



**STUDY MATERIAL**

# **ADMINISTRATION MODULE**

**Volume -II**

**ORDNANCE FACTORIES INSTITUTE OF LEARNING  
DEHRADUN, MEDAK & AMBERNATH**

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## 7. RESERVATION POLICY FOR SC/ST & OBC's

### HISTORICAL BACKGROUND

The 3<sup>rd</sup> & 4<sup>th</sup> decade of last century a reservation electoral list was prepared in the Viceroy's executive council in 20<sup>th</sup> September 1932 various castes those who are under poverty line and dominated by communities like that agricultural labourer, untouchables, handloom weavers and other traditional craft, fishing, entertainment, scavengers were enrolled in list. But reforms were made when **Dr. Baba Saheb Ambedkar** was the member of Viceroy's executive council from July 1942 to June 1946.

***Scheduled castes were specified for 1st time in 1936 by his Majesty in Council.*** The Govt. of India (SC) order 1936, castes as generally known as depressed classes, ST have been specified after independence. The reservation for SC was introduced in 1946 & ST in 1950.

The Govt. of India has provided various types of safe guards & facilities to SC, ST classes members as below.

1. Safe guards against harassment
2. Safe guards against suppression
3. Liaison officers
4. National Commission
5. Parliament committee
6. Nomination SC & ST in selection board
7. Posting abroad
8. Own merit
9. Reservation in allotment of residential accommodation
10. Social education, cultural and religious safe guards
11. Economic safe guards
12. Political safe guards

## **SCHEDULED CASTES(SCs)/SCHEDULED TRIBES (STs) / OTHER BACKWARD CASTES(OBCs)**

1. Articles 16(4), 335, 341 and 342 of the Constitution provide for reservations in services in favour of the members of Scheduled Castes, Scheduled Tribes (STs) and other socially and Educationally Backward Castes(OBCs).
2. Article 16(4A) of the constitution provides for reservation, in matters of promotion in favour of the SCs, STs. The reservation will continue in order to maintain the representation of SC/ST in each cadre to the extent of prescribed percentage for each category.
3. Article 16(4B) inserted by the Constitution (Eighty-first amdt.) Act. 2000, provides that the backlog and/or carried forward vacancies would be treated separately and shall not be subject to the ceiling of 50% reservation.
4. A person is said to be member of Scheduled Caste(SC) or Scheduled Tribe(ST) or Other Backward Class(OBC), as the case may be, if he belongs to caste or a tribe declared as such under the various orders issued in this behalf. In respect of OBCs, persons/sections identified as forming creamy layer shall not be eligible for reservations/concessions.
5. A Scheduled Caste member should profess Hindu, Sikh or Buddhist religion only. Any change in religion should be intimated to the appointing authority. However a Scheduled Tribe member can be of any religion.
6. For claiming reservation and other concessions, an SC/ST/OBC member should produce a caste certificate from the prescribed authority. But there is no need for attestation by Magistrate.
7. Appointment of an SC/ST Candidate should not be delayed for want of the requisite certificate. The incumbent can be appointed provisionally on the basis of a *prima facie* proof he produces, subject to verification of the caste/tribe

certificate. If the claim to belong to SC/St is found to be false, the services can be terminated forthwith without assigning any reason.

8. Caste status is to be verified at the time of initial appointment as well as at the time of promotion against a reserved post. The verification of SC/ST certificate should be completed in each case within three months.
9. Reservation is applicable to all posts/grades in Group A, B, C & d, under the Central Government, Industrial establishments of the Central Govt. work- charges posts(except those required for emergencies), casual workers appointed against regular posts and scientific and technical posts upto and including the lowest grade of Group A.
10. Vacancies filled by transfer or deputation, temporary appointment or less than 45 days duration, scientific and technical posts above the lowest grade in Group A, are exempted from reservation.
11. Reservation will be post based on vacancy – based.
12. 'CR' formats of Group A officers shall not contain the column for 'SC/ST status' as it operates to his disadvantage more particularly in the case of CHS officers. This will be effective for reporting years 1999-2000.
13. The appointing authority shall in the officer of appointment include a clause as follows.
14. A person is said to be member of Scheduled Caste(SC) or Scheduled Tribe(ST) or Other Backward Class(OBC), as the case may be, if he belongs to caste or a tribe declared as such under the various orders issued in this behalf. In respect of OBCs, persons/sections identified as forming creamy layer shall not be eligible for reservations/concessions.
15. A Scheduled Caste member should profess Hindu, Sikh or Buddhist religion only. Any change in religion should be intimated to the appointing authority. However a Scheduled Tribe member can be of any religion.

16. For claiming reservation and other concessions, an SC/ST/OBC member should produce a caste certificate from the prescribed authority. But there is no need for attestation by Magistrate.
17. Appointment of an SC/ST Candidate should not be delayed for want of the requisite certificate. The incumbent can be appointed provisionally on the basis of a prima facie proof he produces, subject to verification of the caste/tribe certificate. If the claim to belong to SC/St is found to be false, the services can be terminated forthwith without assigning any reason.
18. Caste status is to be verified at the time of initial appointment as well as at the time of promotion against a reserved post. The verification of SC/ST certificate should be completed in each case within three months.
19. Reservation is applicable to all posts/grades in Group A, B, C & d, under the Central Government, Industrial establishments of the Central Govt. work- charges posts(except those required for emergencies), casual workers appointed against regular posts and scientific and technical posts upto and including the lowest grade of Group A.
20. Vacancies filled by transfer or deputation, temporary appointment or less than 45 days duration, scientific and technical posts above the lowest grade in Group A, are exempted from reservation.
21. Reservation will be post based on vacancy – based.
22. 'CR' formats of Group A officers shall not contain the column for 'SC/ST status' as it operates to his disadvantage more particularly in the case of CHS officers. This will be effective for reporting years 1999-200.
23. The appointing authority shall in the officer of appointment include a clause as follows.
  - "The appointment is provisional and is subjected to the castes/tribes certificates being verified through the proper channels and of the verifications reveals that the claim belong to SC/ST, 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.
  - "The appointment is provisional and is subjected to the castes/tribes certificates being verified through the proper channels and of the verifications reveals that the claim belong to SC/ST, 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.

### **SC/ST STATUS CERTIFICATE**

SC/ST certificate issued by the competent authority need not be countersigned by the district Magistrate. However, the appointing authority/educational institution should verify the caste status of a SC/ST candidate through the district Magistrate of the place where the candidate and/or his family ordinarily resides.

If a false SC/ST certificate holder approaches court, the Court be approached to vacate the stay order,

### **Quantum of Reservation**

- i) For Direct Recruitment.
  - (a) by open competition.
  - (b) Other than open competition.
- ii) For promotion when Direct Recruitment is less than 75%
  - (a) By selection in Group 'B', 'C' and 'D'
  - (b) By selection in Group 'B' to Group 'A'    15%    7.5%    Nil
  - (c) By seniority-cum-fitness in all grades

The total reservation for all categories should not exceed 50% in each cadre. The ceiling of 50% is, however, not applicable to backlog and/or carried forward vacancies which arise in the current year.

The Supreme Court has held that the total exclusion of the general public and cent per cent reservation for backward class, in a single post/cadre, is not permissible within the Constitution scheme.

### Reservation Rosters.

For effecting the prescribed percentages of reservations to SC/ST/OBC , the following post based rosters have been prescribed.

1. Roster for Direct Recruitment on All India basis for open competition.
2. Roster for Direct Recruitment on All India basis by methods other than open competition
3. Roster for Promotions.

Model Rosters for above are given in this chapter.

In addition to this, special model roasters, where number of posts in a cadre is 13 or less in each of the above categories, are to be followed.

### Preparation of Roster.

- (i) to see whether a point in the Roster belongs to SC/ST/OBC :
  - (a) The number representing the point will be multiplied by the percentage of reservation for the community and if the result is a whole number then the roster number will temporarily be reserved for that category.
  - (b) However, if the same roster point gets reserved for two different categories by the above method, then such point will be reserved for that category whose previous reservation point is further away from the present point and the point next to that will be reserved for the other category.

E.g. Take Roster point 14.

Find the product of point X percentage for the roster points 13, 14 and 15.

Roster point	Product of roster point X percentage of Reservation for		
	SC	ST	OBC
(1)	(2) = (1) X 0.15	(3) = (1)X 0.75	(4) = (1) X 0.27
13	1.95	0.975	3.51
14	2.10	1.050	3.78

15	2.25	1.125	4.05
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At point 14 both SC and ST just step over a whole number.

The point 14 *prima facie* becomes eligible for both SC and ST.

But SC has a point 7 reserved earlier and ST has no previous point reserved.

Hence, point 14 is allowed to ST.

At point 15 OBC also just steps over a whole number and thus, OBC too becomes eligible for point 15.

But the earlier reservation of OBC is at 12 and that for SC is at 7.

Thus, point 15 is reserved to SC and the next point 16 is reserved to OBC.

(ii) The points not reserved for any category will be unreserved(UR).

### Model Roster for Direct Recruitment on All India Basis for Open Competition

Sl.No of posts	Share of Entitlement			Category for which the posts should be earmarked
	SC @ 15%	ST @ 7.5%	OBC @ 27%	
1	0.15	0.075	0.27	UR
2	0.30	0.150	0.54	UR
3	0.45	0.225	0.81	UR
4	0.60	0.300	1.08	OBC-1
5	0.75	0.375	1.35	UR
6	0.90	0.450	1.62	UR
7	1.05	0.525	1.89	SC-1
8	1.20	0.600	2.16	OBC-2
9	1.35	0.675	2.43	UR
10	1.50	0.750	2.70	UR
11	1.65	0.825	2.97	UR
12	1.80	0.900	3.24	OBC-3

13	1.95	0.975	3.51	UR
14	2.10	1.050	3.78	ST-1
15	2.25	1.125	4.05	SC-2
16	2.40	1.200	4.32	OBC-4
17	2.55	1.275	4.59	UR
18	2.70	1.350	4.86	UR
19	2.85	1.425	5.13	OBC-5
20	3.00	1.500	5.40	SC-3
21	3.15	1.575	5.67	UR
22	3.30	1.650	5.94	UR
23	3.45	1.725	6.21	OBC-6
24	3.60	1.800	6.48	UR
25	3.75	1.875	6.75	UR

**Model Roster for Direct Recruitment on All India Basis by Methods other than Open Competition**

Sl.No of posts	Share of Entitlement			Category for which the posts should be earmarked
	SC @16.66	ST @7.5	OBC @25.54	
1	0.166	0.075	0.258	UR
2	0.332	0.150	0.516	UR
3	0.498	0.225	0.774	UR
4	0.664	0.300	1.032	OBC-1
5	0.830	0.375	1.290	UR
6	0.996	0.450	1.548	UR
7	1.162	0.525	1.806	SC-1
8	1.328	0.600	2.064	OBC-2
9	1.494	0.675	2.322	UR
10	1.660	0.750	2.580	UR
11	1.826	0.825	2.838	UR
12	1.992	0.900	3.096	OBC-3
13	2.158	0.975	3.354	SC-2
14	2.324	1.050	3.612	ST-1

15	2.490	1.125	3.870	UR
16	2.656	1.200	4.128	OBC-4

### Model Roster for Promotion

Sl.No of posts	Share of entitlement		Category for which the posts should be earmarked
	SC @ 15%	ST @ 7.5%	
1	0.15	0.075	UR
2	0.30	0.150	UR
3	0.45	0.225	UR
4	0.60	0.300	UR
5	0.75	0.375	UR
6	0.90	0.450	UR
7	1.05	0.525	SC-1
8	1.20	0.600	UR
9	1.35	0.675	UR
10	1.50	0.750	UR
11	1.65	0.825	UR
12	1.80	0.900	UR
13	1.95	0.975	UR
14	2.10	1.050	ST-1
15	2.25	1.125	SC-2

16	2.40	1.200	UR
17	2.55	1.275	UR
18	2.70	1.350	UR
19	2.85	1.425	UR
20	3.00	1.500	SC-3
21	3.15	1.575	UR
22	3.30	1.650	UR
23	3.45	1.725	UR
24	3.60	1.800	UR
25	3.75	1.875	UR

- Note: 1. There will be one register for each grade in each cadre where this mode of Recruitment is applicable.
2. The number of points in the register will be equal to number of sanctioned points in each grade in each cadre in the concerned register.

**Model Roster for Direct Recruitment through Open Competition**

for Cadre Strength up to 13 posts.

C a d r e  S t r e n g t h	Initial Recruitment	Replacement No.												
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	13 <sup>th</sup>
1	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST

2	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST	
3	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST		
4	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST			
5	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST				
6	UR	SC	OBC	UR	UR	UR	OBC	UR	ST					
7	SC	OBC	UR	UR	UR	OBC	UR	ST						
8	OBC	UR	UR	UR	OBC	UR	ST							
9	UR	UR	UR	OBC	UR	ST								
10	UR	UR	OBC	UR	ST									
11	UR	OBC	UR	ST										
12	OBC	UR	ST											
13	UR	ST												

**Model Roster for Direct Recruitment *other than* through Open Competition for Cadre Strength up to 13 posts.**

Cadre Strength	Initial Recruitment	Replacement No.												
		1st	2nd	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7th	8th	9th	10th	11th	12 <sup>th</sup>	13th
1	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST
2	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST	
3	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST		
4	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST			
5	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST				
6	UR	SC	OBC	UR	UR	UR	OBC	SC	ST					
7	SC	OBC	UR	UR	UR	OBC	SC	ST						

8	OBC	UR	UR	UR	OBC	SC	ST							
9	UR	UR	UR	OBC	SC	ST								
10	UR	UR	OBC	SC	ST									
11	UR	OBC	SC	ST										
12	OBC	SC	ST											
13	SC	ST												

Note : 1. For cadres of 2 to 13 posts the roster is to be read from 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row i.e. like “L”.

- All the posts of a cadre are to be earmarked for the categories shown under column Initial Appointment. While initial filling-up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.
- The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

**Model Roster for promotion for Cadre Strength upto 13 posts.**

Ca dre Str en gth	Init ial Re cru itm ent	Replacement No.												
		1st	2nd	3 <sup>rd</sup>	4th	5th	6 <sup>th</sup>	7th	8th	9th	10th	11 <sup>th</sup>	12 <sup>th</sup>	13th
1	UR	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST
2	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST	
3	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST		
4	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST			
5	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST				
6	UR	SC	UR	UR	UR	UR	UR	UR	ST					
7	SC	UR	UR	UR	UR	UR	UR	ST						
8	UR	UR	UR	UR	UR	UR	ST							

9	UR	UR	UR	UR	UR	ST								
10	UR	UR	UR	UR	ST									
11	UR	UR	UR	ST										
12	UR	UR	ST											
13	UR	ST												

Note:

1. For Cadres of 2 to 13 posts the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row i.e. like "L".
2. All the posts of a cadre are to be earmarked for the categories shown under column Initial Appointment. While Initial filling up will be done by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.
3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

### **Procedure for filling Reserved Vacancies:**

#### **1. Recruitment through UPSC or by Advertisement**

- (i) In case the recruitment is through examination the advertisement should clearly specify the number of reserved vacancies in the advertisement. In the case the required number of SC/ST candidates are not available, the remaining vacancies can be filled by general candidates after de-reservation of such vacancies subject to the reservation being carried forward.
- (ii) In Case the recruitment is otherwise than through examination, the first advertisement will invite applications only from the concerned reserved categories. In the case of reserved vacancies carried forward to the third year, SC and ST vacancies can be filled-up by ST or SC persons (respectively) also, by interchanging of vacancies. If, even then the reserved vacancies will be re-advertised, wherein general category candidates will also be considered only if no suitable SC/ST candidates are

- not available.
- (iii) SC/ST candidates selected on their own merit will not be adjusted against reserved vacancies.

## 2. Recruitment otherwise than through UPSC or Advertisement.

- (i) Vacancies including reserved vacancies shall be notified to the Employment Exchange, Director of SC/ST welfare, Director of Social Welfare and Recognized Associations/Organisations. Vacancies remaining unfilled shall be advertised through Central Employment Exchange/Director General. Employment and Training/DAVP. Reserved vacancies shall also be broadcast over All India Radio.
- (ii) The relaxation of upper age limit and experience for reserved categories should be mentioned in the advertisements
- (iii) Inter-interviews should be held separately for SC/ST and general category candidates.

## 3 By Promotion

- (I) Selection other than with Group A —Reserved vacancies will be filled from among SC/ST employees within the normal zone of consideration
- Normal Zone of consideration is—
- |                         |                       |
|-------------------------|-----------------------|
| For 1 vacancy           | 5                     |
| for more than 1 vacancy | Twice the vacancies 4 |

If adequate number of SC/ST employees are not available, the zone of consideration is extended to five times the number of vacancies.

- ii) Selection within Group A —There is no reservation.
- iii) Seniority subject to fitness: Separate select lists are drawn up of the eligible SC/ST employees. The DPC adjudges them with regard to fitness. and the select lists are merged into the general list, in the order of their inter se seniority

- iv) Adhoc promotion – No formal reservation but eligible SC/ST employees should also be duly considered along with other.
- v) With the withdrawal of C & AG India Cir. Lr. No. 846-NGE-IIL 1-93/Vol. III dt 29-4-1993 and No. 904-NGE(App)/3-97 dated 23-7-1997. The SC/ST candidates are allowed to be promoted subject to availability of vacancies, without waiting for the Head quarters approval to de-reservation proposals. However promotion of general category candidates against de-reservation SC/ST vacancies shall be done only after communication of Headquarters approval for de-reservation and sufficient number of vacancies may be kept unfilled to accommodate such promotions.
- vi) Inter se seniority of empanelled candidates shall be maintained respective of their dates of promotion

### **Interchange of Promotion Quota with Direct Recruitment and vice-versa**

Where RRs permit both direct recruitment and promotion, vacancies reserved in promotion quota cannot be filled due to non-availability of eligible SC/ST candidates in the feeder cadre. Such vacancies may be filled by recruitment. Reserved vacancies arising in DR quota later may be diverted to promotion quota.

### **De-reservation and Carry Forward**

- i) De-reservation is generally banned in direct recruitment.
- ii) Reserved vacancy should not be kept unfilled for more than one year
- iii) De-reservation should be resorted to only when it becomes inevitable

- iv) In case no suitable SC/ST candidate is available for a reserved vacancy after following the procedures prescribed. it may be de-reserved and filled up by a general candidate:
- v) A reserved vacancy should not be filled by a general candidate unless it is de-reserved.
- vi) After de-reservation the reservation will be carried forward to subsequent three recruitment years till it is filled up by a reserved category.
- vii) The oldest carried forward vacancies will be filled-up first.
- viii) The number of vacancies to be filled on the basis of reservation in a year, including carried forward reservation, should not exceed the 50% limit.
- ix) No de-reservation is necessary for further carrying forward of reservations which could not be accommodated in any recruitment year due to the 50% limit under the carry forward rules.

