

23236735/ 23239437/23235733 23232701 23237721/ 23232317/23234116/ 23236351	 ज्ञान-विज्ञान विभूतये	Date of EC..... UNIVERSITY GRANTS COMMISSION BAHADURSHAH ZAFAR MARG NEW DELHI-110002 विष्णुविद्यालय अनुदान आयोग बहादुरशाह जफर मार्ग नई दिल्ली - 110 002
All communications should be addressed to the Secretary by designation and not by name		August, 2015

F.79-7/2013 (CU)

13 AUG 2015

The Registrar  
 University of Delhi  
 Delhi - 110 007.

**Subject : Transition from contributory Provident Fund to Defined Contribution Pension Scheme for the employees of Autonomous Bodies.**

Sir,

The undersigned is directed to enclose herewith a copy of O.M. No.1(2)/E.V./2007 dated 30<sup>th</sup> June, 2009 (copy enclosed) issued by the Ministry of Finance, Department of Expenditure regarding Transition from contributory Provident Fund to Defined Contribution Pension Scheme for the employees of Autonomous Bodies for compliance and necessary action.

Yours faithfully,

Encl: As above.

*Sd/-*  
 (Sushma Rathore)  
 Under Secretary

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NO. 1(2)/E.V./2007  
 Government of India  
 Ministry of Finance  
 Department of Expenditure

New Delhi, the 30<sup>th</sup> June, 2009

OFFICE MEMORANDUM

Subject: Transition from contributory Provident Fund to Defined Contribution Pension Scheme for the employees of Autonomous Bodies.

Proposals from various autonomous bodies are being received in the Ministry of Finance with the request for a shift from Contributory Provident Fund to CPF-cum-Pension Scheme or for creation of a Pension Fund in respect of employees who joined before 1-1-2004.

2. The employees of Autonomous bodies who have joined on or after 1/1/2004 have been already covered under the New Pension System (NPS). It has now been decided that these organization may also be permitted to shift to a defined contribution pension scheme i.e. NPS in respect of employees who have joined before 1-1-2004. The salient features of the scheme are as under:

- (i) The existing corpus of Contributory Provident Fund (both employees & the employers') would be moved over to the Trust Fund accounts under the New Pension Scheme.
- (ii) In order to facilitate the transition from Contributory Provident Fund to Defined Contribution Pension Scheme, the autonomous body would make, in addition, one time ex-gratia payment of 10% of the employers' contribution for each of the employees opting to switch over to the NPS.
- (iii) Recurring monthly contribution by employee @ 10% of Basic Pay + DA and a matching contribution by the Autonomous organizations @ 10% of Basic pay + DA would be payable. The employer's contribution would be made from the month the organization/employer shifts over to NPS and would be limited to 10% of Basic Pay + DA.
- (iv) The procedure for NPS would be identical to that presently applicable for employees appointed on or after 01-01-2004. In this context, PFDA may be consulted for further details on the implementation of the scheme. Reference is invited to our earlier OM No. 1(1)MEV/2008 dated 27th November, 2008 detailing the procedure for NPS in respect of employees of autonomous bodies appointed on or after 01-01-2004.
- (v) The employees recruited prior to 01-01-2004 may be given an option either to remain in the existing CPF scheme or move over to the NPS.

(Madhulika P. Sukul)  
 Joint Secretary (Pers)

To

All the Ministries/Departments.

F.No.20-25/2015- Desk-U(Coord.)  
Ministry of Human Resource Development  
Department of Higher Education  
Central University Division

Shastri Bhawan, New Delhi  
Dated the 04/09/2015

To

1. Registrars of all Central Universities
2. Secretary, UGC

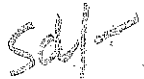
Sub: Submission of Immovable Property Return by the employees of autonomous and subordinate institutes/organizations in the Ministry of HRD.reg.

Sir,

I am to forward herewith a copy of OM No.C.34013/9/2015-Vig dated 13<sup>th</sup> August 2015 received from Vigilance Section on the above mentioned subject for necessary action at your end.

Yours faithfully,

Encl: as above

  
(Surat Singh)

Deputy Secretary to the Government of India  
Tele:23381695

C-34013/9/2015-Vig.  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Vigilance Section

Shastri Bhawan, New Delhi.  
Dated the 13<sup>th</sup> August, 2015

OFFICE MEMORANDUM

Sub: Submission of Immovable Property Return by the employees of autonomous and subordinate institutes/organizations in the Ministry of HRD.


