha   | 49 | 182 |  |
|     | Lodh  | 49 | 182 |  |
| 45. | Sikligar  | 50 | 253 |  |
| 46. | Telli (Rathore)   | 51 | 262 |  |
| 47. | Tarha   | 52 | 271 |  |
|     | Tirwali   | 52 | 270 |  |
|     | Waddar  | 11 | 215 |  |
| 48. | Kasabi / Kisbi  | 53 | 156 |  |
| 49. | Routiya, Rotiya   | 55 | 238 |  |
| 50. | Mankar  | 56 | 194 |  |
| 51. | Kotwal / Kutuwar<br>Kotwar (Excluding Bhind, Dhar, Dewas, Guna, Gwalior, Indore, Jhabua, Khargone, Mandsaur, Morena, Rajgarh, Ratlam, Shajapur, Shivpuri, Ujjain and Vidisha Districts) | 57 | 178 |  |
| 52. | Bharvad   | 64 | 52  |  |
| 53. | Raghwi / raghavi  | 67 | 231 |  |
| 54. | Salees, sahees, Sayees  | 65 | 246 |  |
| 55. | Kharol  | 69 | 162 |  |
| 56. | Dangi   | 74 | 7   |  |
| 57. | Meru, Mer   | 77 | 199 |  |
| 58. | Scheduled Castes who have embraced Christianity   |    |     |  |
|     |   |    |     |  |

**CENTRAL LIST OF OBCs FOR THE STATE OF MADHYA PRADESH**

| <b>Entry No</b> | <b>Caste/ Community</b>   | <b>Resolution No. &amp; Date</b>  |
|-----------------|---|---|
| 1.              | Ahir, Brajwasi, Gawli, Gawali, Goli, Lingayat-Gaoli, Gowari, (Gwari), Gowra, Gawari, Gwara Jadav, Yadav, Raut Thethwar, Gop/Gopal, Bargahi, Bargah  | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/95-BCC dt. 15.05.1995<br>12015/15/2008-BCC dt. 16.06.2011                                   |
| 2.              | Asara   | 12011/68/93-BCC(C) dt. 10/09/1993   |
| 3.              | Bairagi   | -do-  |
| 4.              | Banjara, Kachiriwala Banjara, Laman Banjara, Bamania Banjara Laman/Lambani, Banjari, Mathura, Mathura Labhan, Mathura Banjari, Navi Banjara, Jogi Banjara, Nayak, Nayakada, Lambana/ Lambara Lambhani, Labhana, Laban, Labana, Lamne, Dhuriya | 12011/68/93-BCC(C) dt.10/09/1993<br>12011/21/95-BCC dt. 15.05.1995  |
| 5.              | Barai, Waarai, Wari (Chaurasia), Tamoli, Tamboli Kumavatt, Kumavat, Bari  | 12011/68/93-BCC(C) dt. 10/09/1993<br>12015/15/2008- BCC dt. 16.06.2011  |
| 6.              | Barhai, Sutar, Suthar, Kunder, Vishwakarma  | -do-  |
| 7.              | Vasudev, Basudeva, Basudev Vasudeva Harvola Kapdia Kapdi Gondhli  | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/95-BCC dt. 15.05.1995   |
| 8.              | Badhbhuja, Bhunjwa, Bhurji, Dhuri or Dhoori   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/88/98-BCC dt. 06/12/1999<br>12015/09/2000-BCC dt. 06/09/2001                                   |
| 9.              | Bhat Charan (Charahm) Salwi, Sutiya Rav Jasondhi Maru-Sonia   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12015/15/2008- BCC dt. 16/06/2011  |
| 10.             | Chippa, Chhipa Bhavsar Nilgar, Jingar Nirali Ramgari Rangari Rangrez Rangarej Rangraz Rangredh Chippa-Sindhi-Khatri   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/36/99-BCC dt. 04/04/2000<br>12015/9/2000-BCC dt 06.09.2001                                     |
| 11.             | Dhimar/ Dhimer, Bhoi, Kahar, Kahra, Dhiwar, Mallah, Nawda, Navda, Turaha, Kewat (Raackwar, Raikwar), Kir (excluding Bhopal, Raisen & Sehore Districts) Britiya/ Vritiya, Sondhiya   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/95-BCC dt. 15.05.1995<br>12011/68/98-BCC dt. 27/10/1999<br>12015/09/2000-BCC dt. 06/09/2001 |
| 12.             | Powar, Bhoyar/ Bhoyaar, Panwar  | 12011/68/93-BCC(C) dt. 10/09/1993<br>12015/15/2008- BCC dt. 16.06.2011  |
| 13.             | Bhurtiya, Bhutiya   | 12011/68/93-BCC(C) dt. 10/09/1993   |
| 14.             | Bhatiyara   | -do-  |
| 15.             | Chunkar Chungar/Choongar Kulbandhiya Rajgir   | -do-  |
| 16.             | Chitari   | 12011/68/93-BCC(C) dt. 10/09/1993   |
| 17.             | Darji Cheepi/Chhipi/Chipi Shipi Mavi (Namdev)   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/95-BCC dt. 15.05.1995   |
| 18.             | Dhobi (excluding Bhopal, Raisen &   | 12011/68/93-BCC(C) dt. 10/09/1993   |

|     |   |  |
|-----|---|--|
|     | Sehore District i.e. excluding the areas Where they are listed as Scheduled Castes)   |  |
| 19. | Deshwali, Mewati (excluding Sironj Tehsil of Vidisha District), Mina (Rawat) Deshwali   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12015/15/2008- BCC dt. 16.06.2011   |
| 20. | Kirar Kirad Dhakar/Dhakad   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/95-BCC dt. 15.05.1995  |
| 21. | Gadariya, Dhangar, Kurmar, Hatgar, Hatkar, Haatkaar, Gaadri, Gadaria, Gari, Gayari, Dhariya, Dhoshi (Gadariya), Gadariya (Pal/ Baghele)                           | 12011/68/93-BCC(C) dt. 10/09/1993<br>12015/15/2008- BCC dt. 16.06.2011<br>12011/68/93-BCC(c)dt 6.8.98                                      |
| 22. | Kadere/ Kadore Dhunkar Dhuniya Dhanka   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/95-BCC dt. 15.05.1995  |
| 23. | Koshta/Kosta Kosti/Koshti Devangan Dewang Salwidewang Mala Padamhali Pademsali Sali Sutsali Salwar/Salewar Jendra/Jandra Koskati Garhwal, Garhewal Garewar Garwar | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/95-BCC dt. 15.05.1995  |
| 24. | Dholi Dafaali/Dufali Gurav/Guraw  | 12011/68/93-BCC(C) dt. 10/09/1993  |
| 25. | Gusai / Gosai / Gosain Gosaib Goswami / Gowsami   | 12011/68/93-BCC(C) dt. 10/09/1993  |
| 26. | Goojar / Gurjar   | -do-   |
| 27. | Lohar, Luhar, Lohpita, Gadoley, Gadela, Lohpata, Lohpeta, Vishwakarma, Hunga Lohar, Garola, Lohar (Vishwakarma)   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12015/15/2008- BCC dt. 16.06.2011   |
| 28. | Garpagari, Joginath, Nathjogi   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/1995-BCC dt 15.05.95   |
| 29. | Sonar, Sunar, Swarnakar, Jhhari, Jhhadi Awedhiya Audhiya  | 12011/68/93-BCC(C) dt. 10/09/1993  |
| 30. | Kachhi (Kushwaha / Koshwaha Maurya) Koyari / Koiri (Kushwaha), Shakya, Murai, Panara / Panahara, Sonkar   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/68/98-BCC dt. 27/10/1999  |
| 31. | Mali (Saini), Marar   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/96/94-BCC dt. 09/03/1996  |
| 32. | Lakhera / Lakher, Kachera / Kacher  | 12011/68/93-BCC(C) dt. 10/09/1993  |
| 33. | Thathara, Thatera   | -do-   |
|     | Kasar Kasera Tamera Tambatkar / Tamrakar Tamer  | -do-   |
| 34. | Khatiya Khati   | -do-   |
| 35. | Kumhar (Prajapati) Kumbhar, (excluding Chhatarpur, Datia, Panna, Tikamgarh, Satna, Rewa, Sidhi and Shahdol Districts)   | -do-   |
| 36. | Kurmar / Kurami / Kurmi, Kunbi, Kurmi (Patidar, Kulami, Kulmi, Kulambi, Gavel /Gabel),Kurmavanshi,Chandrakar, Chandra Nahu, Kumbhi Gavel (Gamel), Sirvi.          | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/96/94-BCC dt. 09/03/1996<br>12011/88/98-BCC dt. 06/12/1999<br>12015/15/2008- BCC dt. 16.06.2011 |
| 37. | Karmariya   | 12011/68/93-BCC(C) dt. 10/09/1993  |