### **Exchange of Reservation between SCs and STs**

When a reserved vacancy can not be filled up by an SC or ST candidate even in the third recruitment year of carry forward, the vacancy can be exchanged between these communities i.e. an SC candidate can be considered for a vacancy reserved for ST and vice versa.

If a post can not be filled up by the reserved category candidate even after three years, carry forward directly or by exchange, the reservation shall automatically lapse.

### **Other Concessions**

#### **(i) SC/ST categories**

- (a) Maximum age limit for recruitment is relaxed by 5 years for direct recruitment.

- (b) Maximum age limit in the case of departmental candidates for direct recruitment in Group 'C' and 'D' posts, in the same line or cadre, relaxed upto 45 years for SC/ST candidates (40 years for general candidates provided they have rendered at least 3 years continuous service.
- (c) Physical handicapped persons belonging to SC/ST are eligible for a further relaxation 10 years(5 years for appointment to Group A and B posts otherwise than through open competitive examination) over and above the 5 years relaxation.
- (d) Maximum age limit is relaxed by 5 years for promotion to posts for which upper age limit prescribed is 50 years, except in the case of posts that have arduous field duties or are meant for operational safety or are in para military organisation.
- (e) In general pool accommodation 10% of type A and B and 5% of type C and D accommodation is reserved for SC and St employees in the ratio of 2:1 respectively.
- (f) Exemption from payment of fee for any recruitment/selection examination is given.
- (g) For attending the interview/written test for post advertised II class railway fare/bus fare is given.
- (h) Examination centers / recruitment boards shall be set up at places where there is a concentration of ST candidates.
- (i) The postings of Group C and D employees is done near their native places.
- (j) Applications for appointments elsewhere are to be readily forwarded.
- (k) Retrenchment, if any, should not effect the reservation quota.

(ii) OBC candidates

- (a) If a person gets selected on merit in the general merit list, he will not be

counted against the OBC quota.

- (b) Maximum age for recruitment is relaxed by 3 years for direct recruits.
- (c) Relaxations of standards in interview/written tests is available to OBC candidates as in the case of Sc/St candidates.

### **PHYSICALLY HANDICAPPED PERSONS**

- (I) Reservation has been granted to physically handicapped persons i.e persons suffering from :-
  - (a) Blindness or low vision.
  - (b) Hearing impairment
  - (c) Locomotor disability cerebral palsy (Including all orthopedically handicapped persons and cured leprosy persons)  
The minimum degree of disability in order for a person to be eligible for any concession is 40%.
- (ii) Reservation is available for ---
  - (a) Direct recruitment to Group C and D posts.
  - (b) Promotion within Group C and D.
  - (c) Promotion from Group D to Group C.
  - (d) Direct recruitment to identified posts in Group A and B.  
As Expert committee is being constituted to identify more suitable posts for disabled persons.
- (iii) Quantum of reservation will be 1% for blind. 1% for deaf and 1% for orthopedically handicapped.
- (iv) The reservation can be exchanged with the other category but the total reservation for the handicapped should not exceed 3% of vacancies.
- (v) Unfilled reserved vacancies should be carried over three recruitment years and thereafter reservation lapse.

- (vi) Jobs suitable of each category of handicapped have been identified and prescribed by the Government.
- (vii) Physically handicapped person on being selected will occupy the slot for SC/ST/OBC/GC point in the roster as per the category to which he belongs.
- (viii) A running account of vacancies will be kept to see that 3% of vacancies to be filled up by handicapped persons. The earlier points including the carried over ones will be filled first.
- (ix) Recruitment agencies, while sending requisition to the UPSC, SSC, etc. for filling up of posts reserved for disabled persons, should furnish a certificate to the recruitment agencies that the policy of 3% reservation for disabled persons has been taken care of.
- (x) To make it easy for general public notice inviting applications from persons with disabilities should contain the following information:
  - (a) Sub-categories of disabilities for which the vacancies are reserved.
  - (b) Exact percentage of disability for being eligible for applying for the vacancy proposed to be filled up
- (xi) In the application form, there should be a column to indicate whether the candidate belongs to SC/ST/OBC/General.

**Other concessions.**

- (i) Upper age limit for recruitment is relaxed by 10 years (15 years for SC/ST and 13 years for OBC persons) for Group C and D posts filled through employment exchanges or through open competitive examinations.
- (ii) Upper age limit for recruitment is relaxed by 15 years for Group A and B posts when recruitment is made otherwise than through open competitive examination (over and above the relaxation of 5 years for SC/ST and 3 years

for OBC). The upper age shall be relaxed by 10 years (15 years for SC/ST and 13 years for OBC) where recruitment is made through open competitive examinations.

- (iii) Standards of selection will be relaxed to make up the deficiency, subject to the fitness/suitability for the posts.
- (iv) Exemption from payment of application and examination fee for Group C and posts, is provided.
- (v) Exemption from typing test is given in case of clerical posts, if certified by medical authority that he is unable to type.
- (vi) Group C and Group D handicapped employees may get posting near their native places.
- (vii) One Group D post in each office as chait cancer is enmarked for blind persons.
- (viii) Transport allowance for commuting between residence to office and back, if not provided with government conveyance, shall be allowed as follows
- (ix) Employees having children with hearing impairment or multiple disability be given posting in their own preferred linguistic zone/State.

#### **EX-SERVICEMEN**

- (I) Quantum of Reservations
  - (a) 10% of vacancies in the posts of the level of Assistant Commandant in paramilitary forces.
  - (b) 10% of vacancies in Group C Posts/services.
  - (c) 20% of vacancies in Group D Posts/services.
- (II) The quantum of reservation can be increased or decreased provided the reservation for categories,(including SC/ST/OBC) in a year does not exceed 50% of the vacancies.
- (III) An Ex-serviceman selected under reservation will occupy the slot of SC/ST/OBC/GC points in the roster according to the category to which he

belongs.

- (IV) Ex-servicemen having minimum of 6 months continues service are allowed age relaxation to the extent of the period spent in service plus 3 years. The age relaxation shall be maximum five years, for appointment to Group A and B posts through All-India Competitive Examination held by UPSC.
- (V) An ex-servicemen having 3 years minimum service in armed forces are exempt from minimum qualification for Group D posts and certain posts in Group C for which minimum qualification is middle standard or below.
- (VI) A matriculate or holder of Indian Army Special Certificate of Education or corresponding certificate of Navy/Air Force is considered equivalent to graduate for appointment to Group C posts for which minimum prescribed qualification is graduation.
- (VII) An Ex-serviceman who has passed Army Class-I examination or equivalent from Navy/Air Force and having 15 years service may be considered as matriculate for Group C posts for which minimum prescribed qualification is matriculation.
- (VIII) Standard of selection can be relaxed if sufficient number of candidates with general standard are not available to fill the reserved vacancies.
- (IX) Exemption from payment from payment of application and examination fee is given.

### **COMPASSIONATE APPOINTMENTS**

- 5% of the vacancies in DR quota in Group C or Group D posts are reserved for compassionate appointments.
- The spouse or son/daughter(including adopted ones) of a deceased employee is eligible for compassionate appointment if the family is in distress or the family has no earning member.
- If the employees dies unmarried, then the sister/brother of the deceased will be eligible for the compassionate appointment.
- Compassionate appointment can be made only if the applicant is eligible for the posts in all respects and a vacancy exists.

### **LIAISON OFFICERS AND SPECIAL CELLS**

Liaison officers have been nominated and special cells set up in Ministers/Departments and their attached and subordinated officers to ensure prompt disposal of grievances of SC & ST employees and compliance of orders of reservation issued from time to time.

The Liaison officer and special cell are to extend the similar facilities in case of reservation of OBCs, Ex-Servicemen, Handicapped and other categories for whom reservation is provided.

Usually the Liaison nominated is of the rank of Deputy Secretary and the strength of the cell depends on the work load.

The Liaison officer scrutinize the reservation roasters, gives clearance for de-reservation of a post and provides statistical data and other information reservations to the Department of Personnel & Training.

## 8. SRO FOR GOs, NGOs & NIEs & IEs

### INTRODUCTION

- **The Statutory Rules and Orders, commonly called SROs, are Gazette Notifications issued by the President containing Orders to regulate the appointment and conditions of service of Government Employees.**
- Statute means a written law of a Legislative Body, e.g the Act of Parliament. “Statutory” denotes any order which derives its strength or support from the Statute.
- The parliament or any of the State Legislatures have not so far enacted any Statute to regulate the recruitment and conditions of service of Government Employees. Article 309 of the Constitution empowers the President to make appropriate rules to regulate the appointment and service conditions of persons appointed to public service and posts in connection with the affairs of the union or any of State.

### 2. ARTICLE 309 OF THE CONSTITUTION READS AS UNDER:

- “309. Recruitment and conditions of service of persons serving the Union or a State Subject to the provisions of this constitution, Acts of the appropriate Legislature may regulate the recruitment, and conditions of service of persons appointed, to public services and posts in connection with the affairs of the union or of any State:
- Provided that it shall be competent for the president or such person as he may direct in the case of services and posts in connection with the affairs of the Union and for the Governor of a State or such person as he may direct in the case of services and posts in connection with the affairs of the State, to

make rules regulating the recruitment, and the conditions of service of persons appointed, to such services and posts until provision in that behalf is made by or under an Act of the appropriate Legislature under this Article, and any rules so made shall have effect subject to the provisions of any such Act.”

- In exercise of the powers conferred by Article 309 of the Constitution, The president has issued various executive orders from time to time to regulate the appointment and service conditions of Central Government Employees. The executive orders issued by the President are called S.R.O.
- The Supreme Court has ruled in a case in 1993 – (25 ATC 68(SC) – V.K. Sood vs. Secretary, Civil Aviation) that the rules issued by the president in exercise of the powers under the provisions of Article 309 of the constitution, being statutory, cannot be impeached before any court of law. Thus the SROs issued by the President cannot be challenged before any court of Law.

### **SRO FOR NGOS**

SRO No. 4/1956 was issued in the year 1956 to regulate the appointment and service conditions of NG staff of Indian Ordnance Factories. This SRO covered the following categories of NGOs:

1. Foreman
2. Store Holder
3. Assistant Foreman
4. Assistant Store Holder
5. Chageman Gr.-I
6. Chageman Gr. – II

The posts from Sl.No 1 to 5 were promotion posts and required to be filled up from feeder grades. In the case of Chageman Gr.II (Sl. No.6). 80% of the posts were to be filled up by promotion from feeder posts and 20% by direct recruitment. These 20% poets of Chageman Gr-II are earmarked for filling up by direct recruitment was centrally controlled by the Ordnance Factory Board arid the

incumbents on appointment were posted to different factories. However OFB had the discretionary powers to fill up any posts in the Non Gazetted establishment by direct recruitment.

SRO 4/1956 was replaced **by SRO NO -13E Dt. 04-05-89**. This SRO cover the following categories of NG Staff

1. Foreman (Tech)
2. Assistant Foreman (Tech)
3. Foreman (Non—Tech)
4. Store Holder
5. Chargeman Gr.- I (Tech)
6. Chargeman Gr-I (Non—Tech)
7. Chargeman Gr.- II (Tech)
8. Chargeman Gr-II (Non—Tech)

**The post of Asst. Foreman (NT) was abolished w.e.f. 01-01-1986 and the incumbents were re-designated as Foreman (NT). The post of Asst. Store Holder was abolished later till the existing Asst. Store Holder were promoted to Store Holder. At present Chargeman Gr. I(NT/OTS) is the feeder post for promotion to Foreman(NT) and Chargeman Gr.I(NT/S) is the feeder post tot promotion to Store Holder.**

The SRO for Supervisory and None—Gazetted cadre in the Ordnance Factories service cover the following disciplines

Technical— a) Mechanical	b) Electrical	c) Civil	d) Design
e) Metallurgy	f) Chemical	g) Clothing and Leather	

(The trade of Electronics was merged with Electrical in the year 1993)

Non-Technical: Stores and other than stores

The recruitment conditions of NGOs according to the SRO No. 13 E Dt. 04-05-1989 are as under:

### **FOREMAN (TECH)**

- 75% by promotion from panel prepared by relevant DPC for each category after adjustment of surplus and transfers with 3 years regular service in the grade in respective category.
- 25% by promotion on the basis of Limited Departmental Competitive Examination for each category conducted by OFB from amongst persons in all categories of Ch'man Gr.-I and equivalent of above or by filling it by direct recruitment.

### **FOREMAN (NT) AND STORE HOLDERS**

By Promotion from Ch'man Gr. I(NT) or equivalent or OS Gr.I with 3 years of regular services.

### **ASST. FOREMAN(TECH).**

This is filled up by the promotion from Ch'man –I(T) or equivalent with 3 years of regular service in the grade in the respective category.

### **CHARGEMAN GR.I (TECH)**

This is filled up by promotion from Ch'man Gr.II or equivalent with 3 years of regular service in the respective category.

### **CHARGEMAN GR.I (NON-TECH)**

Here again this post is filled up by promotion from Ch'man-II(NT) or equivalent with 3 years of regular service.

**CHARGEMEN GR.II (TECH)**

The post of Chargeman Gr.-II (T) as per **SRO 13E Dt. 04-05-1989** was required to be filled up as under:

1.  $66 \frac{2}{3}$  % by direct recruitment after adjustment of surplus and transfers.
2.  $33 \frac{1}{3}$  % by promotion from panel prepared by relevant DPC for each category.

**CHARGEMAN GR.II (NON-TECHNICAL)**

1.  **$66 \frac{2}{3}$  %** by direct recruitment after adjustment of surplus and transfers.
2.  **$33 \frac{1}{3}$  %** by promotion from panel prepared by relevant **DPC** for each category.

In 1992, the Ministry of Defence issued a one—time relaxation to fill up the post of Chargeman Gr-II(tech), whereby the percentage to be filled up by direct recruitment was reduced from  **$66 \frac{2}{3}$  % to 60%** and the percentage of posts to be filled up by promotion was increased from  **$33 \frac{1}{3}$  % to 40%**. It accordance with this special provisions, Sup(Tech) were appointed by transfer to Chargeman Gr.-II(Tech) w.e.f 10.05.93 against direct recruitment quota..

In so far as Ch'man Gr - II(T) and Ch'man Gr.- ii(NT) are concerned, the recruitment conditions have been replaced by a new **SRO No. 191 Dt. 28.11.1994**. According to the new SRO, the mode of filling up of the most of Ch'man Gr – II(T) and Ch'man Gr.- II(NT) has been revised as shown below

**CHARGEMAN GR. II(TECH)**

- A. 25% by direct recruitment after adjustment of surplus and transfers. These 25% posts of direct recruitment quota shall be filled up from the open market.
- B. 25% by Limited Departmental Competitive Examination from amongst persons in all categories of skilled workers or Draughtsman or equivalent with 2 years experience in the grade.
- C. 50% by promotion from feeder grades on the basis of eligibility determined by relevant DPC.

### **CHARGEMAN GR-II(NON-TECH)**

According to the new SRO, the method of filling up of the post Ch'man Gr.-II(NT) is as under::

- A. 25% by direct recruitment after adjustment of surplus and transfers. This 25% direct recruitment quota shall be filled up from open market.
- B. 25% by LDCE from amongst LDCs or equivalent and above with minimum 2 years experience in the grade

The SRO contains the following important aspects amongst others:

1. Name of the post
2. Qualification
3. Scale of pay
4. Whether Selection or Non—Selection post.
5. Age Limit for direct recruitment.
6. Educational and Other qualifications required for direct recruitment
7. Period of probation, if any
8. Method of recruitment whether by direct recruitment and the method of filling the post in different means.

## COMPOSITION OF D.P.C.

**1. Name of the post : This does not need any elaboration. The post of Foreman(Tech) in the Group C Establishment was re-classified as Junior Works Manager in Group-B Gazetted Establishment w.e.f 01-07-1994.**

**2. Classification:** All posts in the Central Services are classified into 4 categories as shown below:

A. **Group – A :** Consists of central civil posts carrying a pay or scale of pay with a maximum of **Rs. 13,500** and above.

B. **Group – B :** Consists of central civil posts carrying a pay or scale of pay with a maximum of not less than **Rs. 9,000/-** but below **13,499/-**.

C. **Group - C :** Consists of central civil posts carrying a pay or scale above **Rs. 4,000/-** but below **Rs. 8,999/-**

D. **Group - D :** Consists of central civil posts carrying a pay scale of pay **Rs. 4,000/-** and below.

**3. Scale of Pay :** The scale of pay attached to each post is indicated in the SRO. In the recent past Draughtsman having a pay scale of Rs.1200/- - 2040/- of different Ordnance Factories filed cases before different Central. Administrative Tribunals claiming that the conditions of their appointment is at par with that of D'man in C.P.W.D. They sought a relief that in the C.P.W.D., The D'man were having the pay scale of Rs. 1400/-—2300/- and similar scale should be granted to the D'man of Ordnance Factories also. Different Central Administrative Tribunals in the Country issued orders granting the higher scale to D'man of Ordnance Factories and this has since been implemented.

**4. Selection or Non-Selection Post :** - The promotion posts have been divided into Selection posts and Non- selection posts. In the case of Non—selection posts, they are filled up by personnel from the feeder posts on the basis of elimination of those who are found unfit for promotion. In this case, the D.P.C does not make a comparative assessment of the records of the individuals. However, in the case of selection posts, their interse grading in the selection post is decided by the D.P.C on the basis of the ACR ratings for the preceding 5 years.

**5. Age limit for direct recruitment:** — Age for direct recruitment for Group—C post is normally 25 years in the case of general candidates. It is relaxable for candidates belonging to a) SC/ST. b) Physically Handicapped, c) Ex—service and (d) serving Government employees.

The crucial date for determining the age limit is the closing date for receipt of application from candidates, in the case of posts, which are filled up by advertisement. In respect of posts which are filled up through Employment Exchange, the crucial date of determining the age is the date upto which the Employment Exchange is asked to submit the names. Thus, if a candidate is within the prescribed age limit on the date on which he is sponsored for a particular post by the Employment Exchange, his crossing the prescribed age limit at the time of appointment will not make any difference.

Age limit in the case of **SC/ST** candidates is relaxable upto 5 years and in the case of **physically handicapped candidates** it is relaxable upto 10 years. In the case of serving employees with a minimum of 3 years regular service the age limit is relaxable up to the age of 40 years. In the case of **Ex-service man**, the age limit is relaxable by the total number of years service in the Armed Forces plus 3 years.