The matter relates to submission of Immovable Property Return by the employees including faculty in all centrally funded autonomous institutions and the institutions on which Ministry has administrative jurisdiction.

2. Rule 18 (1) (ii) of the CCS (Conduct) Rules requires submission of Annual Property Returns by all Group "A" and "B" Officers in respect of immovable property by 31<sup>st</sup> January of each year. Normally, such a provision exists in all organizations even where they have their own conduct rules. As per guidelines issued by DOPT vide its Office Memorandum No. 11012/1/2007-Estt.A dated 27<sup>th</sup> September, 2011, vigilance clearance shall be denied to an officer if he fails to submit his annual immovable property return of the previous year by 31<sup>st</sup> January of the following year, as required under GOI decisions under Rule 18 of the Central Civil Services (Conduct) Rules, 1964.

3. All Institutes/Organization are required to circulate guidelines to all the Group "A" & "B" Officers regarding submission of IPR by 31<sup>st</sup> January. However, it has also come to notice that these guidelines are not circulated by the Institutes every year or circulated very late. Due to non-circulation of the guidelines by the institutes, officers do not submit their IPR or submit it late. This results in denial of vigilance clearance to these officers.

4. In view of the above, it is requested that following directions may be circulated to the Institutes/Organizations under respective Bureaus for strict compliance:-

- i. All Institutes/organizations in the MHRD should circulate, in the month of November/December, the guidelines regarding submission of IPR before 31<sup>st</sup> January of the year, to all the Group "A" and "B" officers of their organization.
- ii. All employees including faculty in all centrally funded autonomous institutions and institutions on which the Ministry has administrative jurisdiction would submit their Property Return latest by 31<sup>st</sup> January to the competent authority. The said authority would notify on their website the fact of submission of such Return by the employees and would also name the employees on the site who fail to submit the IPR.
- iii. Such employees including faculty who fail to submit their Property Returns within the stipulated time i.e. 31<sup>st</sup> January of every year, would be denied vigilance clearance in addition to take action under conduct rules applicable to them.
- iv. All Heads of Institutions would submit their Property Returns to the authority to whom he reports and a copy of said return to the Divisional Heads in the Department, who exercises the administrative jurisdiction over the Organization/Institution to facilitate the Divisional Heads to submit a certificate of timely submission of IPR while seeking vigilance clearance. The Bureau Head would also direct Divisional Heads in the Bureau to ensure that IPR submitted is notified on the website of the concerned Institute/organization.
- v. The Bureau Heads will issue necessary instructions to all Divisions in the Bureau for effective implementation of the above instructions.

  
(S.S. Sandhu)  
Joint Secretary & CVO

To

All Bureau Heads in the MHRD

No. M.11018/15/2015-CDN  
Government of India  
Ministry of Human Resource Development  
(Department of Higher Education)

Annexure No. ....  
Item No. ....  
Date of EC. ....

Shastri Bhawan  
New Delhi the 23<sup>rd</sup> December, 2015

OFFICE MEMORANDUM

It has been observed that the Higher Educational Institutions under the Government of India follow a practice of giving sitting fee allowance to the officials of the Ministry or attached institutions who are nominated as Government representatives in the governance structure of these institutions such as Board of Management, Board of Governors, Syndicate, Executive Council, Finance Committee, etc.)

2. Since the nominated officers are attending these meetings only in their official capacity as Government nominee/nominee of Secretary or on ex-officio basis, it may not be appropriate to receive sitting fee for doing routine official work.

3. In view of above, all the Bureau Heads in Department of Higher Education are requested to instruct all Higher Educational Institutions under their administrative control not to pay any sitting fee to such government servants. Further, for Government nominees attending meetings in private institutions (such as deemed universities etc), these institutions should be asked to remit the sitting fee amount (due to the Government nominees) in the Consolidated Fund of India.

4. This issues with the approval of the Secretary (Higher Education).

*sd/-*  
(Praveen Kumar)  
Joint Secretary (CDN)



University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi - 110002

Annexure No.....  
Item No.....  
Date of EC.....

No.F.9- 3/2010(PS/Misc)Pt. FI III

May, 2014

The Assistant Registrar  
Delhi University  
Delhi - 110007

- 5 MAY 2014

Subject : Clarification regarding whether a women faculty can be allowed to travel abroad/attend Conference or taking other kind of leave during her Child Care Leave Period- regarding.