|     |   |   |
|-----|---|---|
| 38. | Kalar, Kalal  | 12011/68/93-BCC(C) dt. 10/09/1993   |
| 39. | Kalota / Kolta / Koltta / Kalotha   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12015/15/2008- BCC dt. 16.06.2011                                |
| 40. | Loniya/Luniya/Lonia/Lunia Odh, Odhe, Odhiya, Ode, Odiya Naaniya, Muraha, Muraaha, Mudaha, Nunia, Nonia  | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/95-BCC dt. 15.05.1995                                   |
| 41. | Nai (Sein, Savita, Shrivias), Mhali, Navhi/ Navi  | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/88/98-BCC dt. 06/12/1999                                   |
| 42. | Nayata, Nayada  | 12011/68/93-BCC(C) dt. 10/09/1993   |
| 43. | Patka Patki Patwa   | -do-  |
| 44. | Lodhi<br>Lodha Lodh   | -do-<br>12015/13/2010-B.C.II. Dt. 08.12.2011  |
| 45. | Sikligar  | 12011/68/93-BCC(C) dt. 10/09/1993   |
| 46. | Teli (Rathore, Sahu)  | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/1995-BCC dt 15.05.95<br>12011/96/94-BCC dt. 09/03/1996  |
| 47. | Tarha Tirwali Waddar  | 12011/68/93-BCC(C) dt. 10/09/1993   |
| 48. | Kasabi/ Kisbi   | -do-  |
| 49. | Rautiya, Rotiya   | -do-  |
| 50. | Mankar  | -do-  |
| 51. | Kotwar / Kutwar Kotwal, (excluding Bhind, Dhar, Dewas, Guna, Gwalior, Indore, Jhabua, Khargone, Mandsaur, Morena, Rajgarh, Ratlam, Shajapur, Shivpuri, Ujjain, & Vidisha Districts) | -do-  |
| 52. | Bharood   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/95-BCC dt. 15.05.1995                                   |
| 53. | Raghwi / Raghavi  | 12011/68/93-BCC(C) dt. 10/09/1993   |
| 54. | Saiees, Sahees Sayees,  | -do-  |
| 55. | Kharol  | -do-  |
| 56. | Dangi   | -do-  |
| 57. | Meru, Mer   | -do-  |
| 58. | Scheduled Castes who have embraced Christianity.  | -do-  |
| 59. | <b>Islamic Groups:</b>  |   |
| 1.  | Rangrej   | 12011/68/93-BCC(C) dt. 10/09/1993   |
| 2.  | Bhisthi,<br>Bhishti-Abbasi  | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/1995-BCC dt 15.05.95<br>12011/36/99-BCC dt. 04/04/2000  |
| 3.  | Chippa/Chhipa   | 12011/68/93-BCC(C) dt. 10/09/1993   |
| 4.  | Hela  | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/95-BCC dt. 15.05.1995                                   |
| 5.  | Bhatiyara   | 12011/68/93-BCC(C) dt. 10/09/1993   |
| 6.  | Dhobi   | -do-  |
| 7.  | Mewati, Meo   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/68/98-BCC dt. 27/10/1999                                   |
| 8.  | Pinjara, Naddaf, Fakir/Faquir, Behna, Dhuniya, Dhunkar, Mansoori.   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/95-BCC dt. 15.05.1995<br>12011/88/98-BCC dt. 06/12/1999 |

|     |   |   |
|-----|---|---|
| 9.  | Kunjara, Raine  | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/68/98-BCC dt. 27/10/1999   |
| 10. | Manihar   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/1995-BCC dt 15.05.95  |
| 11. | Kasai, Kasab, Kassab Qussab, Qassab-Qurreshi  | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/95-BCC dt. 15.05.1995<br>12011/36/99-BCC dt. 04/04/2000                                   |
| 12. | Mirasi  | 12011/68/93-BCC(C) dt. 10/09/1993   |
| 13. | Barhai,(Carpenter)  | -do-  |
| 14. | Hajjam(Barber), Nai (Barber), Salmani   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/95-BCC dt. 15.05.1995<br>12011/68/98-BCC dt. 27/10/1999<br>12011/88/98-BCC dt. 06/12/1999 |
| 15. | Julaha-Momin, Julaha-Ansari, Momin-Ansari   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/21/1995-BCC dt 15.05.95<br>12011/36/99-BCC dt. 04/04/2000<br>12015/9/2000-BCC dt. 06/09/2001 |
| 16. | Luhar, Saifi, Nagauri Luhar, Multani Luhar  | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/68/98-BCC dt. 27/10/1999<br>12011/36/99-BCC dt. 04/04/2000                                   |
| 17. | Tadavi  | 12011/68/93-BCC(C) dt. 10/09/1993   |
| 18. | Banjara, Mukeri, Makrani.   | 12011/68/93-BCC(C) dt. 10/09/1993<br>12011/44/99-BCC dt. 21/09/2000   |
| 19. | Mochi   | 12011/68/93-BCC(C) dt. 10/09/1993   |
| 20. | Teli,<br>Nayata, Pindari (Pindara)  | -do-<br>12011/21/1995-BCC dt 15.05.95   |
| 21. | Kalaigar  | 12011/88/98-BCC dt. 06/12/1999  |
| 22. | Pemdi   | -do-  |
| 23. | Nalband   | -do-  |
| 24. | Mirdha (Excluding Jat Muslims)  | 12011/88/98-BCC dt. 06/12/1999  |
| 25. | Nat (Other than those included in the SC List)  | 12011/36/99-BCC dt. 04/04/2000  |
| 26. | Niyargar, Niyargar-Multani Niyaria  | 12011/36/99-BCC dt. 04/04/2000  |
| 27. | Gaddi   | -do-  |
| 60. | Ghoshi  | 12011/68/98-BCC dt. 27/10/1999  |
| 61. | Pinjara (Hindu)   | -do-  |
| 62. | Rajwar  | 12011/88/98-BCC dt. 06/12/1999  |
| 63. | Panika (except in Districts of Chhatarpur, Datia, Panna, Rewa, Satna, Shahdol, Sidhi and Tikamgarh where it is included in the Scheduled Tribes List) | 12011/68/98-BCC dt. 27/10/1999  |
| 64. | Agharia   | 12011/88/98 -BCC dt. 06/12/1999   |
| 65. | Sodhi, Sodi, Sundi, Sondi.  | 12011/36/99 -BCC dt. 04/04/2000   |
| 66. | Khairuwa  | 12015/15/2008 - BCC dt. 16.06.2011  |
| 67. | Jat   | 12015/15/2008 - BCC dt. 16.06.2011  |