In this context a mention is made regarding the rules for change of age after entry in Govt. service namely amendment of recorded date of birth. The Government orders on the subject stipulates that the date of birth can be amended only when there is a bonafide error in recording the same. Amendment of the recorded date of birth requires the approval OF Board in the case of NG/NIE/IEs and that of Ministry

of Defence in case of GOs. Amendment to date of birth is normally done subject to the following conditions:

- A. A request in this regard is made within 5 years of entry into Govt. service.
- B. It is established that a genuine bonafide mistake had occurred.
- C. The date of birth so altered did not make him ineligible to appear in any school or university or UPSC Examination in which he had appeared or for entry into Government service on the date of which he first appeared at such examination or on the date on **winch** he entered Government Service.

## **6. Educational and other qualifications required for direct recruitment**

The SRO prescribed the minimum educational qualifications for direct recruitment to the posts. Relaxation of educational qualifications is permissible only for certain Group-.D posts where appointment is made on compassionate grounds.

## **7. Period of Probation, if any:-**

Till 1934, the probationary period varied for direct recruitment to various posts. However, in 1904 the Department of Personnel issued detailed guidelines on the subject whereby the probationary period for direct recruitment has been prescribed as 2 years. The probation period is extended at the discretion of the appointing authority depending upon the performance of the employee during the probationary period. In the normal course the probationary period cannot be extended for a period not more than the prescribed probation period and at the end of the extended probationary period, a decision has to be taken regarding the fitness of the individual for retention in service or otherwise

## **8. Method of recruitment whether by direct recruitment and the method of filling the posts by different means.**

The SRO specifies the mode of filling up different posts. For example, in the case of JWM 25% of posts are filled up by Limited Departmental Competitive Examination and the balance 75% by promotion from feeder grade. In the case of Ch'man Gr-II(T) and Ch'man Gr—II(NT), while 50% of the posts are filled up by promotion. From feeder grades, the balance 50% are filled up by direct recruitment through open market and recruitment through L.D.C.E

9. Composition of D.S.C. — The SRO specifies the composition of DPC to prepare selection list from the promotion to the next higher grade. NG posts up to Ch'man Gr.-I have been made factory based posts in the SRO of 1989 and consequently, The DPC promotion up to Ch'man Gr-I is constituted at factory level. In the case of promotion to JWM and Asst. Foreman the DPC consists of DDGOF/OFB as Chairman and 2 Officers of the Level Addl. General Manager or equivalent level as Members, one of who representing SC/ST.

### **SRO FOR N.I.E**

The recruitment conditions of NIEs is governed by SRO No: 14E dt:04.05.1989. This SRO covers the following: categories

- Office staff like Office Superintendent, Stenographer. Upper Division Clerks. Lower Division Clerks. Store Keepers, Telephone Operators, D'man, Tracers, Peon etc. -
- Security staff like Jam—Durwan, Durwan etc.
- Fire brigade staff like Fireman, Leading Hand Fire. Driver(FB) etc.
- Industrial Canteen staff like Cook, Vendor, Washer man etc.
- Paramedical staff like Sr .Nurse, pharmacist. Ambulance Driver etc.

Prior to 1989 a number of SROs were issued from time to time regulating the recruitment conditions of Non-Industrial Employees such as **SRO No. 199 Dt. 14-08-**

**76** (pertaining to clerical and other Group - C employees) **SRO No. 119 Dt. 30-04-82** (pertaining to paramedical staff), **SRO No. 207 Dt. 23-08-1985** (pertaining to Canteen employees) etc.

The minimum., age limit for recruitment to Central Government service has been prescribed as 18 years for all posts except in the case of Messenger boy for which the minimum age limit has been prescribed as 15 years. However, in a recent communication, it has been intimated that even in the case of Messenger Boy, appointment should be made only in respect of those candidates who have completed minimum 18 years of age.

The maximum age limit for appointment to Group—C posts has been prescribed as 25 years for general candidates. In the case of certain posts like Civilian Motor Driver, Peon, Fireman – II, Female Searcher, Safaiwala, Mali, Barber, Cook etc., the upper age limit has been prescribed as 30 years.

In the case of Industrial employees their service conditions are governed by **SEC NO. 195 Dt. 01-11-1994**, which prescribes the various parameters for appointment/promotion in the Industrial Employment.

## **SRO AND TRADE TEST FOR INDUSTRIAL EMPLOYEES**

### **INTRODUCTION**

- **SRO:- THESE RULES ARE CALLED STATUTORY RULES AND ORDERS**
  - Service conditions of Industrial Employees in Ordnance and Ordnance Equipment Factories Group “C” & “D” posts are governed by the Statutory Rules and Orders as may be prescribed by the Government of India, Ministry of Defence.

### **THE SALIENT FEATURES OF SRO**

- 1) **SHORT TITLE:** - These rules are called the Ordnance Factories Group “C” & “D” Industrial posts Recruitment Rules.

- 2) **APPLICATION: - These** rules shall apply to the posts specified there in. The Trades and Grades of these posts shall be as per the Annexure to the said rules.
- 3) **NUMBER CLASSIFICATION AND SCALE OF PAY: - The** number of posts, their classification and scale of pay attached to shall be as specified in the schedules attached with the rules.
- 4) **METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATION: -The** method of recruitment to the said posts, age limit, qualification and other matters connected there with shall be as per specified in the schedules.
- 5) **DISQUALIFICATION: - No person shall be eligible for appointment to any of the posts**
  - a) Who have entered into or contracted a marriage with a person having a spouse living;

OR

  - b) Who having a spouse living has entered into or contracted a marriage with another person provided that the Central Government may if satisfied that the marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for doing so exempt any person operation of the rule.

06. **POWER TO RELAX:-** Where the Central Government is of the opinion that it is necessary or expedient so to as it may by order for reasons to be recorded in writing relax any of the provisions of the rules with respect to any class or category of the person.

07. **SAVINGS :-** Nothing in these rules shall affect reservations, relaxations, of age limit or other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other special categories of persons in

accordance with the orders issued by the Central government from time to time in this regard.

### **SRO FOR INDUSTRIAL EMPLOYEES**

- 1) The latest ***SRO in force is No. 185 of 1994*** published in the ***Extra Ordinary Gazette of India dated 01 NOV, 1994***, and the rules envisaged in the SRO came into effect from the date of notification in the ***Gazette i.e. from 01 NOV, 1994***. recruitment of personnel to any trade will be as per the conditions laid down therein.
  
- 2) Prior to 1994, 1<sup>st</sup> Nov, all these trades in Ordnance Factories namely, UN-Skilled, Semi-Skilled, Skilled, Highly Skilled Grade II, Highly Skilled Grade I and Master Craftsman were selection grades. Whereas with the issue of SRO 185 of Nov'1994, all grades except Master Craftsman are non-selection grades. When these grades were classified as selection grades, promotion from one grade to another higher grade was to be considered by the Departmental Promotion Committee (DPC) from persons in the immediate lower grade with minimum regular service as stipulated in the said rules subject to their passing the prescribed trade test, or on acquiring the statutory educational / technical qualifications as stipulated. As the earlier orders have been superseded by the new SRO i.e. 185 of NOV 1994, promotions to all grades except Master Craftsman are not required to be considered by the DPC and the cases of incumbents in one grade to another higher grade is required to be considered based on the trade test results only. So to say, once an individual is found suitable for promotion to next higher grade by a duly constituted Trade Test Board will suffice to promote such an individual to next higher grade subject to clearance from the vigilance angles.
  
- 3) The trades that would required in Ordnance factories and Ordnance Equipment Factories were categorised into two groups and some trades are listed in Annexure "A" and some other trades in Annexure "B" to SRO. The difference between these two categories of trades are:-

- a) **FOR TRADES LISTED IN ANNEXURE 'A' :-** The minimum educational qualifications prescribed are Matriculation or its equivalent and **ITI / NAC / NCTVT** or Diploma in relevant trades / disciplines.
- b) **FOR TRADES LISTED IN ANNEXURE 'B' :-** The minimum educational qualifications prescribed are Metric or its equivalent and 3 years experience in Industrial concern of repute in relevant trade.

**METHOD OF RECRUITMENT FOR TRADES LISTED IN ANNEXURE 'A' & 'B':**

Induction by way of direct recruitment to any Technical post in Industrial Employee is to Semi-Skilled Grade only.

- a) **FOR TRADES LISTED IN ANNEXURE 'A' :-** In Semi-Skilled grade 80% by transfer, failing which by direct recruitment. 20% by promotion for trade including allied trades after adjustment of surplus.
- b) **FOR TRADES LISTED IN ANNEXURE 'B' :-** 100% by promotion for each trade including each trades after adjustment of surplus and transfer. In any trade such as new trade on failure of recruitment by promotion or transfer by direct recruitment.

5. Induction to Semi-Skilled grade of trades listed in Annexure 'A' & 'B' will be as explained above and for other grades the procedure will be as follows –

- a) **SKILLED:-** Promotion from person in the semi-skilled grade in the pay scale of **Rs. 3050/- – 75 – 3950 – 80 -4590/-** in the same trade with a minimum regular service of 2 years for trades listed in Annexure 'A' and 3 years of service for trades listed in Annexure 'B' on passing the trade test.  
Transfer : - On passing the trade test.
- b) **HIGHLY SKILLED :-** Promotion from persons in the skilled grade in the pay scale of **Rs. 4000/- – 100 - 6000/-** in the same or allied trades with

minimum 3 years of regular service in the semi – skilled grade and on passing the trade test.

Transfer : - On passing the trade test.

- c) **MASTER CRAFTSMAN** : - Induction to this grade is by promotion from the panel prepared by the DPC for each grade including allied trades after adjustment of surplus and transfer. By promotion from eligible Highly Skilled employees in the pay scale of Rs. 4500 – 125 – 7000 and on passing the trade test. A minimum period of 3 years regular service in the Highly Skilled grade for being eligible for promotion.

Transfer : - On passing the trade test.

### **PERCENTAGE OF POSTS FOR LABOURERS**

Vide Ordnance Factory Board letter No 800/Gen 1/A1, dated 21<sup>st</sup> August 1991 had fixed the percentage of Labourers (Semi Skilled) as 40% of the total strength (Unskilled and Semi Skilled). The percentage has been further enhanced to 50% of the total strength of Labourer (Unskilled and Semi Skilled) vide Ordnance Factory Board letter No 800/Gen II/AI, dated 25<sup>th</sup> April 1994.

### **CONSTITUTION OF TRADE TEST BOARDS:**

As stipulated in the SRO 185 of 1<sup>st</sup> November 1994, an IEs has to pass the prescribed trade test for promotion from one grade to another higher grade. To test the employee to ascertain the suitability a trade test board has to be constituted for conducting the trade test. Trade Test Board will normally consists of –

- CHAIRMAN
- MEMBER
- LABOUR WELFARE OFFICER AS MEMBER
- REPRESENTATIVE OF SC / ST AS MEMBER

- OBSERVERS (ONE ELECTED WORKS COMMITTEE MEMBERS)

As per operational instruction issued by the Ordnance Factory Board while forwarding the SRO 18 E of 1889, it was indicated that the Role of Labour Welfare Officers of the concerned Factories in the Trade Test Board will be that of an observer and they will not be assigned the role of evaluation of the results. But as per the ***DGOF Circular of 09 January 1950***, the role of the Labour Officer will be a member. The position has been again clarified by Ordnance Factory Board that the role of Labour Welfare Officer will be a regular member of the Trade Test Board and not as an observer.

## GENERAL

- The sanctioned strength of the factory industrial employees is required to be distributed in the ratio of **35 : 65** in highly skilled grade and skilled grade respectively. Out of total strength of industrial employees **20%** should be catered for labourers. The balance only is required to be distributed in the ratio indicated above.
- The trade wise distribution of the total strength after catering of **20%** for Labourers, it is required to be distributed in the ratio of **35 : 65** for HS & Skilled. This distribution amongst the trades will be based on the functional requirement of man power in each trade.
- The reservations for **SC/ST**, and physically handicapped should be in view while filling up of the posts by promotion to the extent permitted.
- In a **40 point** roster the vacancies/points that are required to be reserved for SC/ST are as under

**SCHEDULE CASTES:** Pt Nos 1, 8, 14, 22, 28 and 36 (6)

**SCHEDULE TRIBES:** Pt Nos 4, 17 and 31 (3)

- Three percent reservations are provided for physically Handicapped employees in promotion to next higher grades. The percentage of reservations for each category is as follows : -

Blind	_ 1 %
Deaf and Dumb	_ 1 %
Orthopedically Handicapped	_ 1 %

s

- As on roster for Physically handicapped employees prescribed, as per instruction of Ordnance Factory Board, Roster of 100 points (2 and half cycles of 40 points roster) has to be maintained. Out of 100 points 34<sup>th</sup> 67<sup>th</sup> and 100<sup>th</sup> points are reserved for Blind, Deaf and Dumb and Orthopedically handicapped employees respectively. In case such a reserved points in a 100 points roster falls to be a reserved point for SC/ST the next immediate available unreserved point should be reserved for physically handicapped employees.

In case of non availability of eligible handicapped employee, the vacancy so reserved for a particular category of PHC the vacancies reserved for them are interchangeable. For example 34<sup>th</sup> point of 100 point roster is to be reserved for Blind and if a Blind employee is not available in a particular trade/grade the reserved vacancy can be filled either by Deaf and Dumb or Orthopedically handicapped person.

**9. TRAVELLING ALLOWANCE**

For the purpose of Traveling Allowance, employees are divided into five grades as indicated below—

**Basic Pay + NPA + Stagnation Increment**

- (i) Rs. 16,400 and above
- (ii) Rs. 8,000 - 16,399
- (iii) Rs. 6,500-7,999
- (iv) Rs. 4,100- 6,499
- (v) Below Rs. 4,100

The classification is decided by the employee's pay on the post actually held by him, whether permanent, temporary or officiating.

**In transit between two posts**—An employee in transit from one post to another ranks in the lower of the two.

**Gradation of re-employed pensioner** 1. If he ceases to draw pension, or the pension is kept in abeyance while in re-employment or the entire pension is ignored while fixing pay in the re-employed post, the grade depends on the actual pay received from time to time.

2. If pension is drawn in addition to pay in the re-employed post and if the pay in the re-employed post is reduced by full / a portion of pension, the grade will be on the basis of the total of pay plus the full/portion of pension by which the pay is reduced. If such total exceeds the maximum of the time-scale of the re-employed post, the grade will be on the basis of the maximum of the scale.

NOTE—The merger of Dearness Allowance equal to 50% of basic pay with pay from 1-4-2004, will not have any effect on the classification of grades, TA/DA. on tour/transfer and LTC except transfer grant.

**Daily Allowance**

**Rates**

Rates of D.A for halt at various stations/localities are given below. The localities of Columns 2 to 4 of the Table are specified in the next subject.

(1) Pay Range	(2) A-I class cities		(3) A-Class cities and specially expensive localities		(4) B-I Class cities and expensive localities		(5) Other localities	
	Ordinary Rs.	Hotel Rs.	Ordinary Rs.	Hotel Rs.	Ordinary Rs.	Hotel Rs.	Ordinary Rs.	Hotel Rs.
Rs. 16,400 and above	260	650	210	525	170	425	135	335
Rs. 8,000 to Rs. 16,399	230	505	185	405	150	330	120	225
Rs. 6,500 to Rs. 7,999	200	380	160	305	130	250	105	200
Rs. 4,100 to Rs. 6,499	170	245	135	195	110	160	90	130
Below Rs. 4,100	105	125	85	100	70	85	55	65

**Basis for D.A. calculation**

1. Absence from headquarters on calendar day basis, i.e., from midnight to midnight.

Absence not exceeding 6 hours	...	Nil
Absence exceeding 6 hours but not exceeding 12 hours	...	70%
Absence exceeding 12 hours	...	100%

2. D.A. for journey period is only at ordinary rates as in Column (5) of the Table

even if it is through an expensive locality.

3. For return to headquarters on the same day, D.A. is at ordinary rates only, irrespective of the fact that the journey was performed to an expensive locality.

**Illustration.—**

Dep. Ordy. Locality	0600 Hrs	Arr. Exp. locality	0800 Hrs.
Dep. Exp. locality	2000 Hrs	Arr. Ordy. Locality	2200 Hrs.

Ordinary rate of DA only admissible.

If on the other hand, the same official leaves the expensive In 2300 hrs and reaches his Hqrs. at GIO0 hrs (next day), he is entitled rate of DA.

4. For local journey, D.A. is only at half the ordinary rate, irrespective of the locality.

5. For enforced halts en route treated as duty, due to breakdown of communications caused by flood, rain, etc., D.A. is admissible at rates only.

6. D.A. is admissible for period of absence at tour station regularized special casual leave due to disturbances, imposition of curfew, etc.

7. D.A. may be calculated either with reference to period spent on journey first and thereafter for the period spent in expensive locality or way round, whichever is beneficial.

8. No D.A. for Sundays and Holidays unless the employee is and not merely constructively on camp. No D.A. for leave and restricted holidays availed while on tour.

9. Full D.A. is admissible for the first 180 days of continuous halt at a station on tour/temporary transfer/training. No D.A. beyond 180 days.

10. Tour ends on return to headquarters. Tour to the same place is treated a

fresh one and D.A. will be at full rates.

### **Eligibility of D.A. in various circumstances**

#### A. Free boarding and/or lodging charges availed

Free boarding and lodging	25% of ordinary rate.
Free boarding alone	50% -do-
Free lodging alone	75% -do-
Stay in office building free of cost	75% -do-

#### B. Stay in Government/Public Sector Guest at ordinary rates.

House/rest rooms of IAAI in International Airports or making own arrangements.

#### C. Lodging charges paid in excess of 75% of ordinary rate + Normal D.A. 25% of while staying in lodging charges (exclusive of Government breakfast' meals) restricted to Public Sector Guest House/Hostel hotel rate. attached to Indian Institute of Public Administration, New Delhi.

#### D. Stay in hotel and other establishments 90% of ordinary rate + including private lodges, guest/rest house, lodges charges restricted YMCA/YWCA hostels. to hotel

NOTE 1.—Claim for hotel rate of D.A. to be supported by vouch payment of lodging charges.