Sir,

In continuation to our communication of even no. dated 13<sup>th</sup> March, 2014 on the above subject, kindly find enclosed a copy of an O.M. No.21011/08/2013-Estt(AL) of Ministry of Personnel, Public Grievances and Pensions, Dept<sup>o</sup> of Personnel & Training (Govt. of India), which contains inter-alia clarification regarding Child Care Leave.

Yours faithfully

Sd/-

(Reeta Goel)  
Under Secretary

Encl : As above.

No. 21011/08/2013-Estt(AL)  
Government of India/Bharat Sarkar  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
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Establishment (Leave) Section		
General entitlement of leave		
Sl. No.	Frequently Asked Question	Answer
1.	<p>What is the maximum period of leave of any kind which can be allowed to a Government servant?</p> <p>What is the impact if such limit is exceeded?</p>	<p>No. Government servant shall be granted leave of any kind for a continuous period of 5 years {Rule 12(1)}</p> <p>Normally, absence from duty, with or without leave, for a continuous period exceeding 5 years other than on foreign service, implies that such Government servant has deemed to have resigned from Government service. {Rule 12(2)}</p>
2.	<p>What are the leave entitlements of Govt. servants serving in a vacation Department?</p>	<p>The rule 28 of the <u>CCS (Leave) Rules, 1972</u> which came into effect from 1.9.2008 regulates the grant of Earned Leave for persons serving in the Vacation Department. The said rule provides for as follows:-</p> <p>(1) (a) A Government servant (other than a military officer) serving in a Vacation Department shall not be entitled to any earned leave in respect of duty performed in any year in which he avails himself of the full vacation.</p> <p>(b) In respect of any year in which a Government servant avails himself of a portion of the vacation, he shall be entitled to earned leave in such proportion of 30 days, as the number of days of vacation not taken bears to the full vacation: Provided that no such leave shall be admissible to a Government servant not in permanent employ or quasi-permanent employ in respect of the first year of his service.</p> <p>(c) If, in any year, the Government servant does not avail himself of any vacation, earned leave shall be admissible to him in respect of that year under rule 26.</p> <ul style="list-style-type: none"> <li>• For the purpose of this rule, the term 'year' shall be construed not as</li> </ul>

		<p>meaning a calendar year in which duty is performed but as meaning twelve months of actual duty in a Vacation Department.</p> <ul style="list-style-type: none"><li>• A Government servant entitled to vacation shall be considered to have availed himself of a vacation or a portion of a vacation unless he has been required by general or special order of a higher authority to forgo such vacation or portion of a vacation: Provided that if he has been prevented by such order from enjoying more than fifteen days of the vacation, he shall be considered to have availed himself of no portion of the vacation.</li><li>• When a Government servant serving in a Vacation Department proceeds on leave before completing a full year of duty, the earned leave admissible to him shall be calculated not with reference to the vacations which fall during the period of actual duty rendered before proceeding on leave but with reference to the vacation that falls during the year commencing from the date on which he completed the previous year of duty.</li><li>• As per Rule 29(1) the half pay leave account of every Government servant (other than a military officer) shall be credited with half pay leave in advance, in two instalments of ten days each on the first day of January and July of every calendar year. This is subject to conditions laid down in OM No. 13013/2/2008-Estt.(L) dated 11-11-2008.</li></ul>
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Leave Encashment with LTC		
Sl. No.	Frequently asked Questions	Answer
1.	Whether encashment of leave is allowed after LTC is availed?	Sanction of leave encashment should, as a practice, be done in advance, at the time of sanctioning the LTC. However, ex-post-facto sanction of leave encashment on LTC may be considered by the sanctioning authority as an exception in deserving cases within the time limit prescribed for submission of claims for LTC.
2.	Whether encashment of leave with LTC can be availed at the time when the LTC is availed by the Government servant only or can leave be encashed at the time when LTC is availed by family members?	Yes. A Govt. servant can be permitted to encash earned leave upto 10 days either at the time of availing LTC for himself or when his family avails it provided other conditions are satisfied.
3.	Whether leave encashment should be revised on retrospective revision of pay/D.A?	In terms of 38-A of CCS(Leave) Rules, encashment of EL alongwith LTC is to be calculated on pay admissible on the date of availing LTC and DA admissible on that date. If pay or DA admissible has been revised with retrospective effect, going by the rule the Govt. servant would be entitled to encashment of Leave on the revised rates.
4.	Whether encashment of Earned Leave and Half Pay Leave is admissible to industrial employees?	The industrial employees other than those under the cadre control of the Ministry of Railways, are entitled to encash both Earned Leave and Half Pay Leave, subject to overall limit of 300. The cash equivalent of Half Pay Leave shall be equal to leave salary admissible for Half Pay Leave plus Dearness Allowance admissible on the leave salary without any reduction being made on account of pension and pension equivalent of other retirement benefits payable. But no commutation of Half Pay Leave shall be allowed to make up for the shortfall in Earned Leave and these orders are effective from 07-11-2006. {OM No 12012/3/2009-Estt.(L) dated 28-12-2012}