6.1.6 **Custody of Service Book: -**

The service books of all the members of both the Audit Offices will be kept in almirahs in OE-XI, OE-XIII and OE-XXI sections with locking arrangements under the custody of dealing Auditors / Senior Auditors. The Auditors / Senior Auditors who are responsible for the proper maintenance of the service books shall record therein all events in the Government servants officials career i.e. appointment, pay increments, confirmations, promotions, awards, leave, stoppage of increments, reduction, transfer, deputation or foreign service, punishments, various training courses attended by him and so on. Necessary entries in the leave accounts attached to the service books shall be recorded by him, whenever a Government servant proceeds or returns from leave.

(Authority: - GOI MOF (DOE) OM No. 1384-Tech. Admn-I/1/638, dated 3 May 1967)

6.1.7 **Annual Verification of Services: -**

The service books should be taken up for verification of services at a fixed time every year. The Audit Officer after satisfying himself that the services of the employees are correctly recorded in his service book, should certify in the following form over his signatures-

“Service from ..... to .....verified from the acquaintance rolls.”

This verification should be done for the period from March to February each year and should cover all categories of Government servants. The verification should be done with reference to the office copies of pay bills and certificate recorded in the service books under the signature of Audit Officer / Assistant Audit Officer (Administration). A report of completion of this item of work is to be sent to the Headquarters office by 31<sup>st</sup> July each year.

(Authority: - C&AGs letter No. 1325-T.A. I/295-71, dated 12 September 1972 and No. 161-7 A.II)

6.1.8 The work of verification of services with the acquaintance rolls should be taken up in January and completed by 10<sup>th</sup> of March each years after recording the fact in each service book.

6.1.9 A Certificate to the effect that all service books are properly maintained and kept up to date should be submitted by the Establishment sections to the Accountant General on or before the 10<sup>th</sup> March every year.

6.1.10 **Verification of Qualifying Services after eighteen years\* service and<sup>1</sup> five years before retirement: -**

(1) On a Government servant completing eighteen years\* of service and<sup>2</sup> on his being left with five years of service before the date of retirement, whichever is earlier, the Head of Office in consultation with the Accounts Officer shall, in accordance with the rules for the time being in force, verify the service rendered by such a Government servant, determine the qualifying service and communicate to him, in Form 24, the period of qualifying service so determined.

<sup>3</sup>(1A) For the purposes of verification of service, the Head of Office shall follow the procedure provided in clause (a) of rule 59 of CCS (Pension) Rules 1972.

(2) Notwithstanding anything contained in sub-rule (1), where a Government servant is transferred to another department from a temporary department or on account of the closure of the department he had been previously serving or because the post he held had been declared occurs.

(3) The verification done under sub-rule (1) and (2) shall be treated as final and shall not be reopened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

[Rule 32 of CCS (Pension) Rules 1972]

[Authority: - (\*) Substituted vide G.S.R. No. 928(E), G.I Deptt. of P&PW Notification No.38/80/2012 dated 21st December, 2012 and (<sup>1</sup>, <sup>2</sup>, <sup>3</sup>) Substituted/inserted vide GSR 628(E), dated 1st September, 2014, Government of India, Department of Pension & Pensioners' Welfare Notification No.1/19/2014-P&PW(E), dated 29th August, 2014 ]

6.1.11 **Supply of Certified Copy of service book on demand to the Government Servant on quitting service: -**

A certified copy of the service book may be supplied to the Government servant (including gazette officers) who ask for it on quitting Government service by retirement, discharge from service without fault or resignation on payment of a copying for Rs.5/-. The fee so collected should be credited to the Minor Head "Collection of payments for services rendered" under the Major Head "065-Other Administrative Services". See also Para 6.1(c) ante.

(Authority: - C&AGs Endt. No. 2167 Admn.-II/48-6, dated 26 December 1962 read with Government of India Decision No. (1) below S.R. / 198 and No. 1342-TA. I / 191-79, dated 1 November 1980)

6.1.12 All Government servants should be encouraged to examine their service books from time to time with a view to seeing that these are properly maintained and are otherwise in order. Every member of the establishment for whom service books are maintained should be asked to examine the entries in his service book at least once a year and to sign in the column prescribed in taken of having done so. He should point out in writing, the inconsistencies, if any noticed, while signing the service books. A report on the completion of this work should be sent to Headquarters' office by 30<sup>th</sup> September each year by the Establishment section of the office.

(Authority: - C&AGs letter No. 2515-NGEI / 68-67, dated 22<sup>nd</sup> November 1967)

6.2.1 **Register of Service Books: -**

(a) A register of service books shall be kept in the concerned establishment section in which separate of pages shall be assigned to the several classes of establishment viz. Audit Officer, Assistant Audit Officer, Senior Auditors, Auditors, Stenographer, Clerk/Typists and Group 'D'(Now MTS) staff. As each service book is entered in the register, the serial number of the entry in the register shall be recorded prominently on the outer cover of the

service book. This register shall be kept along with the service books under lock and key. Separate column shall be provided in the register for recording the date of attestation of the entries on the opening page of the service book and for recording the disposal of each service book on transfer, resignation, discharge of retirement etc. of the official concerned.

(b) A movement register for keeping a watch on the movement of the service books removed from the almirah for official use will be maintained by the Auditors responsible for the custody of service books in the establishment sections. The concerned Auditors will be responsible for the proper custody of service books under his charge.

(c) In every quarter i.e. in the months of March, June, September and December, the service books shall be counted and verified with the register to see that no service book is missing and that the entries in the register are up to date. A certificate on the census so undertaken would be submitted to the Group Officer on the last day of each quarter.

**6.2.2 Half-Yearly physical verification of service books by a person who is not connected with the Administration Section: -**

(i) A periodical physical verification of the service books is required to be conducted by a responsible officer, preferably by one who is not connected with the office establishment sections and who is nominated by the Group Officer / Accountant General and a report thereon submitted by him to the Deputy Accountant General (Administration) / Accountant General on or about 10<sup>th</sup> of June and December each year. For this purpose, a register may be maintained by the establishment section to watch the nomination of official and the submission of the report.

(Authority: - C&AGs letter No. 2387-T.A. II / 87-79, dated 20<sup>th</sup> November 1979)

(ii) A quarterly return in regard to the officials, whose leave has not been regularised by the Group Officer (Admn), should be submitted to the Deputy Accountant General by pay bill section. The submission of this return may be watched through the calendar of returns.

**6.3 Maintenance of personal files: -**

6.3.1 Personal files of the members of staff are intended to contain all papers relating to the individuals including those received from them or in their names. A separate personal file shall be maintained for each individual and orders regarding his appointment, grant of leave, punishment etc. will be filed therein after the orders are made know to the individual concerned.