NOTE 2.— Luxury Tax charged by hotels allowable ceiling subject to

### **Cities/Areas for D.A. at 'A—1', 'A' and 'B-1' rates**

'A-1' CLASS CITY RATES

**Cities :**

- |                     |                 |
|---------------------|-----------------|
| 1. Bangalore UA     | 4. Delhi UA     |
| 2. Brihan Mumbai UA | 5. Hyderabad UA |
| 3. Chennai UA       | 6. Kolkata UA   |

'A' CLASS CITY RATES

**Cities:**

- |              |           |
|--------------|-----------|
| Ahmedabad UA | Nagpur UA |
| Jaipur UA    | Pune UA   |
| Kanpur UA    | Surat UA  |
| Lucknow UA   |           |

**Specially Expensive Localities:**

- |  |   |
|--|---|
| Darjeeling District (except Siliguri sub-division) | NEPA areas beyond Inner Line                    |
| Darjeeling Town                                    | Naga Hills Tuensange area beyond the Inner Line |

**Expensive / Remote Localities of Himachal Pradesh**

- |   |   |
|---|---|
| Lahaul and Spiti District                                       | Chhuhar Valley of Jogindernagar                                 |
| Kinnaur District  | Tehsil of Mandi District  |
| Bharmour sub-division and Pangi sub-division of Chamba District | Mangal Panchayat area of Solan District                         |
| Pargana of Pandrahbis   | Dodrakwar area of Rohru Tehsil                                  |
| Outer Seraj and Malana Panchayat Areas of Kulu Distict          | Parganas of Chhebis, Naubis, Barabis, Pandrahbis and Atjarahbis |
| Sarahan and Gram Panchayats of                                  | Chhota Bhangal and Bara Bhangal                                 |

Munish, Darkali and Kashapet of Rampur Tehsil of Simla District areas of Palampur sub-division of Kangra District

The following hill areas in Manipur which do not fall on the National Highway:-

Ukhrul	Tamenlong	Mao Maram\
Churachandpur	Jiribam	Tengnampal
Saikul sub-division (in Senapati District)		

'B-1' CLASS CITY RATES

**Cities:**

Agra UA	indore UA	Patna. UA
Allahabad UA	Jabalpur UA	Rajkot hA
Amritsar UA	Jamshedpur UA	Vadodara UA
Asansol UA	Kochi UA	Varanasi UA
Bhopal UA	Ludhiana	Vijayawada UA
Coimbatore UA	Madurai UA	Visakhapatnam UA
Dhanbad UA	Meerut UA	
Faridabad UA	Nashik UA	

**Expensive Localities:**

Shimla	Jammu and Kashmir
Lakshadweep, Minicoy and Andndivi Islands	Andaman and Nicobar Islands

**The following areas of Himachal Pradesh:—**

Janjehli Block of Chachoit Tehsil of Mandi District	Churab Tehsil, Kunr Panchayat and Belej Pargana of Chamba Tehsil and Salooni Tehsil of Chamba District
Chopal Tehsil of Shirnla District Valley	Manali-Ujhi area, Parvati and Lagg
Trans-Giri Tract of Sirmur Distric and Banjar Block of Kulu District	

**T.A. On Tour**

**Entitlement** —TA. on tour is from duty point/residence at headquarters to duty point at The distant station and vice versa. It comprises—

- (1) Fare for journeys by rail/road/air/sea;
- (2) Road mileage for road journey otherwise than by bus;
- (3) D.A. for the entire period of absence from headquarters including journey period.

Employees living in cities with UA eligible for reimbursement of to and fro Taxi / Scooter charges from the residence in the UA to the Railway Station/Bus Station /Airport.

**Entitlements for travel by rail:**

PAY RANGE	SHATABDI EXPRESS	RAJDHANI EXPRESS	OTHER TRAINS
Rs. 16,400 and above	Executive Class	AC First Class	AC First Class
Rs. 8,000 to Rs. 16,399	AC Chair Car	AC 2-tier	AC 2-tier
Rs. 6,500 to Rs. 7,999	-do-	AC 3 –tier	First Class /AC 3-tier /AC Chair Car
Rs. 4,100 to Rs. 6,499	-do-	-do-	-do-
Below Rs. 4,100	-do-	-do-	Sleeper Class

**Jan Shatabdi Train.**—Basic Pay Ps. 4,100 and above - AC Chair Car Below Its. 4,100- Second Class.

Those entitled to travel by First Class/AC 3-tier/AC Chair Car may travel on tour/transfer by AC 2-tier, if any of the trains connecting the originating and destination stations by the direct shortest route do not provide for any of die three classes.

When journey is performed by longer route by rail, partly by lower class and partly by the entitled class, the claim is to be regulated on proportionate basis, by calculating mileage allowance for different modes/classes by the shortest route in the ratio of the distance covered by such modes by the longer route actually used.

**Entitlements for travel by road:-**

Basic Pay + NPA + SI	Entitlements
(1) Rs. 16,400 and above	AC Taxi/Ordinary Taxi/Car/Auto-rickshaw/Own Scooter/Moped/Any Bus including AC Bus.
(2) Rs. 8,000-Rs. 16399	Same as I above, except AC Taxi.
(3) Rs. 6,500- Rs.. 7,999	Same as 1 above except AC Bus/AC Taxi
(4) Rs. 4,100-Rs. 6,499	Autorickshaw /Scooter/Moped/Any Bus except AC Bus.
(5) Below Rs. 4,100	Autorickshaw/Scooter/Moped/Ordinary Bus.

It is not necessary that the Car/Scooter should have been registered in the name of the Government servant.

**Rate of road mileage**—Actual fare will be paid for travel by public bus. Mileage allowance at 60P. per km will be admissible for journey by bicycle/foot.

For journeys by Autorickshaw / taxi /car, entitlement will be at the rates notified by the concerned Director of Transport.

If no rates have been notified/prescribed, prevailing rates in the Metropolitan city of the State may be adopted. If no such rates have been fixed, then the rates of the neighboring State be adopted. When no rates become available even after this, following rates may be fixed:—

For journeys performed in own car/taxi	Rs. 8/-km
For journeys performed by Autorickshaw/scooter	Rs. 4/-km

### **Special entitlements of Taxi fare in Metropolitan cities:**

For official journeys on tour from Office/ Taxi fare as prescribed by the Residence to Airport/Railway Station/Bus respective Director of Transport Station and vice versa in Delhi, Mumbai, *plus 25% thereon or* Actual Taxi fare, whichever is less *or* charges paid under Pre-paid taxi charges system managed by Police/Airport Authority, if availed. If own car is used, mileage will be limited to one trip each only at the time of arrival and departure, at the rate approved for taxis. Kolkata and Chennai.

**Sharing of auto/taxi**—For travel by shared taxi/auto, the entitlement will be the actual share limited to half the mileage otherwise admissible.

**Journey by Tonga, etc.**—Tonga, autorickshaw, cycle rickshaw and man-driven rickshaw are equated to journey by scooter/motor cycle. For travel by a friend's scooter as a pillion rider, the amount admissible will be half the prescribed rate or the actual cost of propulsion, whichever is less.

**Journey by road between places connected by rail.**—

- (i) May travel by own car/taxi/scooter/motor cycle. Entitlement will be road mileage restricted to rail fare of the highest entitled class available on the particular route. Full road mileage will be admissible if travel by road was in public interest.
- (ii) May travel by any type of bus in any class. The entitlement will be the actual fare paid restricted to rail fare of the highest entitled class available on the particular route.

**Journey by road between places not connected by rail.**— May travel by the entitled conveyance or public transport system at their discretion. Mode of conveyance Deeds DO approval from higher authority. The entitlement will be the road mileage at the rates indicated above.

**Local journeys made from the duty point at the tour station.**— Mileage allowance not admissible.

**Reservation charges.**— For seat/sleeper berth are reimbursable.

**Tatkal Seva charges**—Reimbursement allowed in extremely emergent circumstances only for Railway journeys undertaken for official purposes.

**Telegram expenses.**— Charged by Railways for reservation of onward/ return journey are reimbursable.

**Cancellation charges**— For official journeys cancelled in public interest, cancellation and reservation charges are reimbursable and are to be claimed in the normal TA.

### **Journeys by Air**

**Entitled Officers.**— Officers in receipt of pay of Rs. 16,400 and above (Basic Pay 4- NPA + SI) may, at their discretion, travel by air on tour/transfer

**Non-entitled Officers.**— (a) Those drawing pay of Rs. 12,300 [Basic Pay 4- NRA -I- SI] and above but below Rs. 16,400 may travel by air on tour/transfer at their

discretion, if the distance involved is more than 500 km and The journey cannot be performed overnight (ordinarily covered between 6 p.m. and 8 am.) by a direct train/direct slip coach service. Officers travelling on official duty between Chennai/Kolkata and Andaman and Nicobar Islands, between Bhubaneshwar and Port Blair and between Kochi/Kozhikode and Lakshadweep, provided their basic pay is not less than Rs. 8,550 per month.

Employees working in Tripura may travel by Air between Agartala and Kolkata on tour / transfer *only*.

(b) In other cases, Secretaries of the Administrative Ministries can authorize air travel, if the expenditure is kept within funds allotted.

**Special cases.—** (a) One member (non-entitled) of the personal staff of Minister may be permitted to travel with him on tour—whether official or private.

(b) One non-entitled officer may accompany VWs/Foreign delegations as a protocol requirement—to be cleared by Financial Adviser; and if more than one—Finance Ministry's approval required.

(c) Sportsmen, Managers, Coaches, Masseurs and Doctors selected for sporting events of international importance held outside India, may travel by economy class.

**Entitled class.—** (a) *Within India—*

Officers of and above rank of Additional Secretary	Executive Class.
Others	Economy (Tourist)
Class/Standard Class.	

(b) *Outside India—*

Officers of the level of Secretary to the Government of India or of equivalent status	First Class
Officers of the level of Additional Secretaries and Joint Secretaries and of equivalent status	Business/Club Class
Others	Economy Class

Journeys to be performed by Air India to the maximum extent.

**Journey by private airlines.**—Journey may be performed by private airlines only in cases where the station to which the Government servant has to go on official duty is not connected at all by Indian Airlines/Vayudoot under the sanction of the concerned Ministry / Department.

**Journey by Sea / River Steamer:**

**Entitlement for journey by sea or by river steamer**

Pay Range Officer drawing pay	A & N Islands and Lakshadweep Islands (Shipping Corpn. of India)	Others
Rs. 8,000 and above	Deluxe Class	Highest class.
Rs. 6,500 to Rs. 7,999	First / " A " Cabin Class	If there be two classes only on the steamer, the lower class.
Rs. 4,100 to Rs. 6,499	Second / " B " Cabin Class	If there be two classes only, the lower class. If there be three classes, the middle or second class. If there be four classes, the third class.
Below Rs. 4,100	Bunk Class	The lowest class.

**T.A. for local journeys:**

**Local Journeys** mean journeys on duty on any day beyond 8 km from the duty point at Headquarters and within the limits of suburban or other Municipalities, Notified

Areas or Cantonments contiguous to the Municipality / Corporation of the Town or City in which the duty point is located. Journeys performed within the limits of an Urban Agglomeration within which the employee's headquarter is located will also be treated as 'local journeys'

1. T.A. for local journeys : Mileage allowance for the journeys performed on all the days spent on temporary duty and in addition 50% of the admissible D.A. option is available either to claim reimbursement or conveyance hire charges under Delegation of Financial Powers Rules or to claim normal T.A. as above.
2. T.A. for a local journey is admissible if the temporary place of duty is beyond 8 km from the normal place of duty, irrespective of whether the journey is performed from residence or from the normal place of duty.
3. Local journeys should normally be performed in the same way as journey to duty point, i.e., by bus, local trains or own conveyance. Where travel by special means like taxi, scooter, etc., is considered necessary, prior permission of superior authority is necessary. If more than one official is deputed for duty at the same point, they should, as far as possible, travel together by sharing the hire charges of the taxi or scooter or other conveyance, if necessary, by assembling at the normal duty point.

For journeys to temporary duty point within a distance of eight kilometers from the residence, if performed by public conveyances, such as bus, local trains, trains and ferries, fares paid will be reimbursed. In case of travel by Whiteline buses' plying in Delhi/New Delhi, reimbursement will be made on production of tickets. If such journeys are performed by taxi/ autorickshaw/ own car/scooter, no mileage allowance is admissible.

4. The bus/rail fare/mileage allowance for local journeys should be based on the actual distance traveled or the distance between the normal duty point and temporary duty point, whichever is less.
5. If provided with conveyance free of charge, D.A. only will be admissible.

6. D.A. for 'local journeys' will be admissible only at the ordinary rates. The special rates of D.A. prescribed in respect of certain expensive cities are not applicable to officers having headquarters in those cities and performing local journeys.

7. **180 days limit.**—An official required to perform duty at a temporary duty point, will be paid D.A. for the first 180 days only. Beyond 180 days, no D.A. will be admissible.

**T.A. when deputed for training**

1. An employee deputed to undergo a course of training in India (refresher/in-service/pre-promotional) is entitled to draw TA. and D.A. as on tour as follows:—

when boarding and lodging not provided

First 180 days	Full D.A.
Beyond 180 days	Nil

Training Institutes where boarding and lodging facilities exist (including mess run on co-operative basis at the training centre)

First 30 days	Full DA.
Next 150 days	Half D.A.
Beyond 180 days	Nil

2. If the training exceeds 180 days, option to draw either TA as on transfer or tour TA plus D.A. for The first 180 days is available.

3. If theoretical training and practical training are given in two different stations, D.A. in the second station will commence afresh irrespective of whether D.A. was drawn for ISO days or less in the first station. If both theoretical and practical training's are at the same station, D.A. will be admissible for the first 180 days only.

4. An employee on training at a particular station going on tour to another station will be entitled to draw D.A. at full rate for stay in the touring station, but this period will also be taken into account for computing 180 days of halt at the training station.

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

6. An employee drawing D.A. during training will be entitled to draw HRA and CCA only at the rates admissible at his headquarters from where he has been deputed to the training. Even beyond 180 days when no D.A. is admissible, the HRA and CCA will be admissible only at the rates admissible at his headquarters.

#### **T.A. on Temporary Transfer**

1. In all cases of transfers for short periods not exceeding 180 days, the journeys from headquarters to the station of deputation and back will be treated as on tour and D.A. granted for the first 180 days.
2. Joining time is not admissible. Only actual transit time as for tour allowed.
3. No advance of pay is admissible.
4. If a transfer originally made for a period more than 180 days is reduced to 180 days or less later, the T.A. claim originally allowed should not be changed to the disadvantage of the official.
5. If a temporary transfer originally made for a period of 180 days or less is later extended beyond 180 days, the T.A. already drawn shall be adjusted in the transfer TA. claim; but D.A. is admissible up to the date of issue of the revised orders.

#### **T.A. on Transfer**

**Transfer** means the movement of an employee from one headquarter station in which he is employed to another such station, either to take up the duties of a new post, or in consequence of a change of his headquarters.

**Admissibility.**—Admissible only if the transfer is in the public interest and not at one's own request.

**Dept. of Posts.**—Posting to a place of choice on completion of full tenure may not be normally termed as transfer on own request under SR 114. Officials transferred after completion of full tenure as prescribed from time to time to the place of their choice will be entitled for T.A. and transit.

**Transfer T.A. entitlement.**—Transfer TA. comprises of the following elements:

- (i) a composite transfer grant equal to one month's Basic Pay *plus* Dearness Pay; (Not admissible if no change of residence is involved even where the distance between the two stations is more than 20 kms.)
- (ii) actual fares for self and family for journey by rail/steamer/air;
- (iii) road mileage for journey by road between places not connected by rail;
- (iv) cost of transportation of personal effects from residence to residence; and
- (v) cost of transportation of conveyance possessed by the employee.

While the grade of the Government servant is determined with reference to the facts on the date of his transfer, the number of fares admissible is to be determined with reference to the facts on the date of journey. No traveling allowance is admissible for any member added to the family after the date of transfer.

In addition to the above, the employee will be entitled for an additional fare by the entitled class for self for both onward and return journeys, if he has to leave his family behind due to non-availability of Government accommodation at the new place of posting.

An employee whose family does not accompany him to the new station while joining on transfer, has an option to claim for him

*either* for the first journey undertaken to join the new post

*or*

for the journey subsequently undertaken along with family members.

**At the Same Station**

- (i) No T.A. if no change of residence is involved.
- (ii) If there is compulsory change of residence solely due to the transfer—
  - (a) actual cost of conveyance for self and family limited to the road mileage and actual cost of transportation of personal effects admissible subject to the prescribed limits and
  - (b) Composite Transfer Grant equal to one-third of (Basic Pay *plus* Dearness Pay).

**Between two stations within a short distance not more than 20 km.—**

- (i) No T.A. if no change of residence is involved
- (ii) If change of residence is involved—
  - (a) Full Transfer T.A. will be allowed and
  - (b) Composite transfer grant equal to one-third of basic pay.

**Definition of family.—** Family includes—

- (1) Spouse residing with the employee. (Need not be dependent). Only one wife is included in the term 'family'.
- (2) Legitimate children and stepchildren, residing with and wholly dependent. Children includes major sons, legally adopted children and widowed daughters, residing with and wholly dependent. Restricted to two children with effect from 1st January. 1999. However, this restriction does not apply to existing employees with more than two children including those born up to 31-12-1998. Does not apply also to employees with no/one child on 31-12-1998 but next confinement resulting in multiple births thereby increasing the number to more than two.
- (3) Married daughter, if divorced, abandoned or separated from her husband and residing with and financially dependent on the parent.

(4) Parents, stepmother, unmarried sisters and minor brothers residing with and wholly dependent. (Major brothers are not included.)

(5) Widowed sisters residing with and wholly dependent (provided their father is either not alive or is himself wholly dependent on the employee).

**EXPLANATION.**— In the case of wife/husband, the necessary condition is—'residing with'. Other members of the family should satisfy both conditions—'residing with' and 'wholly dependent'.

**Children** studying in educational institutions away from their parents at the time of transfer but joining their parents at the time of vacation, are treated as members of family subject to other conditions for drawl of TA.

**Wards.**— Children taken as wards by the Government servant under the "Guardians and Wards Act, 1890" will be treated as Government servant's children if the Government servant treats the ward as member of the family and through a special will gives the ward the same status as that of natural children.

**Definition of dependant**—Any family member whose income from all sources, including pension (inclusive of pension equivalent of DCRG, but excluding Dearness Relief) does not exceed Rs. 1,500 p.m., is deemed to be wholly dependent on the employee. Children getting stipend, scholarship, etc., in excess of Rs. 1,500 p.m. are not considered as dependants.

**For Journeys by Rail/Road/Air/Steamer** entitlement will be as for journeys on tour.

**By road between places not connected by rail.**— For journey by public bus, actual bus fare for self and each member of family is admissible and if the journey is performed otherwise than by public bus, mileage allowance at the appropriate rate will be admissible as follows:—

- (i) One mileage for self/self and one additional member;
- (ii) Two mileages if two members of family accompany;
- (iii) Three mileages if more than two members of family accompany.