Encashment of Earned Leave on joining Central Government from PSUs & vice versa		
Sl. No.	Frequently asked Questions	Answer
1.	Whether earned leave encashment allowed by the State Governments, PSUs, Autonomous Bodies to Govt. servant prior to his joining the Central Govt. is to be taken into account while calculating ceiling of leave encashment on his superannuation and retirement from Central Govt.?	Encashment of EL allowed by the State Governments, Public Sector Undertakings/Autonomous Bodies for services rendered therein need not be taken into account for calculating the ceiling of 300 days of Earned leave to be encashed as per CCS (Leave) Rules.
2.	Whether Leave encashment allowed by Govt. under CCS (Leave) Rules, 1972 on absorption in a Central autonomous body/PSU is to be taken into account?	Encashment of EL allowed by the Govt. under the CCS(Leave) Rules, 1972 for service rendered in the Central Govt. prior to absorption in Central autonomous body shall not be taken into account while calculating the number of days of E.L. encashable in an autonomous body/PSU for the post absorption period.
3.	Whether cash equivalent of leave salary in case of permanent absorption in PSU/Autonomous Body is permissible?	A Government servant who has been permitted to be absorbed in a Corporation/Company wholly or substantially owned or controlled by Central/State Government shall be <i>suo motu</i> granted cash equivalent of leave salary of earned leave at his credit on the date of absorption subject to a maximum of 300 days (being calculated as per provisions of rule 39) {Rule 39-D} Permanent absorption under the rule shall mean such appointment for which the Government servant applied through proper channel and resigned from Government service for taking up of such appointment – {Note below rule 39-D – Notification No. 13026/3/2011-Estt.(L) dated 28-03-2012}

Leave Encashment on Suspension/Dismissal/Removal		
Sl. No.	Frequently asked Questions	Answer
1.	Whether leave encashment can be sanctioned to a Govt. servant on his superannuation while under suspension?	Leave encashment may be allowed in such cases. However, Rule 39(3) of CCS (Leave) Rules, 1972 allows withholding of leave encashment in the case of a Govt. servant who retires from service on attaining the age of superannuation while under suspension or while disciplinary or criminal proceedings are pending against him, if in view of the authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion of the proceedings he/she will become eligible to the amount so withheld after adjustment of Government dues, if any.
2.	Whether leave encashment can be sanctioned to a Govt. servant on his dismissal/removal, from service?	A government servant, who is dismissed/removed from service, ceases to have any claim to leave at his credit from the date of such dismissal, as per rule 9(1). Hence he is not entitled to any leave encashment.

Interest on Leave Encashment		
Sl. No.	Frequently asked Questions	Answer
1.	Whether interest is payable on delayed payment of leave encashment dues?	No. There is no provision in the CCS (Leave) Rules 1972 for payment of interest on leave encashment.

Study Leave		
Sl. No.	Frequently asked Questions	Answer
1.	What is the maximum amount of study leave which can be availed?	The maximum amount of study leave for other than CHS officers is restricted to twenty four months during the entire service period and ordinarily it can be allowed for upto twelve months at a time. {Rule 51(1)}. For CHS officers the ceiling is for 36 months for acquiring PG qualifications. {Rule 51(2)}.
2.	Whether study leave can be clubbed with other leave?	Yes. Study leave may be combined with other kinds of leave, but in no case shall be grant of this leave in combination with leave, other than extraordinary leave involve a total absence of more than twenty eight months generally and thirty-six months for the courses leading to Ph.D. degree from the

		regular duties of the Government servant. (Rule 54)
3.	What is the validity period of bond to be executed by the Government servant while proceeding on study leave?	Government servant is required to execute a bond to serve the Government for a period of three years after expiry of study leave. For CHS officers the period is five years. (Rule 55).
4.	Whether a Govt. servant who has been granted study leave may be allowed to resign to take up a post in other Ministries/ Department of the Central Govt. within the bond period?	As per rule 50(5) (iii), a Govt. servant has to submit a bond to serve the Govt. for a period of 3 years. As the Govt. servant would still be serving Government in a Department other than parent Department, he may be allowed to submit his resignation to take up another post within the Central Govt. if he had applied for the post through proper channel.