6.3.2 Personal files will remain under lock and key in the custody of the Auditor concerned in Administration / Establishment section. No personal file shall be made over to anyone without the orders of the officer-in-charge of Administration / Establishment.

6.3.3 A register of personal files will be maintained which will be divided into three parts viz. gazetted, non-gazetted staff other than Group 'D' (Now MTS) and Group 'D' (Now MTS) staff. As each personal file is opened, an entry should be made in the relevant part of the register and the serial number of the entry should be noted on the outer cover of the file.

6.3.4 On receipt of the original copies of the order regarding appointment, punishment etc. establishment section will file the documents in the relevant personal files and have them noted in the service books of the individuals concerned. In the case of orders inflicting punishment, Administration / Establishment section shall see, before these are placed in the personal files that a certificate regarding the necessary notes having been made in the confidential reports of the persons concerned has been recorded there in representations, applications etc., after these have been dealt with by the Administration Section will made over to the establishment section for placing them in the relevant personal file.

6.3.5 **Personal files of gazetted and non-gazetted Government Servants: -**

For bringing about a certain degree of uniformity in the maintenance of personal files, the guidelines issued by the Headquarters office stipulate, maintenance of the personal files in respect of both gazetted and non-gazetted officers. While the personal files containing the generality of the documents (**Annexure-I**) will be kept in the establishment section of the office, the more important of the personal documents relating to a Government servant should be kept secured as volume-II of the service book, in the custody of the Head of the office (**Annexure-II**). The aforesaid guidelines provide as below: -

(i) Personal files should essentially be a collection of authenticated copies of orders and other papers relating to important events in the official career of an individual Government servant.

(ii) No paper should be place in a personal file unless it :-

(a) Concerns the Government servant,

(b) relates to an important event concerning his official career or has a direct bearing on its,

(c) is likely to be required for further reference,

(d) is likely to be required for a long period, if not throughout the official career of the Government servant; and

(e) either dispenses with the need for retaining the concerned subject file for long, or facilitates its retrieval.

(iii) As envisaged in the functional file index for establishment and housekeeping sections, personal files will be opened under the primary heading 'Personal Files' i.e. A-19 for gazette officers and A-20 for non-gazetted officers and not under any specific subject or functional heading. These personal files will be kept open throughout the official career of the Government servant, although there would be no objection to a fresh volume being opened as and when the previous volume reaches a size, say 100 pages requiring to be stitched for keeping it tidy.

- (iv) Personal file should be distinguished from files opened under the primary subject / functional heading “Moveable / immoveable property” to deal with property returns and intimation and sanctions regarding financial transaction under Central Civil Service (CCA) Rules. Although the functional file index visualizes separate files being opened each year to deal with such matters concerning all employees with a particular class it would be more convenient to deal with such matter on separate files for each official and to keep them open throughout the official career of the Government servant. To avoid mix-up of periodical property returns with papers concerning individual financial transactions each file should consist of the two volumes to store / deal with these two types of papers separately.
- (v) Personal files (other than those maintained by cadre authorities) should normally move with the official concerned on their transfer from office to office.
- (vi) The existing personal files need not be rearranged. These could, however, be closed and new volumes of personal files opened and maintained in accordance with the above guidelines.

(Authority: - GOI cabinet secretariat (DOP&AR) OM No. 28034/35/76/Estt. (A) dated 19 January 1977 and CAG’s Endt. No. 786-Audit / 91-84/1-84 (93) dated 29 September 1984)

**(vii) Inclusion of Aadhaar (Unique identification) number in Service Book of Government Servants: -**

The respective Aadhaar numbers of all Government servants should be included in their Service Books. It should be ensured that the Service Books of all employees have an entry of the employee’s Aadhaar number.

(Authority: - GOI, Min. of Personnel Public Grievances & Pensions, Deptt. of Personnel & Training, OM No. Z-20025/9/2014-Estt.(AL) dated 3<sup>rd</sup> November, 2014 vide CAG’s letter No. 185-Staff App-II/05-2014 dated 18.12.2014)

**Annexure-I**  
(Referred to in Para 6.3.5)

**Illustrative list of papers to be placed in personal files: -**

- 1- Application for initial appointment (Original)
- 2- Appointment order / Notification
- 3- Orders regarding relaxation of age or educational qualifications or condonation of break in service.
- 4- Orders regarding change in the date of birth
- 5- Orders regarding retirement, quasi permanency, confirmation, deputation, transfer, promotion, reversion and training.
- 6- Orders regarding grant of study leave or extraordinary leave;
- 7- Results of departmental and other / test / examination;
- 8- Orders regarding fixation of pay, advance increment, crossing of efficiency bar, awards and prizes;
- 9- Sanctions of house building and Car/Scooters advances and final withdrawal from General Provident Funds;
- 10- Letter of guaranteeing payment by Government servant for electricity and water charges to appropriate local authority (original) and similar other guarantee given on behalf of a Government Servant;
- 11- Court decree regarding attachment of pay (original)
- 12- Orders imposing penalties under CCS(CCA) Rules 1972 (Copies in CR dossier also)
- 13- Warning (Copies in CR dossier also)
- 14- Termination of Service under CCS (TS) Rules;
- 15- Resignation;
- 16- Retirement;
- 17- Extension of Service;
- 18- Re-employment.

The documents mentioned against Sl. Nos. 1, 10, and 11 should be transferring original from the relevant subject files to personal files. In other cases, it should be ensured that the copies of orders being placed in the personal files are properly authenticated and signed by the Competent Officer.



**Annexure-II**

(Referred to in Para 6.3.5)

**Illustrative list of documents to be placed in volume-II of the Service Book: -**

- 1- Relaxation of age, educational qualification (authenticated attested copy);
- 2- Report regarding verification of character and antecedent;
- 3- Medical Certificate of fitness (original)
- 4- Attested copies of certificates of age and educational qualifications;
- 5- Declaration of marital status (original)
- 6- Oath / affirmation of allegiance to the constitution (original)
- 7- Oath of secrecy (Original)
- 8- Declaration and acceptance of home town (signed / attested copy)
- 9- Nomination for G.P.Fund (Signed / attested copy)
- 10- Nomination for family pension and DCRG (signed / attested copy)
- 11- Details of family (signed / attested copy)
- 12- Exercise of options in Service matters (signed / attested copy)
- 13- Condonation of break in service (authenticated / attested copy)
- 14- Orders regarding change of date of birth (authenticated / attested copy)
- 15- Collateral evidence in respect of past service (original); and
- 16- Change of name (original)

**The following documents may also be placed in the service book of each individual: -**

- (i) An extract from the Employment Exchange letter sponsoring the candidature of the individual;
- (ii) A declaration to the effect that the individual has not contracted bigamous plural marriage;
- (iii) SC/ST Certificate, if applicable.
- (iv) A declaration to the effect of leaving or heaving not served earlier in the army.
- (v) Nomination in the prescribed form in respect of-

(a) Compulsory Deposit Scheme

(b) Central Government Employees Insurance Scheme.

6.4 **Maintenance of leave accounts and disposal of leave applications: -**

6.4.1 **Leave Accounts: -**

A leave account, in the prescribed form, should be opened along with the service book on the appointment of a Government Servant and entries of leave earned and taken from time to time made therein promptly. The leave account shall be maintained in the establishment section.