**By road between places connected by rail.**— Road mileage limited to rail mileage by the entitled class.

**Option to family.**—The family may travel—

- (i) from the old headquarters to the new headquarters; or
- (ii) from any other station to the new headquarters: or
- (iii) from the old headquarters to any other station.

But the claim will be restricted to that admissible from the old to the new headquarters.

**Time-limit.**—The members of the family should perform the journey not earlier than one month prior to the date of relief at the old station or within six months of his taking over charge at the new station. This time-limit can be extended in deserving cases by Head of Department.

**Entitlements at a glance**

Basic pay + NPA + Stagnation Increment	Composite Transfer Grant	Personal effects		
		By Train /steamer	Rate per km for transport by road	
		Maximum	'A-1', 'A' and 'B-1' cities	Other places

Rs. 16,400 and above	Equal to one month's basic pay+ NPA+ SI + DP.	Full four-wheeler wagon, or 6,000 kg by goods train, or one Double Container	Rs. P. 30.00	Rs. P. 18.00
Rs. 8,000 to Rs. 16,399	-do-	Full four-wheeler wagon, or 6,000 kg by goods train, or one Single Container	30.00 15.00	18.00 9.00
Rs. 6,500 to Rs. 7,999	-do-	3,000 kg	7.60	4.60
Rs. 4,100 to Rs. 6,499	-do-	1,500 kg	7.60	4.60
Rs. 3,350 to Rs. 4,099	-do-	1,500 kg	6.00	4.00
Below Rs. 3,350	-do-	1,000 kg		

Personal effects should be transported by goods train between places connected by rail. If transported by road, the actual expenditure or 1 1/4 times of the amount admissible for transport by goods train for the maximum admissible quantity, whichever is less, will be admissible.

The higher rate of road mileage is admissible for transport of personal effects between one place and another within the limits of 'A-I', A or B-I' Class cities.

The lower rate of road mileage is admissible for transport of personal effects between stations not connected by rail.

**Transport of Conveyance.**—The possession of the conveyance (either at the old or at the new station) need not be in public interest.

Basic Pay * NPA + SI	Authorized Scale
Rs. 6,500 and above	One motor car or one motor cycle/scooter or one horse.
Below Rs. 6,500	One motor cycle/scooter/moped or one bicycle.

*Transport by rail:*

- (a) By Passenger: Actual freight charged by the Railway.
- (b) By Goods: Cost of packing, cost of transporting the packed car, motor cycle to and from the goods-shed, cost of crating the car, loading and unloading charges, cost of ropes, etc., are all reimbursable. Claim to be limited to the amount.
- (c) One Second Class fare by the shortest route between the stations from and to which the car is actually transported by rail can be drawn for a Chauffeur or Cleaner.

*Transport by road:*

(a) **Car/scooter or motor cycle/moped**

Mode of transportation	Between places connected by rail	Between places not connected by rail
i) When the conveyance is sent loaded on a truck.	Actual expenses/ amount at the prescribed rate*/cost of transportation by passenger train, whichever is the least	Actual expenses limited to the amount at the prescribed rate.*
ii) When the conveyance is sent under its own propulsion.	Amount at the Prescribed rate* limited to cost of transportation, by passenger train.	Amount at the prescribed rate*

\*prescribed rate. -The rate prescribed for journey by taxi/autorickshaw, as the case may be, by the Director of Transport at the starting point.

NOTE—When the conveyance is sent under its own propulsion, the Government servant/members of family traveling in the car will *not* be entitled to separate fare by air/rail/road

mileage. Separate air/rail/road mileage will be admissible for the Government servant and/or members of family if they travel otherwise than by the conveyance being transported under its own propulsion.

(b) **Bicycle**—Between the places connected by rail, actual cost of transportation limited to the freight charges by passenger train; between places not connected by rail, mileage at the rate of 60P. per km..

### T.A. on Retirement

**Entitlements.**—When the retired employee settles down in a station other than the last station of duty—same as on transfer including lumpsum Composite Transfer Grant. Travel by air is also admissible.

The retired employee and family may travel from the last headquarters to the declared Home town, or to any other selected place of residence where he wishes to settle.

When the person settles down in the last station of duty but with change of residence or at a place not exceeding 20 km.—

- |                                  |  |
|----------------------------------|--|
| (a) Self and family              | Actual cost of conveyance not exceeding the road mileage allowance admissible for transfer.  |
| (b) Personal effects             | Actual cost of transportation not exceeding the amount admissible for transfer.  |
| (c) Transportation of Conveyance | An allowance at the rates prescribed by the Director of Transport for journey by taxi/ autorickshaw, as the case may be. Where the above allowance is claimed, no mileage will be admissible for self. If the family also travels by the same conveyance, they will also not be entitled to mileage allowance. |

- (d) Composite Amount equal to one-third of his basic pay  
Transfer Grant +DP.

NOTE—The last station of duty means and includes the areas falling within the Urban Agglomeration of such station.

**T.A. not admissible on resignation, dismissal, etc.**—The concession is admissible only to persons who retire on retiring pension or on superannuation, invalid or compensation pension. It is not admissible to employees who quit service by resignation or who may be dismissed or removed from service. The concession is also not admissible to persons who are compulsorily retired as a measure of punishment.

**Admissible to temporary employees.**—The concession will be admissible also to temporary employees who have put in a total service of not less than ten years under the Central Government and

- (a) Who retire on attaining the age of superannuation; or
- (b) Who are invalided; or
- (c) Who are retrenched from service without being offered alternative employment.

**Time-limit.**—The concession should be availed by the employee during leave preparatory to retirement or within one year of the date of his retirement.

**Advances.**—Advances may be sanctioned only when the journey is performed during leave preparatory to retirement. Advance will be limited to the amount to which the employee may be entitled under the rules, and will be adjusted in full on submission of the T.A. Bill. No advance is admissible when the journey is performed after retirement.

### **TA to the family of a deceased employee**

1. **Entitlements.**—Same as for retirement.

2. The family of an employee who dies in service may travel from the last headquarters of the employee to the Home town, or to any other selected place of residence where the family wishes to settle down.

3. If at the time of the death of the employee any member of his family happens to be at a station other than his headquarters, such member may travel from that station to the Home town or selected place of residence. But the claim will be restricted to what is admissible from the last headquarters to the Home town or selected place of residence, as the case may be.

4. If any member of the employee's family proceeds from the last headquarters to a place other than the selected place of residence, the claim will be restricted to what is admissible from the last headquarters to the selected place of residence.

5. The journey should be completed within one year after the date of death.

6. The concession is not admissible to families of—

(a) Employees who die while on leave preparatory to retirement;

(b) Retired employees who are re-employed; and

(c) Temporary employees who have not rendered three years of continuous service.

**7. Advance of TA— Amount.**—Limited to three-fourths of the probable amount of traveling expenses admissible under the rules.

**Conditions.**— (1) Only one member of the family can receive on behalf of all. (2) Only one advance is admissible. (3) Surety of a permanent *employee of* comparable or higher status is necessary. (4) *An* undertaking from the person receiving the advance to abide by the conditions for recovery is also necessary.

**Recovery.**—(1) Account should be rendered within one month of the completion of the journey if the family travels in one batch. (2) *If* the family travels in more than one batch, account to be rendered within one month of completion of the journey by the last batch. (3) In any case, the journeys should be completed within

one year and account rendered within one month thereof. Otherwise, the amount should be refunded.

### **Advance of T.A. on Tour**

**Amount**—(1) An amount sufficient to cover the official's personal travelling expenses for a month, viz., daily allowance; road/rail/air fares, for journeys both ways. (2) In the case of prolonged tour in the interior, to places difficult of access, an amount sufficient to cover daily allowance, road/rail/air fares and *contingent* charges such as for the *hire* of conveyance, conveyance of records, tents, etc., for six weeks.

**Eligibility**—All cases where TA. is admissible as for a journey on tour.

**Conditions**—The advance should be adjusted within fifteen days of completion of the tour/rejoining duty if gone on leave immediately on completion of tour. A second advance cannot be sanctioned until an account has been given of the first except when a second journey is required to be undertaken soon after the completion of the first leaving no time for the employee to prefer his TA. Bill in respect of the first advance.

**Recovery**—By adjustment from the TA. Bill submitted **acer** completion of the journey.

### **Advance of Pay and TA. on Transfer**

**Amount**—1. One month's pay in cases of normal transfer. Advance of pay can be taken at the new station, if so desired.

2. Two months' pay if the transfer is due to shift of headquarters as a result of Government policy.

2. In addition to 1 or 2 above, advance of TA. as admissible under the mica, for self and family. This can be drawn either in one installment or separately

for self and family in two installments.

**Eligibility.**—1. Employees under orders of transfer, including those on leave.

2. Employees proceeding on foreign service in India or on reversion from such service.

3. Not admissible when the transfer is at official's request and not in public interest.

4. Not admissible when the transfer is within the same station.

**Recovery**—1. Advance of pay of one month - In not more than 3 installments.

2. Advance of pay of two months —In 24 installments.

3. Monthly rate of recovery should be in whole rupees, the balance being recovered in the last installment.

4. Should commence from the month in which the official draws a full month's pay and/or leave salary after joining new appointment.

5. Advance of TA. should be recovered in full from the TA. Bill.

## **LEAVE TRAVEL CONCESSION**

### **Eligibility:**

1. Any employee with one year of continuous service on the date of journey performed by him/his family is eligible.

Example—An official appointed on 31-12-2004 will be eligible for the two-year block 2004-05, but those appointed on or after 1-1-2005, will not be eligible for that block.

Government servants whose spouses are working in Indian Railways/ National

Airlines are not eligible for LTC.

2. Period of unauthorized absence, declared so under FR 17-A, will be treated as break in service for calculating the continuous period of service, unless the break is condoned by the Competent Authority.

3. If an official is under suspension, the concession is admissible only to his family members.

4. When both the husband and wife are Central Government servants

- (a) They can declare separate Home towns independently;
- (b) They can claim LTC for their respective families, viz., while the husband can claim for his parents/minor brothers/sisters, the wife can avail for her parents/minor brothers/sisters;
- (c) Either of the parents can claim the concession for the children in a particular block
- (d) The husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for SELF.

**'Family' means.—**

- (i) The Government servant's wife or husband and two surviving unmarried children or stepchildren wholly dependent on the Government servant, irrespective of whether they are residing with the Government servant or not;
- (ii) married daughters divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and wholly dependent on the Government servant.
- (iii) parents and/or stepmother residing with and wholly dependent on the Government servant;

- (iv) unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

### **EXPLANATIONS:**

1. The restriction of the concession to only two surviving children or stepchildren shall not be applicable in respect of (i) Those employees who already have more than two children prior to 20-10-1998; (ii) where the number of children exceeds two as a result of second child birth resulting in multiple births.

2. Only one wife is included in the term "Family" for LTC Rules. However, if a Government servant has two legally wedded wives and the second marriage is with the specific permission of the Government, the second wife shall also be included in the definition of "Family".

3. It is not necessary for the spouse and children to reside with the Government servant so as to be eligible for the concession. The concession in their cases shall, however, be restricted to the actual distance traveled or the distance between the headquarters of the Government servant and the Home town/place of visit, whichever is less.

4. Children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the term, "Family".

5. A member of the family whose income from all sources, including stipend, or pension, temporary increase in pension but excluding Dearness Relief does not exceed Rs. 1,500 p.m. is deemed to be wholly dependent on The Government servant.

6. Husband and wife is one unit for purpose of LTC and hence the condition of dependency is not applicable.

### **Salient Points**

1. Concession can be availed of for self and family separately on different occasions, even in different calendar years of the same block.

2. Family can travel in one or more groups; but each group should complete its return journey within six months from the date of its outward journey.

3. Circular tour tickets can be availed of in conjunction with the concession.

4. Can be availed of during any leave including study leave, casual leave and special casual leave.

While on study leave, the entitlement will be as under

Family staying with Government servant

From place of study to Home town limited to admissibility from headquarters to Home town.

Family staying away from Government servant

Normal Home town entitlement.

5. Can be combined with transfer/tour.

6. Cannot be availed of during closed holidays only, without taking any leave.

Carry forward.—Concession for one block can be carried forward to the first year of the next block, i.e., the outward journey for 2003-2004 block can be performed up to 31-12-2005. Employees entitled to LTC to Hometown for self alone

every year cannot carry forward the concession.

Home town concession by some members of the family and “anywhere in India” by others in the same two-year block permissible.— Some members of family may avail the concession to Home town while others may avail the same for “anywhere in India” in the same two-year block.

### Entitlements

#### (A) Journey by Air/Rail:

Pay Range Rs.18,400 and above:— Air Economy (Y) Class by National Carrier.

**Special relaxation.**— (i) Government servant serving in Ladakh Region, his/her spouse and two dependent children (up to 18 years for boys and 24 years for girls), air travel is admissible between Leh and Srinagar/Jammu/Chandigarh during winter season.

(ii) Groups ‘A’ and ‘B’ Government servants can travel by Air Economy (Y) class on national carrier from Kolkata or Chennai to Port Blair and back and also between New Delhi and Srinagar.

Pay Range	Shatabdi Express	Rajdhani Express	Other Trains
Rs. 16,400 and above	Executive Class	AC First Class	AC First Class
Rs. 8000 to Rs. 16,399	AC Chair Car	AC 2-tier	AC 2-tier
Rs.4,100 to Rs. 7,999	-do-	AC3-tier	*First-class/AC 3-tier/ AC Chair Car
Below Rs. 4,100	Not Entitled	Not Entitled	Sleeper Class

All Government servants who are entitled to travel on LTC by First Class/AC 3-tier/AC Chair Car may, travel by AC 2-tier, in cases where any of the trains connecting the originating and destination stations by the direct shortest route do not provide these three classes of accommodation.

NOTES 1.—Entitlement by Rajdhani / Shatabdi Trains would be applicable in cases where journey is actually undertaken by these trains and not for determining entitlement on notional basis.

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

3. If the journey is performed partly by Rajdhani / Shatabdi Trains and partly by other trains/modes of transport, the claim shall be reimbursable subject to the condition that the journey is performed by the shortest route.

4. The journey can be performed by Rajdhani/Shatabdi Trains up to the nearest en route station which should not be beyond the destination, i.e., Home town or declared place of visit.

**(B) Journey by Sea or by River Steamer:**

Pay Range Officer drawing pay	A & N Islands and Lakshadweep Islands (Shipping Corpn. of India)	Others
Rs. 8,000 and above	Deluxe Class	Highest class.
Rs. 6,500 to Rs. 7,999	First / " A " Cabin Class	If there be two classes only on the steamer, the lower class.
Rs. 4,100 to Rs. 6,499	Second / " B " Cabin Class	If there be two classes only, the lower class. If there be three classes, the middle or second class. If there be four classes, the third class.
Below Rs. 4,100	Bunk Class	The lowest class.

**(C) Journey by Road.**

	Pay Range	Entitlement
1	Rs. 8,000 and above	Actual fare by any type of public bus, including air-conditioned bus
2	Rs. 4,100 and above but less than Rs. 7,999	Same as at (1) above with exception That journeys by air-conditioned bus will not be permissible.
3	Below Rs.4,100	Bus fare by ordinary bus.

NOTE—In cases of travel by AC Taxi, Taxi or Autorickshaw, production of fare receipt will be necessary but the claim will be restricted to bus fare by entitled class.

**By longer route in same/different modes of conveyance.**—When journey is performed by a longer route (not the cheapest) in two different classes of rail accommodation, the entitled class rate will be admissible for the corresponding proportion of the shortest/cheapest route and the lower class rate for the remaining mileage by such route. Where journey is performed by a longer route in different modes of transport, reimbursement will be made proportionately in respect of journey performed by rail and for the remaining shortest distance, as per entitlement by rail or the actual fare paid for journey by road, whichever is less. The claim has to be worked out on proportional basis for each/actual mode of journey/distance covered with reference to the distance by the shortest route.

**Restrictions in respect of road journeys**

1. Admissible for journeys performed in vehicles operated by Tourist Development Corporations in the Public Sector, State Transport Corporation and Transport services run by other Government or local bodies, i.e., the receipt for the journey should be from the Government Body concerned for eligibility of LTC.

2. Admissible for travel by private buses operating as regular service from point to point at regular intervals on fixed fare rates with the approval of Regional

Transport Authority/State Government concerned.

3. Tours conducted by ITDC/State Tourism Development Corporations either in their own buses or buses hired or chartered by them from outside will be admissible, provided the ITDC/State Tourism Development Corporation certify that the journey has actually been performed by the Government servant and his family members.

4. No reimbursement permissible for journeys undertaken (a) in a private car (owned, hired or borrowed), chartered Railway coach, or chartered bus van or other vehicle owned/chartered by private operators; (b) in vehicles even if owned by Government Bodies but chartered/run by private operators.

5. Journeys by taxi, autorickshaw, etc., are permissible only between places not connected by rail. Journey by these modes on LTC between places connected by rail is not permissible.

6. Between places not connected by rail, if more than one State Roadways Corporation operate on the route, the lowest fare applicable on the route is reimbursable.

## **Reimbursement**

**Reimbursement.**— Fares for journeys between duty station and Home town, both ways, will be reimbursed by Government in full. If the employee and family reside away from the duty station, fares for journeys between place of residence and Home town, both ways, restricted to that from duty station to Home town and back will be reimbursed in full. Reservation charges are reimbursable; but telegram charges for reservation of onward/return journeys, etc., are not reimbursable.

## **Advance**

1. Up to 90% of the fare can be taken. Advance admissible for both out-

ward and return journeys if the leave taken by the official or the anticipated absence of members of family does not exceed 90 days. Otherwise, advance may be drawn for the outward journey only.

2. The official should furnish Railway ticket numbers, PNR No., etc., to the Competent Authority within ten days of drawal of the advance.

3. Advance can be drawn separately for self and family.

**Claim—**1. When advance is taken, (a) the claim should be submitted within one month from the date of return journey. If not, outstanding advance will be recovered in one lumpsum and the claim will be treated as one where no advance is sanctioned. Further, penal interest at 2% over GPF interest on the entire advance from the date of drawal to the date of recovery will be charged.

(b) When claim submitted within stipulated time but unutilized portion of advance not refunded, interest is chargeable on that amount from the date of drawal to the date of recovery.

(c) When a part of the advance becomes excess drawal due to genuine reasons beyond the control of the Government servant, the Administrative Authority may, if satisfied, exempt charging of interest.

2. When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.

### **LTC to Home Town**

Admissible to all employees irrespective of the distance involved.

Hometown once declared is treated as final. In exceptional circumstances, the Head of the Department may authorize a change, only once during entire service.

Admissible to visit Andaman and Nicobar Islands instead of Home town in their entitled mode and class of travel.

Admissible once in a block of two calendar years. The blocks are 2002-03, 2004-05 and so on.