#### Paternal Leave for Child Adoption/Child Adoption Leave

Sl. No.	Frequently asked Questions	Answer
1.	How is a child defined for the purpose of grant of Paternity Leave for Child Adoption/Child Adoption Leave	As per notes below rules 43AA and 43B "Child" for the purpose will include a child taken as ward by the Government servant, under the Guardians and Wards Act, 1890 or the personal law applicable to that Government servant, provided such a ward lives with the Government servant and is treated as a member of the family and provided such Government servant has, through a special will, conferred upon that ward the same status as that of a natural born child'.

#### Child Care Leave

Sl. No.	Frequently asked Questions	Answer
1.	Whether women employees of Public Sector undertakings/ Bodies etc. are entitled to CCL?	Orders issued by DOPT are not automatically applicable to the employees of Central Public Sector Undertakings/ Autonomous Bodies, Banks, etc. It is for the PSUs/ Autonomous Bodies to decide the applicability of the rules/instructions issued for the central Government employees to their employees in consultation with their Administrative Ministries.
2.	Whether Govt. servant can be permitted to leave station/go abroad while on CCL?	Child care leave is granted to a woman employee to take care of the needs of the minor children. If the child is studying abroad or the Government servant has to go

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	abroad for taking care of the child she may do so subject to other conditions laid down for this purpose.
3.	<p>What is the intention behind the instruction that CCL is to be treated like EL and sanctioned as such?</p> <p>The intention is that CCL should be availed with prior approval of leave sanctioning authority and that the combination of CCL with other leave, if any, should be as per the restriction on EL.</p> <p>The restriction of the limit of 180 days at a stretch as applicable in the case of EL will not apply in case of CCL.</p> <p>The other conditions like CCL may not be granted for less than 15 days or in more than 3 spells etc., will apply. {Rule 43-C}</p>
4.	<p>Whether child care leave has been extended to female industrial employees?</p> <p>Child Care leave has been extended to all civilian female industrial employees covered by the CCS(Leave) Rules, 1972 subject to the conditions provided in rule 43-C of the CCS(Leave) Rules, 1972, as amended from time to time. {OM No. 12012/2/2009-Estt.(L) dated 01-08-2012}</p>

**Commuted Leave**

Sl. No.	Frequently asked Questions	Answer
1.	<p>Whether commuted leave is admissible based on medical certificates of Hospitals/Medical Practitioner approved by the employer of the spouse in cases where the concerned employee has been allowed to avail such facilities from the employer of the spouse?</p>	<p>Leave on medical grounds may be allowed on the basis of certificates issued by Hospitals/Medical Practitioners approved by the employer of the spouse in such cases.</p>

		abroad for taking care of the child she may do so subject to other conditions laid down for this purpose.
3.	What is the intention behind the instruction that CCL is to be treated like EL and sanctioned as such?	The intention is that CCL should be availed with prior approval of leave sanctioning authority and that the combination of CCL with other leave, if any, should be as per the restriction on EL. The restriction of the limit of 180 days at a stretch as applicable in the case of EL will not apply in case of CCL. The other conditions like CCL may not be granted for less than 15 days or in more than 3 spells etc., will apply. {Rule 43-C}
4.	Whether child care leave has been extended to female industrial employees?	Child Care leave has been extended to all civilian female industrial employees covered by the CCS(Leave) Rules, 1972 subject to the conditions provided in rule 43-C of the CCS(Leave) Rules, 1972, as amended from time to time. {OM No. 12012/2/2009-Estt.(L) dated 01-08-2012}

Commuted Leave		
Sl. No.	Frequently asked Questions	Answer
1.	Whether commuted leave is admissible based on medical certificates of Hospitals/Medical Practitioner approved by the employer of the spouse in cases where the concerned employee has been allowed to avail such facilities from the employer of the spouse?	Leave on medical grounds may be allowed on the basis of certificates issued by Hospitals/Medical Practitioners approved by the employer of the spouse in such cases.