6.4.2 **Procedure for taking leave—**

An application for leave or for extension of leave should be submitted in the prescribed Form-I of C.C.S.(Leave) Rules, 1972 to the Branch Officer concerned. The address of the applicant during leave should invariably be recorded in the Form, any change in the address while on leave should also be communicated immediately, Except for special reasons, no extension of leave will be allowed. Application for extension of leave should ordinarily be sent so as to reach the office at least a week before the expiry of the leave already granted.

6.4.3 Leave application after sanctions / recommendation of leave, will be entered in the register of regular leave to the staff to be maintained in each section and then sent to establishment section. The number and date of transit register through which the application has been sent will also be entered in the register. The Assistant Audit Officer / Section Officer of the section is required to verify, wherever possible with reference to sectional records, the correctness of the date of returns from last leave, mentioned by an applicant in his application form before sending the leave application to establishment section.

6.4.4 On receipt of leave applications, the establishment section will take necessary action and will send intimation to the section about sanction of leave / debit of leave to the leave account of the Government servant concerned. The section concerned will make an entry in the register of regular leave in column (10) on receipt of intimation from establishment section and get it attested by the Branch Officer of the section. The register will also be submitted to the Branch Officer for review on the last working day of each month.

6.4.5 In the establishment section, on receipt through the transit register of the section concerned, each application should be entered in the leave diary register and disposal watched through the weekly report. An application should ordinarily be disposed-off as soon as possible but in any case not later than a week from the date of its receipt.

6.5 The establishment section shall maintain a leave Register separately for each of the following establishment as per proforma in **Annexure-III**.

- (i) Audit Officer
- (ii) Assistant Audit Officer
- (iii) Section Officer, Stenographers and others
- (iv) Senior Auditors
- (v) Auditors

- (vi) Clerks / typists  
 (vii) Group 'D' (Now MTS) officials.

On receipt of sanction to leave, the details of each application should be entered in the above register immediately. The register should be submitted to the Branch Officer-in-charge along with the following certificates: -

(i) Certified that all events noted in the leave register have been reflected in the bills and necessary action to adjust the leave salary has been taken.

(ii) Certified that the entries regarding leave availed of by them have been entered in the service books and leave account.

(iii) Certified that all the joining reports except for item nos..... have been received and joining reports are not yet due in respect of serial nos..... In all other cases, the joining reports have been called for.

**Note-** Late receipt of the joining reports from coordinating sections should be brought to the notice of the Branch Officer / Group Officer concerned.

### Annexure-III

(Referred to in Para 6.5)

#### Register of Regular Leave by the staff

| Sl. No. | Name and designation with permanent no. of official | Nature of leave | Period<br>From To | Prefix | Date of joining | Leave salary recommended sanctioned |
|---------|---|-----------------|-------------------|--------|-----------------|-------------------------------------|
|         |   |                 |                   |        |                 |                                     |

**6.6.1 Preparation and maintenance of Annual Performance Appraisal Reports (APAR) and communication of all entries for fairness and transparency in public administration: -**

- (i) The existing nomenclature of the Annual Confidential Report (ACR) have been modified as **Annual Performance Assessment Report (APAR)**.
- (ii) The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue. Where Government servant has only one supervisory level above him as in the case of personal staff attached to officers, such communication shall be made after the reporting officer has completed the performance assessment.
- (iii) The Section entrusted with the maintenance of APAR after its receipt shall disclose the same to the officer reported upon.
- (iv) The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the report within a period of 15 (fifteen) days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. While communicating the entries, it shall be deemed that he/she has no representation to make. If the concerned APAR Section does not receive any information from the concerned officer on or before 15 (fifteen) days from the date of disclosure, the APAR will be treated as final.
- (v) The new system of communicating the entries in the APAR had been made applicable prospectively only with effect from the reporting period 2008-09 which was to be initiated after 1<sup>st</sup> April 2009.
- (vi) The competent authority for considering adverse remarks under the existing instructions may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of 30 (thirty) days from the date of receipt of the representation.
- (vii) The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.
- (viii) All cadre authorities shall include a box in the APAR for reflecting 'by the reporting officer the pen picture of the officer reported upon where the reporting officer will be required to indicate his comments on the overall qualities of the officer including areas of strengths and lesser strength and his attitude towards the weaker sections.' A column will also be added in the section relating to the reviewing authority for giving the reviewing authority's remarks on the pen picture reflected by the reporting officer. There will be no other separate column in the APAR for overall assessment apart from the pen picture.

- (ix) A provision may be made in the APAR in the relevant section for remarks by the reviewing officer to indicate specifically the differences, if any, with the assessment made by the reporting officer, and the reasons therefore.
- (x) Numerical grading are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The guidelines given in **Annexure-I** shall be kept in mind while awarding numerical grading.
- (xi) The format for the purpose of numerical grading in these areas of work output, assessment of personal attributes and assessment of functional competency is in **Annexure-II**. For Group 'B' and 'C' officials however, suitable changes may be made by the concerned cadre authorities in the items of assessment as per functional requirements of the job and the next promotional post for them. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.
- (xii) Wherever 'accepting authority' has been prescribed in the existing system in the cadre, columns may also be provided for such authority to give his comments on the remarks of the reporting / reviewing authority and details of difference of opinion, if any, with reasons for the same. In such cases, the accepting authority will also give overall grade on a score of 1-10.
- (xiii) A schedule for completion of all activities relating to APAR is given in **Annexure-III**.

[Authority: - GOI, Min. of PPP (Deptt. of Per. and Trg.) OM No. 21011/1/2005-Estt.(A)(Pt-II) dated 14<sup>th</sup> May 2009 and OM No. 21011/1/2005-Estt(A)(Pt-II) dated 23<sup>rd</sup> July 2009]

(xiv) **Timely preparation and proper maintenance of ACRs (Now APAR): -**

1. In case the ACR is not initiated by the Reporting / Reviewing Officer for any reason beyond 30<sup>th</sup> June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the ACR of the officer to be reported upon and he shall submit all ACRs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the ACR beyond 31<sup>st</sup> August of the year in which the financial year ended. The Section entrusted with maintaining the ACRs shall, while forwarding the ACRs for self-appraisal with copy to the Reporting / Reviewing Officers, also annex the schedule of dates given in **Annexure-IV**. It shall also bring to the notice of the Secretary concerned in the case of Ministry/Department and the Head of the organisation in the case of attached and subordinate offices, the names of those Group A and B Reporting Officers and Group A Reviewing Officers in the month of October after receiving the completed CRs who have failed to initiate/review the ACRs even by 30<sup>th</sup> June or 31<sup>st</sup> August as the case may be. The Secretary in the Department / Head of the organisation in the case of attached/subordinate offices may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the ACRs within the due date and in the absence of proper justification direct that a written warning for delay in completing the ACR be placed in the ACR folder of the defaulting officer concerned.

2. In case the remarks of the Reporting officer or Reviewing Officer as the case may be have not been entered in the ACR due to the concerned officer forfeiting his right to make any entry as per the provision in Para 1 above, a certificate to this effect shall be added in the ACR for the relevant period. In case both the Reporting officer and Reviewing officer had forfeited their right to enter any remarks, the CR format with the self appraisal given by the officer to be reported upon will be placed in his ACR dossier.