An employee (including unmarried) having his family at his Home town can avail of this concession for himself alone every year instead of having it for both self and family once in two years.

### **LTC to any place in India**

**Scope.**1. This concession is admissible in lieu of one of the two journeys to Home town in a block of four years. The current block is 2002-05. The last date for commencement of the outward journey is 31-12-2006 (including the grace period of one year).

2. Available for travel to any place in India—mainland or overseas— including employee's Home town.

3. Officials availing LTC to Hometown for self alone once every year, are not entitled to LTC to anywhere in India.

**Spouse/dependent children residing away from the Government servant's headquarters.** — Claim will be limited to the amount admissible from the Government servant's headquarters to the declared place of visit.

**Different places.** — Members of family can visit either the same place as that visited by the Government servant or different places.

**Different batches.** — Members of family can travel in one or more batches, as the case may be. Each batch should complete the return journey within six months of its outward journey.

**Different calendar years**—Members of family can travel either in the same calendar year or in different years in respect of the same block

**Intended place of visit to be declared.** —The intended place of visit should be declared by the official to the Controlling Authority in advance.

**Change in the declared place of visit.** — Any change in the declared place of visit should be intimated to the Controlling Authority before commencement of the outward journey. If, however, it is established that the request could not be made before commencement of the outward journey for reasons beyond the control of the official, change of destination can be admitted by the Heads of Departments/ Administrative Ministry.

**Carry forward.** — Concession not availed in a block of four years can be carried forward to the first year of the next four-year block. In respect of officials entitled to Hometown LTC, the concession can be carried forward to the first year of the next block only if the official is entitled to a carried forward LTC to Hometown for that year.

Example. — Suppose an official is entitled to two concessions during the two blocks of 2002-03 and 2004-05.

1. In respect of 2002-03, he can avail the concession to Hometown before the grace period, i.e., by 31-12-2004. Then he is entitled to carry forward his LTC to anywhere in India to be availed before the grace period, i.e., by 31-12-2006.
2. In the above case, suppose the official avails of LTC to Hometown after 31-12-2004. This will be debited against the block 2004-05 and hence he will not be entitled to "anywhere in India LTC". In this case, he will lose his entitlement for 2002-03 by not availing it before the grace period.

### **LTC for Escort**

**Escort to single handicapped employee.** — LTC is admissible to an escort accompanying a handicapped Government servant proceeding on LTC journey provided that—

- (a) The nature of physical disability is such as to necessitate an escort.
- (b) The physically handicapped employee does not have an adult family member.
- (c) Any other employee entitled to LTC does not accompany the physically handicapped employee on the journey.
- (d) Prior approval of the Head of Department is obtained on each occasion.
- (e) Concessions, if any, allowed by the Railways/Bus services should be availed.

### **Misuse of LTC**

**Misuse of LTC.** — 1. Disciplinary action will be taken and during its pendency—

- (a) The disputed claim will be withheld; and
- (b) Further LTC facility will not be allowed,

2. When disciplinary proceedings are over—

- (a) If found not guilty—
  - (i) the withheld claim will be admitted; and
  - (ii) any LTC facility fell due but not allowed will be allowed as additional set(s) in the future blocks of years irrespective of the provisions relating to lapsing of unavailed LTC. Such additional set(s) also should be availed before the date of superannuation.
- (b) If found guilty—
  - (i) The withheld claim will be disallowed;
  - (ii) next two sets—one to Home town and one to any place in India—will be forfeited; and
  - (iii) In case of grave misuse, the Competent Authority may disallow even

more than two sets; in addition to any penalty under disciplinary rules.

### **Encashment of EL during LTC**

**Encashment of earned leave while availing LTC** Will be admissible subject to the following conditions.—

1. Limited to 10 days of earned leave on one occasion and 60 days in the entire career.
2. Will be taken into account while computing the maximum admissible for encashment at the time of quitting service.
3. At least equal number of days of earned leave should be availed along with encashment.
4. The balance at credit should be not less than 30 days after deducting the total of leave availed plus leave for which encashment was availed.

### **12. Special Concession for those posted in N-E. Region, etc.**

**LTC to those posted in N.E. Region, A & N Islands and Lakshadweep Islands and concession to travel by air**

## **10. QUARTER ALLOTMENT RULES**

### **PROCEDURE FOR ALLOTMENT OF RESIDENTIAL QUARTERS IN ORDNANCE AND ORDNANCE EQUIPMENT FACTORIES.**

Quarters have been specially constructed in Ordnance Factory Estates for providing Residential accommodation to their employees and to those of allied establishment of Defence Services. Rules for regulating allotment of quarters have undergone changes from time to Time and presently allotment of quarters is governed by detailed procedure notified in SRO No.57 of 20.4.1993

#### **1. DEFINITIONS**

(a). "Allotment" means grant of license to occupy a residence.

(b). "Allotment Authority" is General Manager or Admin. Officer specifically authorised by General Manager.

(c) "Emoluments" means basic pay and stagnation pay.

(d) "Flat Rates" of license fee has been fixed on the recommendation of 4<sup>th</sup> Pay Commission.

No. additional charges are payable for conservancy. Once in three years flat rate of License fee is revised.

"Priority date" - date from which an Officer has been continuously drawing pay in the range relevant to a particular type. Relative priority dates should be assessed with

reference to actual dates of drawl of pay at the minimum in the particular pay range.

"Subletting" includes sharing of accommodation by an allottee with another person with or without payment of rent by such other person.

#### **Rates of license fee affective from 1.9.1996**

<b>Type of Quarters</b>	<b>Flat rate of L.F</b>	<b>w.e.f 01/07/04</b>	<b>Living area in Sqm</b>
Type I 30	Rs. 67/- p.m	Rs. 80/- p.m	Upto
Type II 26.5 to 40	Rs.120/-p.m	Rs. 143/- p.m	
Type III 34.5 to 55	Rs.181/-p.m	Rs. 217/- p.m	
Type IV to 75	Rs.245/-p.m	Rs. 293/- p.m	59

Type V Beyond 106	Rs. 527/-p.m	Rs. 632/- p.m
Type VI upto 159.5	Rs. 645/- p.m	Rs. 773/- p.m
	Rs. 30/- for servant	Rs. 36/- p.m
	Rs. 18/- for garage	Rs. 22/- p.m

### **Priority Of Allotment Of Quarters For Employees Belong To Common Services**

In case of house owing officers at their place of duty, two times or three times of Licence fee will be recovered depending upon income from their own house. Priority of allotment to common essential services such as Personnel of Fire Fighting, Security, Medical, Elec. And mechanical maintenance, telephone maintenance, Teachers will be made. A reasonable quota of quarters will be earmarked for such personnel. Administrative allotment of PA to GM and Cashier is provided for. Quota will be decided for each allied establishment in the station. Other quarters will be allotted to employees based on priority dates.

### **Eligibility for allotment of residences**

Type of residence	Category of officer or his monthly basic pay on the first day of the allotment year in which the allotment is made
Type I	Less than Rs. 3050/-p.m
Type II	Less than Rs.5500/-p.m but not less than Rs.3050/-p.m
Type III	Less than Rs. 8500/-p.m but not less than Rs.5500/-p.m
Type IV	Less than Rs.12000/-p.m but not less than Rs. 8500/-p.m



<u>Event retention</u>	<u>Permissible period of residence.</u>
(i) Resignation/dismissal or removal from service or unauthorised absence without permission	1 month
(ii) Retirement or Terminal & another 2 months on	2 months on normal licence fee double normal licence fee.
(iii) Death of the allottee not	2 years if the deceased or his/her dependent does own a house at the last station.
(iv) Transfer to another station	2 months
(v) Leave (other than leave	For the period of leave but not Preparatory to retirement exceeding 4 months
(vi) Leave on medical grounds	Full period of leave
(vii) Transfer during the middle of the academic year of their children	Upto six months beyond the permissible period of two months or till the end of the School or college academic year of Children whichever is earlier.
(viii) Retirement before the end of the academic year Upto six months beyond the	

or serious illness in the family

permissible period of two months or till the end of School or college academic year of their children whichever is earlier on payment the assessed rent.

( The rental liability will be as follows )

- |                |                                   |
|----------------|-----------------------------------|
| First 2 months | - Normal rent/standard rent       |
| First 6 months | - Double the normal/standard rent |
| Thereafter     | - market rent                     |

**Change of residence.**

In case of change of residence, he may retain the former residence without payment of license fee for that day and the subsequent day for shifting.

Not more than one change is permissible in respect of one type of residence allotted to the officer, permission for mutual exchange of quarter may be granted if both the officers are reasonably expected to be on duty at the same station and to reside in their mutually exchanged residence at least six months from the date of approval of such exchange.

**Allotment to certain relations in certain cases:-**

When a Government servant who has been allotted Government Accommodation retires or is boarded out from service or dies while in service, his/her son, daughter, wife husband or any other relation who is already serving in the estt. or who is given employment in that establishment on extreme

compassionate grounds be allotted Government accommodation provided the said relation has been sharing accommodation with such employee for atleast six months.

**Dequartering :-**

Without prejudice to existing rules and instructions on the subject, following are a few reasons arrived at for canceling of a quarter and dequarters occupants:-

1. Violation of Estate peace and discipline by himself or by his family members.
2. If the allottee and his family do not personally reside in the allotted quarter and he sublets it to or unauthorisedly shares it with any one else.
3. Violating the norms of public morality, decency and sense of honor whether within or outside the Estate.
4. Rearing or keeping any cattle or pet animals, birds or other live stock in his quarter without the permission of the Management, or allowing them to stay in the premises of his quarter.
5. Doing any act causing disturbance, nuisance or harm to the neighbors.
6. Utilising the quarter or allowing it to be utilised by others for a purpose other than the bonafide use of it for residential purposes by the allottee and his family members.
7. Unauthorised mutual change of quarter.
8. Carrying out any addition/alteration/modification of any structure/fitting, however trivial, kuchcha or pucca without the written permission of Management.

9. Tampering with the permanent/temporary inventory/fittings/appurtenances of any quarters or damaging them.
10. Not maintaining proper cleanliness, sanitation and hygiene of the quarter and surroundings, improper and objectionable disposal of garbage and other refuse.
11. Not maintaining peaceful and cordial relations with other Estate residents.
12. Any indisciplined or insubordinate behavior at any place or time.
13. Using the address of the quarter for any political, social, cultural or commercial purpose or advertisement.
14. Storing water on the terrace of the quarter
15. If license fee and other allied charges, barrack damage charges and local taxes, any compensation for damage fall in arrear due to the long absence of allottee or any other reason ascribed to him.
16. Tampering with wirings, fittings, attachments, connections, meters or damaging or unauthorisedly extending or diverting them.
17. Deliberately furnishing incorrect information/facts with a view to securing the allotment of any quarters.
18. In case of any damage, destruction or deterioration of the quarter or its fittings or any other Govt. property in the estate beyond normal wear and tear, necessary recoveries will be effected from the allottee.

## 11. EVICTION PROCEDURE

### EVICTION OF UN-AUTHORISED OCCUPANTS FROM PUBLIC PREMISES:

Allotting authority is empowered to cancel allotment of residences for breach of terms and conditions on which such allotments was made, and for other various reasons such as officers to whom the residence has been allotted un-authorisedly sublets or uses the residence for other purposes or tampers with electric or water connection or conducts himself in a manner which in the opinion is prejudicial to the maintenance of harmonious relations with the neighbors or has knowingly furnished incorrect information with a securing the allotment or and after the permissible periods of retention of residences is over.

- 2) After cancel the allotment in case the officer does not vacate and hand over vacant possession of quarters, government has made statutory rules for resorting to eviction of occupants from government quarters. The Public Premises (Eviction of unauthorised occupants) Act 1971 and rules made there under and as amended from time to time are relevant, salient features of the act are given below :
  - a) "Estate Officer" means an officer appointed as such by the central government under section 3 of the act.
  - b) "Premises" means any land or any building or part of a building and included garden, grounds and out houses and fittings affixed to such building.
  - c) "Public Premises" means any premises belonging to central government and including any such premises which have been placed by government.
  - d) "Un-authorised Occupation" in relation to any public premises the occupation by any person of the public premises without authority for such occupation

and includes the continuance in occupation by any person of the public premises after the authority under which he was allowed to occupy the premises is over.

## **APPOINTMENT OF ESTATE OFFICER**

The central government may by notification in the official gazette appoint such persons being gazetted officers of government or of the Govt. of any union territory or officers equivalent rank of the statutory authority to the estate officers for the purpose of this act and define the local limits within which the categories of public premises in respect of which the estate officer shall exercise the powers conferred and perform the duties imposed on estate officer by or under this act.

## **STEPS INVOLVED FOR EVICTION FROM PUBLIC PREMISES**

a) Issue of notice to show cause against order of eviction:-

- 1) if the estate officer is of opinion that any person are in unauthorised occupation of any public premises and that they should be evicted, the estate officer shall issue in the manner here in after provided a notice in writing calling upon all person concerned to show cause why an order of eviction should not be made.
- 2) The notice shall specify the ground and require all persons show cause against the proposed order with seven days notice and to appear before the estate officer on specified date.
- 3) The estate officer shall cause the notice to be served by having it affixed on the outer door or some other conspicuous part of the public premises.

b) Issue of eviction order for vacating public premises:-

- 1) After considering the cause if any shown by any person in pursuance of a notice referred to above; if the estate officer is satisfy that the public

premises are in unauthorised occupation, the estate officer shall make an order of eviction, for reasons to be recorded there in directing that the public premises shall be vacated on such date as may be specified in the order by all persons who may be in occupations.

2) The order of eviction will be affixed on the outer door or some other conspicuous part of the public premises.

3) Eviction of un-authorized occupants :-

1) If any person refuses or fail to comply with the orders of eviction within 15 days of the date of its publication the estate officer or any other officer duly authorised by the estate officer in this behalf evict that person from and take possession of public premises and may for that purpose use such force as may be necessary.

2) The estate may by order remove or cause to be removed the building or other structure of fixture from the public premises and recover the cost of such removal from the person aforesaid as an order of loud revenue.

**DISPOSAL OF PROPERTY LEFT ON PUBLIC PREMISES BY UN-AUTHORISED OCCUPANTS**

1) The estate officer after given fourteen days notice to the persons from whom possession of the public premises has been taken and after publishing the notice in atleast one news paper having circulation in the locality remove or cause to be removed or dispose of by public auction any property remaining in on such premises.

2) The above any property which is subject to speedy and natural decay the estate officer after recording such residence as he may think fit cause such property to be sold or otherwise disposed of in such manner as he may think fit. The proceeds are to be adjusted against dues to government and balance amount is payable to concerned individuals.

## APPEAL

An appeal shall lie from every order of the estate officer made in respect of any public premises under relevant sections of the Act to an appellate officer who shall be the district judge of the district in which the public premises are situated or such other judicial officer in that district of not less than ten years.

## RECOVERY OF RENT ETC. AS AN ARREARS OF LAND REVENUE

If any person refuses or fails to pay the expenses or arrears of rent payable the estate officer may issue a certificate for the amount due to collector who shall proceed to recover the same as an arrear of land revenue.

## **12. CASH DRILL PROCEDURE**

### **INTRODUCTION**

Drill for the counting of cash and the maintenance of cash book ordnance, leather & clothing factories is detailed in the following. It has been divided in to the following sections:-

- SECTION A. GENERAL PRINCIPLES
- SECTION B. MAINTENANCE OF CASH BOOK
- SECTION C. RECORDING ENTRIES IN CASH BOOK
- SECTION D. MONTHLY CLOSING OF CASH BOOK
- SECTION E. NATURE OF PAYMENTS DEALT WITH
- SECTION F. PROCEDURE FOR OBTAINING THE REQUIREMENT OF CASH.
- SECTION G. ACCOUNTING OF CONTINGENT EXPENDITURE.
- SECTION H. AUDIT OF CASH BOOK.
- SECTION I. HANDING AND TAKING OVER OF CASH.

The procedure laid down in this drill is supplementary to amplification of the rules on the subject and nothing in it will help to supersede any of the standing rules or regulations orders of the government of India with which it may be at variance.

Accounts officer in the drill means the accounts officers to the factory unless otherwise stated.

### **SECTION 'A' - GENERAL PROCEDURE**

1. The superintendent of the factory may delegate the duty of writing up the cash book (IAEO 1887) to any his Gazetted officers or to the cashier. He is not in any way relieved of financial responsibilities the delegation of duty (B.A.I rule no. 502).
2. The officer-in-charge cash will exercise direct Supervision of all money transaction and personality check and initial all eateries in the cash book on a day to day basis (rule 502 of BAI should be carefully studied). After he has verified that the cash vouchers are complete in all respect as required by the regulations particularly in regard to payees receipts vide DGOF No. 029/pl.3/a/(a) dated 8.9.54.

3. Every entry in the cash book will be in ink neatly and correctly to avoid corrections as far as possible and will be initialed by officer-in-charge, cash on a day to day basis. This initial will be placed directly in front of the 'total' columns.
4. All receipts and payments of money whether in coin, notes, Cheque bank Drafts & or must, without reservation and without any exception what so ever be posted in the cash book, the receipts being posted on the debit side and payment on the credit side. When cash is drawn in lump each transaction should be shown separately in the column. ('particulars').
5. Transactions occurring during the course of the day must be posted in the cash book on the same day. On no account they should be left for being posted in the cash book on subsequent days, except on the main day days for the non-industrial staff and industrial establishment. Payment to non-industrial staff and industrial establishment on the main pay days may be posted in the cash book on the following working day, before entering any transaction of the following day.
6. Cash received or realised in satisfaction of government (such as recovery for house rent or sale of timber fire and coal etc. Conservancy tax etc) should be remitted into the treasury at the very first opportunity on a receivable order and on no account will such realisations be utilised or spot on any purpose what so ever.

The term 'at the very first opportunity' mentioned above implies that all money due to be remitted, should be remitted into the government treasury once a week. If, however, an opportunity for such remittances to the treasury should arise earlier, even before the expiry of the stipulated period of a week, remittances should be arranged earlier.

7. Sums drawn should be utilised only for the purpose for which money have been drawn e.g. an amount drawn for the purpose of payment to etc should

be used for payment of etc only and not for payment the permanent establishment or for any other payment (F.R. Part ii rules i).