  
 (S. G. Mulchandaney)  
 Under Secretary  
 Tel:26164316

No. 31011/5/2014-Estt (A.IV)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Establishment A-IV Desk

Annexure No.....
Item No.....
Date of EC.....

North Block, New Delhi-110 001  
Dated: September 23, 2015

**OFFICE MEMORANDUM**

**Subject:- Procedure for booking of air-tickets on LTC- Clarification reg.**

The undersigned is directed to refer to this Department's O.M. No. 31011/4/2014-Estt.(A-IV) dated 19<sup>th</sup> June, 2014 which lays down that the Government employees are required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC' (to the extent IRCTC is authorized as per DoPT O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009) while undertaking LTC journey(s). Vide DoPT's O.M. 31011/5/2014-Estt.(A-IV) dated 24.09.2014, the web-portal of these authorized travel agents will also be treated as an acceptable mode for purchase of air tickets on LTC subject to the conditions stated vide Department of Expenditure's O.M. No. 19024/1/2012-E-IV dated 5<sup>th</sup> September, 2014.

2. It has been observed that various Ministries/Departments continue to send references to DoPT seeking relaxation regarding the booking of air tickets for the purpose of LTC from the travel agents not authorised by the aforesaid O.M.. In most of the cases, the common reason stated by the LTC beneficiaries is that they were not aware of the guidelines and inadvertently booked the tickets from other travel agents.

3. All the Ministries/ Departments are advised to ensure a wide circulation of the guidelines as stated in para 1 of this O.M.. This point may also be emphasized by the Administration whenever any advance is sought or intention to avail LTC is conveyed by the Government servant.

*sdl*  
(M.P. Rama Rao)

Under Secretary to the Government of India

To

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

No.22011/6/2013-Estt(D)  
 Government of India  
 Ministry of Personnel, Public Grievances and Pensions  
 (Department of Personnel and Training)

Annexure No. ....
State No. ....
Date of EC.....

North Block, New Delhi  
 Dated the 28<sup>th</sup> May, 2014

**OFFICE MEMORANDUM**

**Subject: - Eligibility of officers to be considered for promotion by DPC- Fixing of Crucial Date - Regarding.**

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The undersigned is directed to invite reference to the Department of Personnel and Training's Office Memorandum No. 22011/3/98-Estt(D) dated September 17, 1998 regarding subject mentioned above, which provides that the crucial date for determining eligibility for promotion in case of financial year-based vacancy year would fall on January 1, immediately preceding such vacancy year and in case of calendar year-based vacancy year also, the first day of the vacancy year i.e. 1<sup>st</sup> January itself would be the crucial date.

2. In case of financial year-based vacancy year, there is a clear gap of 3 months between the crucial date of eligibility and the date of commencement of vacancy year i.e. between January 1 and April 1. Due to this gap, for any such vacancy year, even if the Departmental Promotion Committee (DPC) meeting is held in time as per the Model Calendar, there is always a possibility of few officers not fulfilling the eligibility criteria as on the crucial date of eligibility, though they are fulfilling the same as on the date of commencement of the vacancy year.

3. The matter has been examined in consultation with Union Public Service Commission. It has been decided that the crucial date of eligibility shall be 1<sup>st</sup> April of the vacancy year in case of financial year based vacancy year i.e. where the Annual Performance Appraisal Reports (APARs) are written financial year-wise. In case of calendar year based vacancy year, i.e. where APARs are written calendar year-wise, the crucial date of eligibility shall remain as 1<sup>st</sup> January of the vacancy year. These instructions shall come into force in respect of vacancy year 2015-16 (financial year) commencing from April 1, 2015 and vacancy year 2015 (calendar year) commencing from January 1, 2015 and shall, accordingly, be applicable to all such subsequent vacancy years.

4. These instructions shall be applicable to all services/posts. All Ministries/Departments are requested to bring these instructions to the notice of all concerned including attached and subordinate offices.

  
 (Mukta Goel)  
 Director(E-I)

Tele. No. 23092479

**All Ministries/Departments of the Government of India.**



F. No. 42/06/2016-P&PW(G)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Pension & Pensioners' Welfare

3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi - 110003  
Date: 11 April, 2016

### OFFICE MEMORANDUM

**Subject: Grant of Dearness Relief to Central Government pensioners/family pensioners – Revised rate effective from 1.1.2016.**

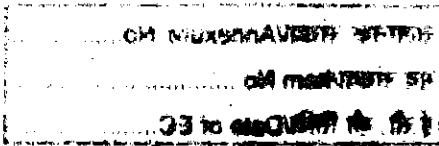
The undersigned is directed to refer to this Department's OM No. 42/10/2014-P&PW(G) dated 28<sup>th</sup> September, 2015 on the subject mentioned above and to state that the President is pleased to decide that the Dearness Relief (DR) payable to Central Government pensioners/family pensioners shall be enhanced from the existing rate of 119% to 125% w.e.f. 1<sup>st</sup> January, 2016.