3. These instructions are applicable for the ACRs for the period 2008-09 onwards. In case any CR for the past period is pending completion, the concerned Head of the Organization in the case of attached/subordinate offices and the joint Secretary concerned in the Ministries/Departments may take appropriate measures to ensure that the CR dossier is complete within the next 6 months either with the relevant CR or the required 'No Report Certificate' for valid reasons.

(Authority: - GOI, Min. of Personnel, Public Grievances and Pensions, Deptt. of Per. and Training, OM No. 21011/02/2009-Estt.(A) dated 16<sup>th</sup> February, 2009 )

(xv) **Below Benchmark grading in ACRs (Now APAR) prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or for up-gradation of the final grading: -**

If an employee is to be considered for promotion in a future DPC and his ACRs prior to the period 2008-09 which would be reckonable for assessment of his fitness in such future DPCs contain final grading which are below the benchmark for his next promotion, before such ACRs are placed before the DPC, the concerned employee will be given a copy of the relevant ACR for his representation, if any, within 15 days of such communication. It may be noted that only below benchmark ACR for the period relevant to promotion need be sent. There is no need to send below benchmark ACRs of other years.

To decide on the representations against the remarks or for up-gradation of the grading in the APAR that the decision on the representation may be taken objectively after taking into account the views of the concerned Reporting /Reviewing Officers if they are still in service and in case of up-gradation of the final grading given in the APAR, specific reasons therefore may also be given in the order of the competent authority.

(Authority: - GOI, Min. of Personnel, Public Grievances and Pensions, Deptt. of Per. and Training, OM No. 21011/1/2010-Estt.(A) dated 13<sup>th</sup> April, 2010 and OM No. 21011/1/2005-Estt.(A) (Pt. II) dated 19<sup>th</sup> May, 2011)

**Annexure-I**  
[Referred to Para 6.6.1(x)]

**Guidelines regarding filling up of APAR with numerical grading**

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly; any grade of 9 or 10 would be justified with respect to specific accomplishments.
- (iii) APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as 'very good' and given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- (vi) APARs graded below 4 will be given a score of zero.

**Annexure-II**  
[Referred to Para 6.6.1(xi)]

**Assessment of work output (weightage to this Section would be 40%)**

|  | Reporting Authority | Reviewing Authority | Initial of reviewing Authority |
|--|---------------------|---------------------|--------------------------------|
| i) Accomplishment of planned work/work allotted as per subjects allotted |                     |                     |                                |
| ii) Quality of output  |                     |                     |                                |
| iii) Analytical ability  |                     |                     |                                |
| iv) Accomplishment of exceptional work/unforeseen tasks performed        |                     |                     |                                |
| <b>Overall Grading on 'Work Output'</b>                                  |                     |                     |                                |

**Assessment of personal attribute (weightage to this Section would be 30%)**

|   | Reporting Authority | Reviewing Authority | Initial of reviewing Authority |
|---|---------------------|---------------------|--------------------------------|
| i) Attitude to work                           |                     |                     |                                |
| ii) Sense of responsibility                   |                     |                     |                                |
| iii) Maintenance of discipline                |                     |                     |                                |
| iv) Communication skills                      |                     |                     |                                |
| v) Leadership qualities                       |                     |                     |                                |
| vi) Capacity to work in team spirit           |                     |                     |                                |
| vii) Capacity to work in time limit           |                     |                     |                                |
| viii) Inter-personal relations                |                     |                     |                                |
| <b>Overall Grading on personal attributes</b> |                     |                     |                                |

**Assessment of functional competency (weightage to this Section would be 30%)**

|   | Reporting Authority | Reviewing Authority | Initial of reviewing Authority |
|---|---------------------|---------------------|--------------------------------|
| i) Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly. |                     |                     |                                |
| ii) Strategic planning ability  |                     |                     |                                |
| iii) Decision making ability  |                     |                     |                                |
| iv) Coordination ability  |                     |                     |                                |
| v) Ability to motivate and develop subordinates   |                     |                     |                                |
| <b>Overall Grading on functional competency</b>   |                     |                     |                                |



**Annexure-III**  
[Referred to Para 6.6.1(xiii)]

**Time Schedule for preparation/completion of APAR**  
**(Reporting year-Financial year)**

| <b>Sl. No.</b> | <b>Activity</b>  | <b>Date by which to be completed</b>                                      |
|----------------|--|---|
| 1.             | Distribution of blank APAR forms to all concerned(i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers there self appraisal is not to be given) | 31 <sup>st</sup> March<br><br>(This may be completed even a week earlier) |
| 2.             | Submission of self appraisal to reporting officer by officer to be reported upon (Where applicable)  | 15 <sup>th</sup> April  |
| 3.             | Submission of report by reporting officer to reviewing officer   | 30 <sup>th</sup> June   |
| 4.             | Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.   | 31 <sup>st</sup> July   |
| 5.             | Appraisal by accepting authority, wherever provided  | 31 <sup>st</sup> August   |
| 6.             | (a) Disclosure to the officer reported upon where there is no accepting authority.<br>(b) Disclosure to the officer reported upon where there is accepting authority.                          | 01 <sup>st</sup> September<br><br>15 <sup>th</sup> September              |
| 7.             | Receipt of representation, if any, on APAR   | 15 days from the date of receipt of communication                         |
| 8.             | Forwarding of representations to the competent authority.<br>(a) where there is no accepting authority for APAR.<br>(b) where there is accepting authority for APAR.                           | 21 <sup>st</sup> September<br><br>6 <sup>th</sup> October                 |
| 9              | Disposal of representation by the competent authority  | Within one month from the date of receipt of representation.              |
| 10             | Communication of the decision of the competent authority on the representation by the APAR cell.   | 15 <sup>th</sup> November   |
| 11             | End of entire APAR process, after which the APAR will be finally taken on recoed.  | 30 <sup>th</sup> November   |

**Annexure-IV**

[Referred to Para 6.6.1(xiv)]

**TIME SCHEDULE FOR PREPARATION OF CONFIDENTIAL REPORTS**

| <b>S. No.</b> | <b>Nature of Action</b>  | <b>Date by which to be completed</b>                                      |
|---------------|--|---|
| 1.            | Distribution of blank APAR forms to all concerned(i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers there self appraisal is not to be given) | 31 <sup>st</sup> March<br><br>(This may be completed even a week earlier) |
| 2.            | Submission of self appraisal to reporting officer by officer to be reported upon (Where applicable)  | 15 <sup>th</sup> April  |
| 3.            | Submission of report by reporting officer to reviewing officer   | 30 <sup>th</sup> June   |

**Important notice: -**

(i) The Reporting Officer is required to complete the ACRs as per the schedule above. The Reporting Officer shall have no right to enter any remarks in the CRs after 30<sup>th</sup> June following the annual reporting period.

(ii) Reviewing Officer is also requested to complete the review of the ACRs as per the schedule above. The Reviewing Officer shall have no right to enter any remarks in the CRs after 31<sup>st</sup> August following the annual reporting period.

**6.6.2 Writing of confidential Reports: -**

As per guidelines / instructions given in Para 6.6.1 of this manual.

**6.6.3 Revision of formats: -**

As per guidelines and format given in Para 6.6.1 of this manual.

**6.6.4 Initiating APARs in respect of Multi Tasking Staff (MTS): -**

APARs need not be introduced in respect of Multi Tasking Staff.