8. Sums drawn for a specific purpose but not subsequently required that purpose must be remitted into the treasury on a receivable order to the credit of the government.
9. No money will be billed for from the accounts officer unless required for immediate use. Similarly no money should be drawn for the factory's current account unless there is immediate prospect of its disbursement. It is essential that the each in hand with the cashier is the factory should be kept down to the minimum consistent with meeting accrued claims in a reasonable time.
10. All payments for above Rs. 20/- should be stamped with an Anna revenue stamp (the cost of the stamp being borne by the payee) except those which are exempted vide rules 42 and 35, F.R. Part I I
11. Money remitted by money order should be entered in a money check register IAFZ –2067 where in the money order receipt and the postal acknowledgment should also be posted vide rule 19-III(b) F.R. Part ii. The posting in this money order register does not avoid the necessity for posting such a payment in the cash book and the entry in the money order check register should be cross linked by voucher number with the entry actually making the payment in the cash book.
12. For all recoveries in cash the payee should be granted a receipt of I.A.F.A – 175 and the counterfoil in the receipt both retained for accounting and audit purpose (F.R. Part ii rules 5 all blank receipts books (I.A.F.A -175) should be kept in the safe custody of the cashier. The receipt book will be issued to the cashier according to serial nos. And the issues should be recorded and receipted for by the cashier.

13. Vernacular receipt signatures other than signatures in Hindi vide DGOF No. 878/A/A, dt. 7-5-56 on bills, vouchers etc., must be transliterated and thump impressions duly attested by disbursing officer and not by subordinates. The acquittances are to be signed in ink.
14. Private deposits are not to be kept in the treasure chest. 14.A The rules contained in rule 71 F.R. Part ii should be strictly observed in the preparation of all bills and vouchers.
15. At The Time Of Disbursement, Deductions Should Be Made From Individuals Concerned For Changes Affecting Their Salary, Which May Have Been Notified After The Submission Of The Bill.
16. In the cases of disbursement of pay and allowances to permanent and temporary establishment, acquaintance should be taken on the pay bill.
17. A summary showing the total amount disbursed on different dates will be recorded on the pay bills and attested by an officer.
18. Amounts remaining undisbursed which may be due to absence, discharge etc. of the payee till be paid into the Treasury on a receivable order to the credit of the CA & A before the last day of the month without fail or should invariably be credited through the next pay bill, in respect of permanent and temporary Estt. Unless it is definite period. In such cases the required amount may be retained and shown in the balance sheet as a liability. In any case the undisbursed amount will not be carried over beyond the end or the following month.
19. Amounts subsequently required for payment of the absentees, Whose dues were credited to Govt. may be drawn from the C.A.F.A. on the submission of bill where in the treasury receipt or bill through which the undisbursed amount was credited and the member of the forwarding letter with which the treasury receipt or bill was sent to the Accounts officer should be quoted.

20. Payment of permanent staff and T.E. will be made on the first working day of the month and absentees will be paid on dates fixed from time to time.
21. Payment to, E.T.A. will be made on a convenient day not later than the 7<sup>th</sup> of month where the member of ET as does not exceed 1000 and not later than the 10<sup>th</sup> of the month where in number of ETAS and 27<sup>th</sup> of the each month and if any of these days falls on a Sunday or a holiday payment will be made on the following working days except in so far as the provision para 20 may require. The days of absentee payment in a month shall be published in a factory order at least 3 days before the date of actual payment.

### **DISBURSEMENT OF WAGES TO E.T.A**

- (a) All check rolls should be received by the cash action from Accounts Officer on the stipulated dates.
- (b) A statement of the amount due on each check roll should be completed by the cash section staff and entered in a separate register. This will be checked with a similar statement over separately in a sealed cover by the Accounts / section to the Officer -in-charge cash. This register may be checked by the cashier with the accounts requisition by the men whose duty it is actually to pay out the amount in the check roll.
- (c) An receipt in writing are to be taken by the cashier from the clerk or Asstt. cashier to whom cash is entrusted for disbursement shall not be of a rank below permanent and quasi—permanent clerks (including LDS's ) or LDC's with not less than 5 years service.
- (d) An account is to be rendered by the clerk concerned stating the amount hand over, disbursed and balance in hand which is to be returned to the cashier for which a note will be expired the clerk on the original receipts referred to at ( c ) above the cashier will make a similar entry in the register mentioned.

(e) (i) The Clerk / Clerks who are responsible for the actual preparation of the acquaintance rolls must not have anything whatever to do with the actual physical disbursement of wages i.e. the clerk/clerks will not touch any cash being prepared for payment nor will they be present at the time of payment.

(II) The clerks preparing the acquaintance rolls in first place must have nothing whatever to do with the final balancing of the rolls after payment has been made.

(III) The Officer actually making the payment initials on the acquaintance rolls after each individual's item of Cash as this is disbursed and it must be thoroughly appreciated that the Officer who initials is himself personally responsible that the same of money said to have been disbursed as shown in the acquaintance rolls was actually disbursed to the individual whose name appeared on the rolls i.e. if payment is made to an individual said to be the same person whose name is shown opposite that payment and it afterwards transpired that such was not the case but that another person presented himself to obtain the payment, the officer initialing the payment is himself still responsible unless arrangements have been made for a responsible person present at the pay table to identify or recognize every person presenting himself for payment. At the time of disbursement to payment to E.T.A. in sections the head of the section and 3 to 4 of the senior member of the staff in that section including clerks are required to be present so that the actual payment is made at the speediest rate possible. Arrangements must also be made to have the E.T.A. in section lined up according to their personal tickets in the order of their serial number they can be paid. Any errors in payment can be detected if this practice is followed as it is possible to make enquiries on the spot from the men preceding and following the man to whom the wrong payment is alleged. For the purpose of identification, workers must show their identification tickets at the time of presentation of their personal pay ticket.

N. D. reference to 'officer actually making payment' in this rule may appropriately include a Non—Gazetted officer in conformity with the relaxation permitted in rule 42 F.R.I. Part II which lays down procedure for payment of wages to Industrial staff.

(IV) In view of (iii) above every payment will be made in the presence of an Individual to can identify each person paid and such a person responsible identification will sign at the end of the acquaintance rolls as having been present during the time payment were made. Normally at the pay table, on the ordinary paying out day to E.T.A. the section clerk or one of the old supervisors (not below supervisor 'B' grade) in the section should be present. These men normally should sign these acquaintance rolls as witnesses as they are in a position generally to identify the man in the section. In the case of absentee payment it is essential that the section clerk or supervisor with comparatively long service in the section is sent round with the claimants for absentee pay to the Cashier's office for identification of the men in his section.

(V) From the above, it will be seen that every time pay is disbursed there will be signature of :-

- (a) The Officer making the payment
- (b) The witness at the pay table
- (c) The responsible person who is present to identify to each person receiving Payment.

(VI) After the payments have been made on an acquaintance roll the following Entries will be made at the end of the roll.

**First Payment**

Cash drawn on for wages	Rs.
Paid out on	Rs.



(x) Advances drawn in excess of the actual requirements and not likely to be disbursed should be deposited into the Treasury to the credit of the C.A.F.A. as soon as possible.

(xi) The undisbursed amount of the advances, at the end of the month will be refunded into the Treasury and the treasury receipt along with D.C in the prescribed form supported by the request statement should be submitted to the Accounts Officer by the 5th of the sec month following that to which the disbursed relates (Factory Accounts Rules- 33)

### **DISBURSEMENT TO ABSENTEE WORKMEN**

(a) Immediately pay has been disbursed on a regular pay day, particulars of all absentees (i.e. personnel against whom the letter has been marked in the quittance rolls by the Disbursing Officer) will be entered in 1 to 4 of the Absentee Payment form introduced under this office, No.876/A/OFI2A, dated 5.8.47. Columns 4 should be totaled and checked against total undisbursed cash and the cash and the form is an and it able document which has to be retained for 35 years, it is most important that it should not be creased, crumpled etc. and a folder should not be used throughout in order to protect its cleanliness and conditions.

(b) The total amount of undisbursed wages transferred to the absentee payment register will be expressed in words as well as in figures and on the occasion of each payment it checked that the detail with upto the total as recorded above. This is essential to ensure accuracy and a check against alterations of the original figures.

(c) Payment subsequently made to such men will be recorded in the absentee register and the rules ordinarily applicable to E.T.A payment will be observed in the case of those arrears payment also.

(d) When all Payments on an absentee Payment sheet have been effected and audit has been completed the sheets, will be removed from te Absentee

payment register and affixed to the last page of the batch of acquaintance rolls to which they pertain.

- (e) Probable Cash Requirement for the payment of wage is submitted by the factory to the local Accounts officer in the first week of month following that to which the wages relate. On receipt of the same a Cheque for the amount is issued by the local account officer to the factory's bankers or in favour of the Superintendent. These Payment are treated as advances and are adjusted by means of disbursement certificates.

### **MISCELLANEOUS DISBURSEMENT**

- a) Payment of casual nature can be made as and when necessary. Money drawn for any purpose but not disbursed likely to be disbursed should be credited to the CAFA through Treasury receipt by the issue of a receivable orders for the amount and the Treasury receipt forwarded in adjustment to the CAFA through the local A.O. items remaining undisbursed and retained beyond the end of the Month in case there is hope of distributing it the subsequent month, must be distinctly shown in the monthly balance sheet of the Cash book on the Liability side. In case the payee subsequently turns up after the money has boon or credited to the Treasury the amount may be reclaimed from the Accounts Office in the manner laid down In para 19 above.
- b) As there are considerable remittances to the Treasury / Bank, a consolidated receipt of remittances made during a month night be obtained from the Treasury / Bank by the superintendent of the factory.

### **SECTION 'B' MAINTENANCE OF CASH BOOK**

1. The cash Book is to be maintained in from A.A.F.O 1807 (slightly modified to suit local condition). The manner in which the cash book has got to be ruled and posting have to be made and the instructions relating to the totaling and balancing of the cash book are set down in the explanatory notes and those should be studied carefully.

2. The existing Heads of Accounts in the cash book are as laid down in the annexure 'A' though changes can be made to suit conditions with the approval of the local Accounts Officer.
3. Entries on the debit and credit sides on any one page of the cash book should be for the same dates e.g. payments for the 10<sup>th</sup> of a month should be posted on the credit side of the Cash Book on which the receipts for that date appear on the debit side and vice versa.
4. The correctness of the entries in the cash Book should be verifiable at any time as the differences between the totals of Cash and Bank on the debit and credit sides will always be equal to the differences of the totals of the detailed headings on these sides.
5. Blank spaces should be ruled diagonally across the page the line starting from the right hand edge of the page on top and ending at the bottom left hand corner.
6. The balances as per Cash Book at the end of the day be checked and signed by the Cash Officer with the actual Cash in the rotary's Cash Book and / or safe.
  - a) Note: - It must be realised that the balance as per Cash Book on any day (including contingencies) but always agree with the actual cash and differences if any, which can be due only orders in posting the Cash Book or in receiving or paying money must be immediately reconciled. Disorpanceie4s must on no account be left over to be reconciled later. Any actual deficiency in Cash must be reported forth with to the superintendent who will take necessary action as required by regulations.
7. The entries in the Cash Book should be serially numbered (in the col. 'entry no. ' of the Cash Book) There being separate serial for the debit and

the credit sides and for each month those serial numbers should be entered on the bill, vouchers, Cheque slips etc. to which entry may be relate.

8. The bill or voucher number relating to each posting in the Cash Book must be posted in the col. 'Vouchers No' of the Cash Book.
9. Figures once written in the Cash Book must on no account be erased or over written. Incorrect entries If any should be neatly scored through and the correct figures written above it charge, Cash as close as possible on the left hand side of the now figure (F R part II-93).
  - a. Note: - Incorrect postings coming to light after a lapse of time (When corrections in the above manner may involve alteration of other figures) should be corrected by preparing adjustment vouchers by deductions from the head incorrectly posted and addition to the correct head both the entries appearing on the side (credit or debit) of the error. The adjustment vouchers should be signed by the officer-in-charge, Cash. No other adjustment in the Cash Book will be permissible with the exception of these entries supported by adjusted vouchers.
10. A balances sheet (statement of assets and liabilities) will be prepared monthly and recorded in the Cash Book at the end of the month. The a set side (which should on the right hand side of the balance sheet will show the unexpended balances) remaining in hand and the amount due from the Account Officer and the liabilities side (on the left-hand side) will exhibit what this unexpended balance consists of i.e. those items for which funds have been drawn but which have not been spend **(F.R. Part II rule 112 (IV))**
11. A reconciliation statement will also be prepared at the end of the month in order to reconcile the bank balance as per Cash Book with the balance

held in the bank at the credit of the Factory's account on that date (***F.R. part II Rule 112 (iv)***).

12. The superintendent will at the end of each month endorse the certificate in the cash book on the following line -

"Cash Counted and found to be Correct"

**SECTION 'C' - METHOD OF RECORDING ENTRIES  
(RECEIPTS & DISBURSEMENT ) IN THE CASH BOOK**

**Recording of Receipts:** - The following are ordinarily the receipt entries on the debit side of the Cash Book.

- (1) Cheque sent by the Account Officer to the Bankers.
- (2) Cash received from the Factory's Current account.
- (3) Realization of Govt. revenue such as house rent. Water tax cost of timber firework or coal etc, sold etc.
- (4) Deductions made from the establishment on account of absent without leave etc.
- (5) Miscellaneous receipts.

**The above are recorded in the Cash Book on the debit side as under -**

(I) Cheque sent by Accounts Officer for credit to the current A/C

(a) Accounts shown on Cheque slips received from the Accounts Officer or C.C.F.A are posted in the Cash Book immediately on receipt and then linked with the information received from the bank showing credits to the Factory current A/C.

(b) The amount shown on the cheque slip will be entered in the column for 'Total' 'Bank' and the appropriate head of account on the debit side of the Cash Book such as salaries and establishment E.T.A. contingency etc.) The number and date of the bill in payment of which the cheque is received will be entered in the column

'Voucher No.' and the number of the cheque with brief particulars in the 'Particulars' column. The Cash Book entry number should be noted on the cheque slip and the bill.

### **Receipt Of Cash From The Current Account**

- (a) Cash is drawn from the current account by means of cheques supplies by the bank under the signature of the Officer-in-Charge of the Factory.
- (b) The following entries will be made in the Cash Book in case of with drawl of Cash from the current account.

On the credit side— The amount Withdrawn will be entered in the bank column (as payment from bank) showing the cheque No. in the column (particulars)

On the debit side - The cash withdrawn and received will be entered in the cash column (as receipt of cash from the bank) and the relevant cheque no. and the purpose for which drawn will be entered in the Particulars column. For the purpose of cross inferences the Cash Book entry number of the credit side will also be noted in the 'Particulars' column on the debit side an advice versa

### **REALIZATION OF GOVT. REVENUE AND OTHER DEDUCTIONS AND MISC. RECEIPTS:**

These are received in cash. The recoveries are usually affected at the pay table from the individuals concerned. These will be posted in the Cash column on the debit side and will be extended the columns for appropriate head of account.

Any discrepancy found after an entry has already been made should be regularised by an adjustment voucher.

### **RECORDING OF PAYMENTS**

The following are ordinarily the payment entries on the credit side of the Cash Book:

-

- a) Withdrawals from the current account.
- b) Payments by cheques.
- c) Disbursements of claims in Cash.
- d) Payments into Treasury of Govt. dues

The above are recorded in the Cash Book on the credit side as under

- (i) Withdrawal from the current account— See Part 2 II (b) (I) above.
- (ii) Payment by cheques— The amount will deposited in Total and columns from the appropriate head of account. The Cash Book entry No. should be noted on the cheque and the voucher.

#### **DISBURSEMENT OF CLAIMS IN CASH**

(a) The daily disbursement will be deposited in the Cash Book on a day-to-day basis, on the credit side under column 'Cash' and also under the column for the appropriate head of account (such as S & E, E.T.A. contingency etc. as theories may ho). The cashbook & entry number should be noted on each voucher.

(b) When payments are made from the Imprest the expenditure for the day is posted on the credit side.

#### **PAYMENT INTO TREASURY OF GOVT. DUES ETC.**

**The recoveries and miscellaneous receipts should be paid into the Treasury to the credit of the appropriate Accounts officer viz. C.A.F.A. m F.C.M.A., Poona or the Accounts Officer for the transactions adjustable by the respective Officers at the earliest possible opportunity on receivable orders.**

**These remittances to the Treasury should be posted on the credit side of the Cash Book in the column 'Cash' or 'Bank' as the case may be and also in**

**the appropriate column which must be same as on debit side of the Cash Book in which, they were posted at the time of realisation.**

Note: The number and date of the Treasury receipt should be noted on the office copy of the receivable order and also in time Cash Book and the Treasury receipt forwarded to the accounts officer for adjustment.

Fines from workmen are recovered in cash. These recoveries should be brought on the Main Cash Book on the debit side under column 'Cash' and 'Fine Fund' and then charged off from that cash book by making similar entries on the credit side and brought on a separate fine fund account. The money should be lodged in a separate fine fund account kept in the bank.

The recording of all receipts and payments under the correct headings is of utmost importance. Every care must be taken to ensure correctness otherwise the balances under Cash Separately will not shown the true position.

### **SECTION 'D' - MONTHLY CLOSING OF THE CASH BOOK**

On the last day of the month after all entries in the Cash book have been made the Cash Book will be closed in the following manner -

**(a) Debit side:-** A line will ho draw, below the last entry on the debit side, each column will. be totaled and the total thus arrived at will be recorded in their respective columns below the line. Another line will be drawn below these totals and the Cash Book will be considered as closed so far as debit side is concerned and no further entry or correction will be possible.

**(b) Credit side:-**The balance, at the end of the month under each Cash Book heading i.e. (Bank, Cash, E. & E, E.T.A.) will be worked out and entered in the respective columns below the last entry for the month. A line will then be drawn below the balance so entered and the total for the whole month inclusive of the balance will be entered below the line and another line drawn below these totals indicating final closing for the month.

**(c)** The grand totals for the month as at (a) above should be equal to the similar totals at (b) if the cash book entries are correct.

**Note:** - The totaling on the Debit and the Credit sides must be done independently.

The balance at the end of one month appearing in the Credit side as per i (b) above must further be reconciled under -

- The balance in the Bank col. must be agreed with the Book or statement of balances sent by the Bank difference if any must be reconciled and a reconciliation statement recorded in the Cash Book vide para 2 Section 'B'.
- The balance in the Cash col. of the Cash Book represents actual cash with the Factory and the Superintendent of the Factory must ensure by actual count of the cash in the Cash Box and/or in the safe that the same agrees with Cash Book as balance referred to above.
- The balance shown on the credit side of the cash book should then be attested by the superintendent in taken of his having verified the same with the actual cash and the Bank Pass Book.
- The above balance on the credit side at the end of the month should be carried over to the next month on, the debit side their respective cols.) as the opening balance. Officer—in—Charge Cash will verify that these balances have been correctly brought forward, and then attest the opening entries is taken if his having done the verification.
- A balance sheet vide para 2 Section 'B' above will be prepared at the end of each month under the signature of the Officer—in—Charge, Cash. The Cash in hand and Bank as per balance sheet must agree with that arrived at and shown as at 1 (b) above.