2. These orders apply to (i) All Civilian Central Government Pensioners/Family Pensioners (ii) The Armed Forces Pensioners, Civilian Pensioners paid out of the Defence Service Estimates, (iii) All India Service Pensioners (iv) Railway Pensioners and (v) The Burma Civilian pensioners/family pensioners and pensioners/families of displaced Government pensioners from Pakistan, who are Indian Nationals but receiving pension on behalf of Government of Pakistan and are in receipt of ad-hoc ex-gratia allowance of Rs. 3500/- p.m. in terms of this Department's OM No. 23/1/97-P&PW(B) dated 23.2.1998 read with this Department's OM No. 23/3/2008-P&PW(B) dated 15.9.2008.

3. Central Government Employees who had drawn lump sum amount on absorption in a PSU/Autonomous body and have become eligible to restoration of 1/3<sup>rd</sup> commuted portion of pension as well as revision of the restored amount in terms of this Department's OM No. 4/59/97-P&PW (D) dated 14.07.1998 will also be entitled to the payment of DR @ 125% w.e.f. 1.1.2016 on full pension i.e. the revised pension which the absorbed employee would have received on the date of restoration had he not drawn lump sum payment on absorption and Dearness Pension subject to fulfilment of the conditions laid down in para 5 of the O.M. dated 14.07.98. In this connection, instructions contained in this Department's OM No.4/29/99-P&PW (D) dated 12.7.2000 refer.

4. Payment of DR involving a fraction of a rupee shall be rounded off to the next higher rupee.

Contd....



- 2 -

5. Other provisions governing grant of DR in respect of employed family pensioners and re-employed Central Government Pensioners will be regulated in accordance with the provisions contained in this Department's OM No. 45/73/97-P&PW (G) dated 2.7.1999 as amended vide this Department's OM No. F. No. 38/88/2008-P&PW(G) dated 9<sup>th</sup> July, 2009. The provisions relating to regulation of DR where a pensioner is in receipt of more than one pension will remain unchanged.

6. In the case of retired Judges of the Supreme Court and High Courts, necessary orders will be issued by the Department of Justice separately.

7. It will be the responsibility of the pension disbursing authorities, including the nationalized banks, etc. to calculate the quantum of DR payable in each individual case.

8. The offices of Accountant General and authorised Pension Disbursing Banks are requested to arrange payment of relief to pensioners etc. on the basis of these instructions without waiting for any further instructions from the Comptroller and Auditor General of India and the Reserve Bank of India in view of letter No. 528-TA, II/34-80-II dated 23/04/1981 of the Comptroller and Auditor General of India addressed to all Accountant Generals and Reserve Bank of India Circular No. GANB No. 2958/GA-64 (ii) (CGL)/81 dated the 21<sup>st</sup> May, 1981 addressed to State Bank of India and its subsidiaries and all Nationalised Banks.

9. In their application to the pensioners/family pensioners belonging to Indian Audit and Accounts Department, these orders issue after consultation with the C&AG.

10. This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their OM No. 1/1/2016-E.II(B) dated 07<sup>th</sup> April, 2016.

11. Hindi version will follow.

(Charanjit Taneja)

Under Secretary to the Government of India

To,

1. All Ministries/Departments of the Government of India/Chief Secretaries and AGs of all States/UTs.
2. Copy for information to Reserve Bank of India(RBI) and all authorized Pension Disbursing Banks.

Please visit this Department's website <http://pensionersportal.gov.in> for the orders on pension matters including above orders.