(Authority: - CAGs Circular No. 29-NGE No.1687-NGE (App)/25-2010 dated 29.12.2010)

**6.6.5 When no Reporting Officer has requisite experience to write the report of an officer: -**

Where for a period of report, there is no Reporting Officer with the requisite experience to initiate the report, the Reviewing Officer, himself may initiate the report as a Reporting Officer, provided the Reviewing Officer has been the same for the entire period of report and he is in a position to fill in the columns to be filled in by the Reporting Officer. Where a report is thus initiated by the Reviewing Officer it will have to be reviewed by the officer superior to the reviewing officer.

(Authority: -C&AGs Endt. No. 8-N.2/16-85, dated 8<sup>th</sup> January 1986)

**6.6.6 Period and frequency of Reporting: -**

(i) Ordinarily confidential reports should be written annually.

(ii) However, confidential reports should also be written when either the Reporting Officer or the officer reported is transferred to another post during the interval between two annual reports. There is no objection to two or more independent confidential reports being written for the same year by different reporting officer. In such cases, each reports should indicate clearly the period to which it relates and the reports for the earlier part or parts of the year should be written at the time of the transfer or immediately thereafter and should not be deferred till the end of the year. Forms of confidential Reports may be requisitioned for the purpose from the Administration branch well in time. No confidential report should be written unless a reporting officer has at least three months experience on which to base his CR. The report so written has to be submitted by the reporting officer to his own superior for review.

(iii) The officer superior to the reporting officer has to form his own judgment of the work and conduct of the officer reported upon and is also not pre-clued from making any additional remarks in the report.

(iv) The reporting officer is not to write the report of an official who has worked under him for less than three months. The period which is considered essential for a reporting officer to form his opinion about the official would also be applicable for the reviewing officer to make his own assessment.

(Authority: - C&AG's letter No. 248-NGE-II/5-71, dated 24<sup>th</sup> September 1971)

(v) For officers on deputation to other department / State Governments or who are on Foreign Service, the confidential Reports are to be maintained by the parent department and the periodicity of such confidential reports is to be the same as in the parent department. It will be the responsibility of the parent department to obtain the CRs of the officers on deputation / Foreign Service and maintain them.

(Authority: - C&AGs Endt. No. 138/NGE-III/5-71, dated 9<sup>th</sup> June 1972)

(vi) In the case of officers on deputation, the reviewing officer will be the borrowing department. Based on the remarks of the reporting and reviewing officers of the borrowing department, the Accountant General may, if he so desires, make his own observations in the blank space at the end of the confidential report form.

(Authority: - C&AG's letter No. F-2-AO/F&A/65, dated 26<sup>th</sup> May 1965)

#### 6.6.7 **Approved course of training to be indicated in Confidential Reports: -**

When an officer attends an approved course of study or training, the fact of his having attended the course should be indicated in his confidential reports, against the item provided for the purpose in the new format. The term approved course of training has been defined to include the following course-

(i) The courses sponsored by the Government or expenditure on which is wholly or partially borne by Government;

(ii) The courses attended by officers with the permission of Government for which Government grants study leave;

(iii) Hindi workshops for imparting training for noting and drafting in Hindi, Organised in various departments of Government of India, in accordance with the instructions issued by the Ministry of Home Affairs.

(Authority: - C&AGs letter No. 378-NGE-III/5-74-I, dated 28 February 1975)

(iv) Under the Hindi Teaching Scheme, Central Government Employees are being imparted training in Prabodh, Praveen, and Pragya courses. Whenever a Central Government employee passes any of the above referred examinations, a suitable entry to that effect

should be made in the annual CR of the employee concerned for the year and this fact should be intimated to the officer concerned.

(Authority: - C&AGs letter No. 484-NGE/III/5-73, DATED 13 March 1973; and Endt. No. 2562-NGE-III/5-73(1), dated 27<sup>th</sup> November 1973 read with new format introduced from reporting year 1986-87)

#### 6.6.8 **Writing of confidential reports mention of warnings: -**

(i) If a superior officer may find it necessary to criticise adversely the work of an officer working under him or he may call for an explanation for some act of omission or commission and taking all the circumstances into consideration, it may be felt that while the matter is not serious enough to justify the imposition of the formal punishment of censure, it calls for some formal action such as communication of written warning, admonition or reprimand. When such a warning / displeasure/ reprimand is issued, it would be place in the personal file of the officer concerned. At the end of the year (or period of report), the reporting authority, while writing the confidential report of the officer, may decide not to make a reference in the confidential of the warning /displeasure/reprimand if in the opinion of that authority, the performance of the officer reported upon after the issue of the warning or displeasure or reprimand as the case may be, has improved and has been found satisfactory. If, however, the reporting authority comes to the conclusion that despite the warning/ displeasure/ reprimand, the officer has not improved ,it may make an appropriate mention of such warning /displeasure/reprimand, as the case may be, in the relevant column in Part-III of the CR, relating to the assessment by the reporting officer. A copy of the warning should be placed in the confidential report dossier as annexure to the CR for the relevant period. The adverse remarks should also be conveyed to the officer and his representation, if any, against the same disposed-off in accordance with the procedure laid down in the instructions issued in this regard.

(Authority: - GOI MHA (DOP & AR) OM. No. 21011/1/87 Estt. (A), dated 5<sup>th</sup> June 1981, and C&AG's Endt. No. 2977 NGE-II/53-80, dated 3<sup>rd</sup> July 1981)

(ii) A warning should not be issued as a result of regular disciplinary proceedings. There is, however, no bar to issuing a warning orally or in writing as a result of administrative action in the case of an officer against whom no formal proceedings are taken under the disciplinary rules applicable to him. The manner in which such warnings should be mentioned in the CR of an officer has been indicated in item (i) above.

(Authority: - GOI MOHA. O.M. No. 22011/2/82-Estt. (A), dated 21<sup>st</sup> May 1982)

#### 6.6.9 **Entry of punishment in confidential reports: -**

If, as a result of disciplinary proceedings, any of the prescribed penalties in C.C.S.(C.C.A.) Rules, are imposed on a Government Servant, record thereof should invariably be kept in his confidential report.

(Authority: - G.I.MOHA O.M. No. 38/12/52-Estt. (A), dated 23<sup>rd</sup> April 1959)

#### 6.6.10 **Promotion to higher grade-sealed cover procedure: -**

The procedure and guidelines to be followed regarding promotion of Government servants against whom disciplinary/court proceedings are pending or whose conduct is under investigation have been laid down as under —

(i) It is necessary to ensure that the disciplinary case / criminal prosecution / investigation instituted against any Government servant is not unduly prolonged and all efforts to finalise expeditiously the proceedings be taken so that the need for keeping the case of a Government servant in a sealed cover is limited to the barest minimum.

(ii) The appointing authorities concerned should review comprehensively the cases of Government servants whose suitability for promotion to a higher grade has been kept in a sealed cover on the expiry of 6 months from the date of convincing the first Departmental Promotion Committee which had adjudged his suitability and kept its findings in the sealed cover. Such a review should be done every six months.

The six monthly review should, inter-alia, cover the following aspects: -

(a) The progress made in the disciplinary proceedings / criminal prosecution and the further measures to be taken to expedite their completion;

(b) Scrutiny of the material / evidence collected in the investigation to take a decision as to whether these in a prima facie case for initiating disciplinary action or sanctioning prosecution against the officer.