## **SECTION 'E' NATURE OF PAYMENT DEALT WITH IN THE FACTORIES**

Ordinarily payments-from the factory cash are made on the following accounts -

1. Pay of permanent and temporary establishment through Pay Bills. (See paras 16 to 21 of section 'A').
2. Wages of workmen, through acquaintance rolls (See paras 22 of Section 'A')
3. Fund dues (consult the rules of the relevant funds).

4. Miscellaneous. Payments such as T.A. Advances and other payment of casual nature (see para 23 of Section 'A')
5. Contingencies (See Section 'C')

## **SECTION 'F' HOW FACTORIES OBTAIN REQUIREMENTS FOR CASH**

1. The C.A.F.A is the 'Paymaster' for Factories and requisitions for the Cash requirements are submitted to him.

NOTE: As a temporary measure the Account Officer attached to Factories have been authorized to issue cheques and consequently all claims (with certain exceptions much as withdrawals from funds, adjustment of claims of T.A etc. ) are Submitted to the Account Officer for provisional payment.

2. Payments by the Accounts Officer of C.A.F.A. are made by cheques payable to the Reserve Bank of India, the Imperial Bank of India, a Local Treasury, or as arranged for individual factories
3. Every cheque is supported by a 'Cheque Slip' which shows details of the bill etc. in payment of which the cheque is issued. One copy of the cheque slip accompanies Cheque and one copy is sent to the Factory.

## **SECTION 'G' - ACCOUNTING OF CONTINGENT EXPENDITURE**

1. Every factory is allowed a fixed amount of permanent and from which to defray its day to day miscellaneous expenses of the nature referred to in para 4 P&A. Regs. Part II.
- 2) The Imprest account is maintained in the Cash Book under Column 'Contingency'
- 3) **Cheques received from the C.A.F.A or A.O. in requirement of the Imprest are included in the main Cash Book on the debit side under Column. 'Contingency.'**

- 4) The detailed daily payment from the Imprest of the factory will be posted. in the. Cash Book under the appropriate Column.
- 5) If the Imprest runs short and in any case at the end of each month, bills will be submitted to the Local Accounts Office for requirement of the Imprest.
- 6) In the balance sheet of a factory the sanctioned amount of the Imprest will appear on the liability side and the balance of the Cash in hand and the amount spent but not yet recouped or bill submitted to the Accounts Officer but awaiting requirement on the assets side.

### **SECTION 'H' - AUDIT OF CASH BOOK**

1. The Cash account of the factory will be inspected monthly by the Factory Accounts Officer (F. R. Part II rules 112 (vi))
2. The Accounts Officer will count cash at the time of local audit and inspection not less than twice in the year.
3. Officer—in—Charge, Cash will arrange for every facility being given to the Accounts Officer for conducting the inspection.
4. Objection issued by the Accounts Officer will be replied to within 10 days of their receipt in the factory. In the case of objections, which are, accepted immediate steps will be taken by the Factory to rectify the defect.

### **HANDING AND TAKING OVER OF CASH**

The superintendent of the Factory will at the time of handing over charge of his office check the Govt. cash in his custody in company with the officer who relieves him (Regulation for the Army in India Rule 471)

1. The relieving Officer will record a certificate in the Cash Book as under“ Cash counted in..... and found to be Rs..... which agree with the Cash Book balance of date” (Regulation for the Army in India rule 471)
2. The certificate will be recorded on the disbursement (credit) side of Cash Book and any blank space between the certificate and the last entry in the Cash Book before recording the certificate should be ruled diagonally across the page.
3. Below the Certificate referred to in pars above the relieved and the relieving Officers will jointly sign the Cash Book in taken of their handing and taking was under—

Handed Over

Token Over—

Relieved Officer

Relieving Officer

4. Further entries in the Cash Book will commence to be made below the above Certificate blank space if any, being ruled as.
5. The reliving Officer will also satisfy himself that the Books are correct and complete and then sign a certificate (in duplicate) I.A.F.Z. –2031 ) (Regulation for the Army in India ).
6. The are procedure will be followed also be the Officer –In-Charge Cash or the Cashier at the tine of handing over charge of Officer.

## 13. GENERAL FINANCIAL RULES 1963

### INTRODUCTION

General Financial Rules 1963 are compilation of executive instructions. They were first compiled in 1937 by bringing together at one place the general provisions in the Book of Financial Powers, the Civil Accounts Code and various other orders and instructions of a general financial nature. These were subsequently revised and updated in 1963. These executive instructions are applicable in all Central Government Departments with exceptions as provided in the compilation itself. The Department may, however, issue departmental instructions, procedures, etc. to supplement the GFRs. In the matter of receipt, custody and disbursement of government moneys, the GFRs are Supplementary to the Treasury Rules and the Receipt and Payment Rules.

### CONTENTS

The **GFRs**, 1963 contain executive instructions of the Central Government relating to:

- Essential conditions governing expenditure from public funds.

- Cannons of financial propriety.
- General principles to be followed while concluding contract
- Powers to sanction
- Budgets to sanction
- Budget, grant and appropriation
- Establishment matters relating to alterations in the strength of the office date of birth etc.
- Contingent and miscellaneous expenditure
- Provision for purchase of Stores
- Grants-in-aid, loans etc.

Advances to the Govt. servants.

## **REVENUE AND RECEIPTS**

The various provisions of GFRs pertaining to revenue and receipts listed as follows:-

- All Govt. moneys shall be brought into Government accounts without delay. Government moneys include not only the due of the Govt. but also moneys received for deposit, remittance or otherwise.
- Govt. moneys will be credited to the head(s) of account as per the provisions of the Account Code, the Central Treasury Rules, the Receipt and Payments Rules or such other general or special orders as may be issued by the Government.

- It is the duty of the Controlling Officer to ensure that all moneys due to Government are regularly and promptly assessed, collected and credited to the Consolidated Fund or the Public Account..
- Departments concerned shall lay down detailed rule /procedures for assessment, collection, remission and abandonment of revenue.
- No Government due shall be left outstanding without sufficient reason. If such moneys are irrecoverable. orders of the competent authority shall be obtained for their adjustment.
- No money shall be credited as revenue by debit to a suspense head unless it is specially authorised by the competent authority.
- A credit to Govt. account as revenue must follow actual realization. Such credit should not precede actual realisation.
- The Controlling Officer responsible for the collection of revenue shall keep the Finance Ministry fully informed of the progress of collection of revenue under his control. He shall also keep the Finance Ministry informed of all important variations in such collections as compared with the budget estimates.
- Every authority which has powers to impose fines shall ensure that money (fine) is realised.

## **EXPENDITURE AND PAYMENT OF MONEYS**

The *GFRs* provide **essential conditions which must be satisfied while incurring expenditure from public moneys** These are

- Sanction of the competent authority must be obtained before incurring

expenditure or entering into any liability.

- Expenditure should be within the limits of the authorised grants of appropriation.
- Expenditure must be in public interest and upon objects for which the fund was provided.
- Apart from satisfying these conditions every officer incurring or authorising expenditure must observe the following standards of finance propriety.

### **CANNONS OF FINANCIAL PROPRIETY**

- 1** Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person or ordinary prudence would exercise in respect of his own money

[Catch word: **VIGILANCE**]

- 2** The expenditure should not be prima facie more than the occasion demands.

[Catch word: **ECONOMY**]

- 3** No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own

[Catch word: **MORALITY**]

- 4** Expenditure from public moneys should not be incurred for the benefit of a particular person or a section of the people, unless-

(1) a claim for the amount could be enforced in a court of law.

**OR**

(2) The expenditure is in pursuance of a recognised policy or custom,

[Catch word: **EQUALITY**]

- 5** *The amount of allowances granted to meet expenditure of a particular*

type should be so regulated that the allowances are not on the whole a Source of profit to the recipients.

[Catch word: ***ECONOMY & MORALITY***]

- 6**     *The responsibility and accountability of every authority delegated with financial powers to procure any item or service on Government account is total and indivisible. Government expects that the authority concerned will have the public interest uppermost in its mind while making a procurement decision. The responsibility is not discharged merely by the selection of the cheapest offer but must conform to the following yardsticks of financial propriety:*
- 1)**     Whether the offers have been invited in accordance with rules and after allowing a fair and reasonable procedure in the prevailing circumstances.
  - 2)**     Whether the authority is satisfied that the selected offer will adequately meet the requirement for which it is being procured.
  - 3)**     Whether the price on offer is reasonable and consistent with the quality required.
  - 4)**     Above all, whether the offer being accepted in the most appropriate one taking all relevant factors into account and in keeping with the standards of financial propriety.
  - 7)**     Wherever called for, the concerned authority must place on record in precise terms, the considerations which weighed with it while taking the procurement decision.

[Catch word: ***ACCOUNTABILITY or COMMERCIAL***]

## 14. Rules Relating to Government Contracts

**Contract** is a written agreement between two and more parties on the terms and conditions specified therein.

Government enters into various types of contracts with various firms and persons for

Purchase of Stores

Execution of works

Hiring of Services etc

It is a legal document under article 299 and 300 of the Constitution, where by the Government may sue the other party or be sued, in case of breach of Contract.

### **Mandatory conditions**

The President should be made a party to every contract of the Govt.

It shall be signed by the authority directed or authorised by *the president* under Clause I of Article 299

The words '**for and on behalf of the President of India**' should follow the designation appended below the signatures of the officer executing the contract.

### **Powers :**

The limitations upon the powers of subordinate authorities, the conditions under which such powers should be exercised and the general procedure prescribed with regard to Various classes of contracts, such as calling for and acceptance of tenders, etc., are laid down in Rule 21 of the Delegation of Financial Powers Rules, 1978 and the appropriate departmental regulations.

**Other conditions / Principles to be observed while entering into contracts:**

- Generally contracts should be placed only after tenders have been invited openly. However, where open tenders are not invited and purchase is effected by negotiation or limited tenders, the specific reasons for so doing should be recorded and approval of the competent authority taken in writing, unless such action is taken in accordance with any instructions issued by Government.
- In the case of purchase of plant and machinery and equipment from foreign countries, whenever practicable and advantageous, contracts should be placed only after global tenders have been openly invited.
- In selecting the tender to be accepted, the financial status of the individual and firms tendering must be taken into consideration in addition to all other relevant factors.
- Save in exceptional circumstances, no work of any kind should be commenced without prior execution of contract documents. Even in cases where a formal written contract is not made, no order for supplies, etc., should be placed without at least a written agreement as to the price.
- Standard forms of contracts should be adopted wherever possible. The alternatives used in the standard forms, which are not applicable, should be invariably scored out in consultation with Ministries of Finance and Law.
- In cases where standard forms of contracts are not used, legal and financial advice should be taken in drafting the contracts and before they are finally entered into.
- The terms of a contract must be precise and definite and there must be no room for ambiguity or misconstruction therein.
- No contract involving an uncertain or indefinite liability or any conditions an

unusual character should be entered into without the previous consent the Finance Ministry.

- Where escalation in respect of labour over-heads, customs duties, freight, raw materials, etc., is provided for in a contract, the basis for the calculation of the same should be clearly indicated.
- The question whether any sales tax, purchase tax, octroi, and terminal taxes and other local taxes and duties are to be paid and, if so, by which party, should be settled and cleared up before entering into any contract, involving transfer of movable property whatever its nature.
- **'Cost Plus' contracts should be avoided except where they are inevitable.**

**EXPLANATION – a "Cost Plus' contract means a** contract wherein the price payable for supplies or services under the contract is determined on the basis of the actual cost of production of the supplies or services concerned **plus** profit either at a fixed rate per unit or at a fixed percentage on the actual cost of production.

- While awarding contracts or entering into any agreements, full consideration should be given by the competent authority to the element of foreign exchange involved therein Subject to other conditions being equal, the offer involving the expenditure on foreign exchange should be preferred. Due consideration should also be accorded to a price preference in rupee expenditure where foreign exchange saving is found appreciable.
- Provision must be made in contracts for safeguarding Government property entrusted to a contractor and for recovery of hire charges if any, therefore.
  - a) The term of contract for the purchase of perishable stores should invariably include a (separate) 'warranty clause'.
  - b) It should be ensured that in all contracts where a warranty clause is

included, the position regarding delivery of goods in replacement of rejected ones is made clear beyond doubt by adding the words 'free of cost at the ultimate destination' after the words "by the purchaser" in the penultimate sentence of the said clause, where the incorporation of such a clause is not inconsistent with the other conditions of the contract.

- a) When a contract is likely to endure for along period or where the contract provides for a clear schedule for the fulfillment of the various stages of the contract, it should include a provision for unconditional power of revocation or cancellation at the discretion of Government at any time on the expiry of reasonable notice to that effect. The period of notice should not normally be longer than 6 months,
  
- b) All contracts should have a provision for recovery of liquidated damages for defaults on the part of the contractor, unless any special instructions are issued by the competent authority.
  
- Before entering into a contract or agreement, all pros and cons should be considered and validity of contractual document, should ensured. Effective administrative machinery should also *be* set up to keep a vigil on the performance of parties concerned.
  
- No work should be done under — an agreement/ contract beyond the date of expiry of its tenure. Wherever it is considered that the work has to be continued beyond the date of expiry of the tenure timely action should be taken for renewing the contract/agreement for the further period required, after a suitable review of the provisions of the old agreement/contract to see whether any modifications there in are required.
  
- The terms of a contract once entered into should not be materially varied without the previous consent of the authority competent to enter into contract as so varied. No payments to contractors byway of

compensation or otherwise, outside the strict terms of the contracts or in excess of the contract rates may be authorized without the previous approval of the competent authority.

4.19 Copies of all contracts and agreements for purchases of and above the value of Rs.50,000 and of all rate and running contracts entered into by civil Department of the Government, other than the Departments like directorate General of Supplies and Disposals, for which a special, audit procedure exists and statutory bodies like the Central Silk board, should be sent to the Audit Officer and / or the Accounts Officer, as the case may be.

## **FINANCIAL SANCTIONS**

### **Powers of various authorities in the matter of sanctioning expenditure**

#### **GENERAL:**

Financial sanctions are written expressions relating to the authorisation of expenditure from public funds.

Powers to issue financial sanction primarily vest in the ministry of Finance, However, for the expeditious discharge of public business powers to issue sanctions have been delegated to the administrative Ministries / Departments of the Central Govt., Administrations of the U.T.s, Heads of Departments and Heads of Office.

3. All financial powers not specifically delegated to any authority are called "Residuary Financial Powers" and vest in the ministry of finance.

4 Ministry of Finance also includes the Integrated Financial Adviser who may exercise all or any of the powers of the Ministry of Finance beyond those delegated to the Ministries / Departments, subject to the supervision by the Ministry of Finance and also subject to such general or special orders as may be issued in this behalf by that Ministry.

### **Limitations on Powers to sanction Expenditure**

Before sanctioning an expenditure from public funds it may be ensured that

- i) Public revenue is spent only on legitimate objects of public expenditure.
- ii) The authority sanctioning expenditure or advances is competent to do so by (a) the provisions of — law for the time being in force or (b) Delegation of Financial Powers Rules or (c) any other rules issued by or with the approval of the President or (d) special / general orders of the President or other competent authority.
- iii) Directions or stipulations for exercise of delegated or re-delegated powers are fulfilled.
- iv) In case of expenditure involving new principle or practice likely to lead increased expenditure in future prior consent of the Ministry of Finance is obtained

### **Communication of sanctions**

- i) All financial sanctions (e.g. payments of grant / loans to State Governments) issued by the Department of the Central Government which relate to the matters concerning the Department proper and on the basis of which payment is made or authorised by the Accounts Officer should be addressed to him in letter form. All other sanctions should be accorded in the form of an order which need not be addressed to him, but a copy thereof should be endorsed to the Accounts Officer concerned.

(Sanctions issued by the Departments of Central Government meant for attached / subordinate offices may also be issued in letter form addressed to the concerned office)

- ii) When sanction is issued after consulting other Ministry/ Department (e.g. Department of Economic Affairs incase of foreign exchange) same to be indicated.

- iii) If a financial sanction is issued with the concurrence of the Comptroller and Auditor General of India the fact should be mentioned therein.
- iv) All orders conveying sanction to expenditure of a definite amount or up to a specific limit should express the amount both in words and figures.
- v) All sanctions conveying grant of additions to pay (e.g. Special Pay Personnel Pay etc.) should contain brief summary of the reasons for the grant of such additions to pay, Reasons for grant of special concession /allowances may also be recorded if required under rules.
- vi) Orders sanctioning creation of posts should specify the date from which is it created and the duration of the post, if temporary. (Needless to say that the time scale of the posts with special pay, if any, attached to the post should also be indicated).
- vii) Copies of all general financial orders issued by the Departments of the Central Government may be supplied to the C&AG of India
- viii) Copies of all sanctions/orders, other than those of routine nature (e.g. grant of advances to Government servants, appointment/ promotion / transfer of officers, creation/continuation/abolition of posts, handing/taking over charge etc.) should be endorsed to the Audit Officer

### **Details of Budget Provisions**

All sanctions to expenditure shall indicate the details of the provisions in the relevant Grant /appropriation wherefrom expenditure is to be met including the details of Budget head under which the expenditure will be booked and also how the expenditure will be met (i.e. valid appropriation or re-appropriation). In case sanction is issued before funds are communicated it should be specified in the sanction that such expenditure is subject to funds being communicated in the relevant budget.

### **Effect of sanctions**

Unless otherwise specified in the order, the sanction will take effect from the date issue. In case of retrospective effect to sanctions relating to revision of pay or

grant of concessions to Government servants, prior consent of Ministry of Finance and /or Department of Personnel and Training (Estt. Division) may be obtained.

However, no expenditure can be incurred against a sanction unless funds are made available for the purpose by valid appropriation or re-appropriation or advance from Contingency Fund of India. Sanction for recurring expenditure becomes operative for the first year when fund are made available and remains effective for each subsequent year subject to appropriation in such years and also subject to the terms of sanction.

### **Lapse of sanction**

A sanction for any fresh charge shall unless specifically renewed, will lapse, if no payment is whole or part has been made during a period of 12 months from the date of issue. Followings are the exceptions to this general rule:-

- a) When period of currency of sanction is prescribed in departmental regulations or specified in the sanction itself it will lapse on the expiry of such period.
- b) When, there is specific mention in the sanction that expenditure will be met from budget provision of specified financial year, it will lapse at the close of that year.
- c) Incase of store purchase it shall not lapse if tenders have been accepted or indent have been placed on the C.P.O. within the period of one year of the date of issue of sanction even though the payment is made after the said period.