(iii) If as a result of the review, the appointing authority comes to a conclusion in respect of cases covered by item (b) above that there is no case for taking action against the Government servant concerned, the sealed cover may be opened and he may be given his due promotion with reference to the position assigned to him by the DPC.

(iv) The above procedure should also be followed in considering the claim for confirmation of an officer under suspension etc. A permanent vacancy should be reserved for such an officer when his case is placed in a sealed cover by the DPC.

(v) A Government servant, who is recommended for promotion by the DPC but in whose case the circumstances like suspension, disciplinary proceedings, prosecution for a criminal charge or an investigation on serious allegations of corruption, bribery, or grave misconduct etc. arise after the recommendations of the DPC are received but before he is actually promoted, will be considered as if his case had been placed in a sealed cover by the DPC and he shall not be promoted until he is completely exonerated of the charges against him.

(Authority:-GI MPP G&P. DP & T. O.M. No.22011/2/86-Estt. (A) dated 12<sup>th</sup> January 1988)

(vi) The work relating to the review of the sealed cover cases will be dealt with in the confidential cell.

(Authority: - Accountant General (Audit) I's orders, dated 11<sup>th</sup> May 1988)

#### 6.6.11 **Custody of Confidential Reports (Now APAR): -**

All the confidential reports should be kept in the personal custody of the Accountant General in case of Group 'B' officers and of the Senior Deputy Accountant General / Deputy Accountant General (Administration) in case of other staff. In respect of Audit Officer (Commercial), original confidential report files are maintained by the Headquarters office and copies are retained in the office in which the officers are posted. Confidential report files of Assistant Audit Officer (Commercial) who have completed five years service in the grade are maintained in the Headquarters office and copies retained in the office in which the officers are posted. In respect of others, the confidential reports are kept by the Head of the office.

The authority in whose custody the confidential reports of officers are maintained will: -

(a) ensure that the annual confidential reports of the officers in the service / post, are received without under delay; and

(b) Scrutinise the reports as soon as received to see whether adverse remarks if any, have been communicated to the officers concerned.

(Authority: - C&AGs letter No. 2136-NGE-II/76-68, dated 26<sup>th</sup> September 1969)

#### 6.6.12 **Report to Accountant General: -**

In the first week of June, every year a report should be submitted to the Accountant General indicating whether all the confidential reports have been written up-to date (Refer Para 139 of C&AG's Manual of Standing Orders (Administration) Vol.-I.

#### 6.6.13 **Certificate to Headquarters' Office: -**

As per time schedule given in **Annexure-III** [referred to Para 6.6.1(xiii)] of this manual.

#### 6.6.14 **Review of Confidential Reports: -**

The Confidential reports written by the Reporting Officer will be reviewed by his next superior officer. Accordingly, the confidential report will end with the remarks of the reviewing officer.

(Authority: - C&AG's letter No. 1327-M.2/149-87, dated 16 December 1987)

#### 6.6.15 **Sending of Confidential Reports to other offices: -**

(i) Whenever Confidential Reports of officers and members of the staff are required to be sent to other Governments, outside, departments, officer or bodies, wholly or substantially owned or controlled by the Government in connection with any deputation / foreign service, only attested copies of the confidential reports for the last three years should be forwarded.

(Authority: - C&AG's letter No. 1867-NGE-III/ 186-63, Dated 17 August 1963 and letter No. 417 -NGE-III/186-63, dated 17<sup>th</sup> February 1964)

(ii) Copies of CRs of Government servants or even the substance of such reports should not be sent to private bodies in connection with the appointment to posts advertised by them or for other purposes. If a request is received from a public or a semi-autonomous body controlled by Government, only a gist of the relevant reports may normally be supplied. There may, however, be cases in which it is in the Governments own interest that the management of corporate public enterprise should see the confidential reports in full. In such cases the reports may be shown under the orders of the Head of the department concerned if the reports relate to class-I or class-II officers.

(Authority: - C&AG's letter No. 1381-NGE-III/5/72, dated 9<sup>th</sup> June 1972)

(iii) In the case of Government servants who have joined public sector undertakings and autonomous bodies either on permanent absorption or after resignation from Government Service, the confidential reports for the period of their service in Government should not be transferred to Public Undertakings.

(Authority: - C&AG's letter No. 3379-NGE-III/76-68, dated 16<sup>th</sup> October 1969)

**6.6.16 Providing copies of ACRs / APARs to retired officers of Central Civil Services/Posts: -**

The whole contents of the APAR including the overall grading shall be communicated to the officer concerned for information/making a representation, if any, to the Competent Authority.

After a period of retention of the ACR/APAR dossier for two years, if a specific written request is received from the concerned retired officer to this effect, the CR dossier may be provided to him. Before any ACR dossier is weeded out on completion the normal retention period, it may be certified by the concerned section that no request for handling over the ACR dossier has been received from that retired officer. However, if any disciplinary proceedings were pending finalisation in respect of the officer at the time of his retirement, the period of two years shall count from the date of issue of final orders in the disciplinary proceedings.

(Authority: - GOI, Min. of Personnel, Public Grievances & Pension, DOPT, OM No. 21011/1/205-Estt.(A)(Part III) dated 2<sup>nd</sup> April, 2012)

**6.6.17 Period of preservation of confidential reports: -**

(a) The period of preservation of CRs as prescribed under Govt. of India, Min. of Home Affairs. OM No. 51/5/70-Estt.(A) dated 20 May 1972 received with CAG's endorsement No. 1381-NGE-III/5-72, dated 9 June 1972 is as under: -

- |                                 |  |
|---------------------------------|--|
| (i) Deceased Officer            | To be destroyed after a period of 2 (two) years from the date of death.        |
| (ii) Retired Government Servant | To be destroyed after a period of 5 (five) years after the date of retirement. |



(b) For the confidential reports of Government servants who have resigned or have been discharged or have joined other departments, Public Sector Undertakings, the period of preservation has been prescribed as below: -

- |  |   |
|--|---|
| (i) Resigned   | May be destroyed after two years from the date of resignation.  |
| (ii) Discharged from service   | May be destroyed after five years from the date of discharge.   |
| (iii) Joined other department/<br>Undertaking, bodies etc.<br><br>transferred or | May be maintained so long as the liens of the Government Servants are kept. Thereafter the CR files may either be required to be destroyed.   |
| (iv) Transferred to other departments  | May be transferred to the concerned authority after final absorption of the Government servant. However, in case of absorption in Public Sector Undertaking autonomous bodies etc. when there is no system of transfer, the CR files may be destroyed after five years from the date of termination of lien treating their cases as that of retirement. |

(Authority: - C&AG's letter No. 5680-M.2/53-81, dated 31<sup>st</sup> October 1981)

**6.6.18 Adverse remarks earned in the parent office: -**

(a) The adverse remarks pertaining to the period immediately preceding the deputation / transfer are not communicated through the borrowing department but directly to the officer concerned.

(Authority: - C&AG's letter No. 1339-NGE-III/5-72, dated 22 June 1973)

**(b) Fall in standards: -**

A fall in standard need not be hereafter communicated in conformity / with DP & AR. O.M. No. 21011/3/83-Estt. (A), dated 30 December 1983.

(Authority: - C&AG's letter No. 244-N-2/15-84, dated 11<sup>th</sup> April 1984)