संलग्नक संख्या/Annexure No.....
नव संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

F. No. 42/06/2016-P&PW(G)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Pension & Pensioners' Welfare  
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3<sup>rd</sup> Floor, Lok Nayak Bhavan  
Khan Market, New Delhi - 110003  
Date:- 03<sup>rd</sup> May, 2016

**OFFICE MEMORANDUM**

**Subject:** Grant of Dearness Relief to CPF beneficiaries in receipt of ex-gratia payment w.e.f 01.01.2016.

In continuation of this Department's OM No. 42/10/2014-P&PW(G) dated 28<sup>th</sup> Oct, 2015, the President is pleased to grant the Dearness Relief at the rate of 5<sup>th</sup> CPC w.e.f. 1.1.2016 to the following :

(i) The surviving CPF beneficiaries who have retired from service between the period 18.11.1960 to 31.12.1985 and are in receipt of ex-gratia @ Rs.600/-p.m. w.e.f. 01.11.1997 under this Department's OM No. 45/52/97-P&PW(E) dated 16.12.1997 & revised to Rs.3000, Rs.1000, Rs.750 & Rs.650 for Group A, B, C & D respectively w.e.f 4<sup>th</sup> June,2013 vide OM No. 1/10/2012-P&PW(E) dtd 27<sup>th</sup> June, 2013 are entitled to Dearness Relief @ 245% w.e.f. 01.01.2016.

(ii) The following categories of CPF beneficiaries who are in receipt of ex-gratia payment in terms of this Department's OM No. 45/52/97-P&PW(E) dated 16.12.1997 are entitled to DR @237 % w.e.f. 01.01.2016.

(a) The widows and dependent children of the deceased CPF beneficiary who had retired from service prior to 1.1.1986 or who had died while in service prior to 1.1.1986 and are in receipt of Ex-gratia payment of Rs. 605/- p.m. & revised to Rs 645/- p.m with effect from 04<sup>th</sup> June 2013 vide OM No. 1/10/2012-P&PW(E) dated 27<sup>th</sup> June,2013.

(b) Central Government employees who had retired on CPF benefits before 18.11.1960 and are in receipt of Ex-gratia payment of Rs. 654/-, Rs. 659/-, Rs. 703/- and Rs. 965/-.

2. Payment of DR involving a fraction of a rupee shall be rounded off to the next higher rupee. In their application to the Indian Audit and Accounts Department, these orders issue in consultation with the C&AG

3. This issues as per Ministry of Finance, Department of Expenditure vide their OM No 1(4)/EV/2004 dated 25.05.2015 and OM No.1(3)/2008-E.II(B) dated 22.04.2016

4. Hindi version will follow

( Charanjit Taneja)

Under Secretary to the Government of India

To

- 1 All Ministries /Departments of the Government of India, C&AG of India.
- 2 Copy for information to Reserve Bank of India(RBI) and all authorized Pension Disbursing Banks.

Please visit this Department's website <http://pensionersportal.gov.in> for the orders on pension matters including above orders.

No. 38/37/08-P&PW (A)  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Pension & Pensioners' Welfare

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110 003.  
Dated the 06<sup>th</sup> April, 2016

**OFFICE MEMORANDUM**

**Sub:- Revision of pension of pre-2006 pensioners – delinking of revised pension from qualifying service of 33 years.**

The undersigned is directed to say that as per Para 4.2 of this Department's OM of even number dated 1.9.2008 relating to revision of pension of pre-2006 pensioners w.e.f. 1.1.2006, the revised pension w.e.f. 1.1.2006, in no case, shall be lower than 50% of the sum of the minimum of pay in the pay band and the grade pay thereon corresponding to the pre-revised pay scale from which the pensioner had retired. A clarification was issued vide DoP&PW OM of even number dated 3.10.2008 that the pension calculated at 50% of the minimum of pay in the pay band plus grade pay would be calculated at the minimum of the pay in the pay band (irrespective of the pre-revised scale of pay) plus the grade pay corresponding to the pre-revised pay scale.

2. Several petitions were filed in the Central Administrative Tribunal, Principal Bench, New Delhi inter alia claiming that the revised pension of the pre-2006 pensioners should not be less than 50% of the minimum of the pay band + grade pay, corresponding to the pre-revised pay scale from which pensioner had retired, as arrived at with reference to the fitment tables annexed to Ministry of Finance, Department of Expenditure OM No. 1/1/2008-IC dated 30<sup>th</sup> August, 2008. Hon'ble CAT, Principal Bench, New Delhi vide its common order dated 1.11.2011 in OA No.655/2010 and three other connected OAs directed to re-fix the pension of all pre-2006 retirees w.e.f. 1.1.2006 based on the Resolution dated 29.8.2008 of the Department of Pension & Pensioners' Welfare and in the light of the observations of Hon'ble CAT in that order.

3. Orders were issued vide this Department's OM of even number dated 28.1.2013 for stepping up of pension of pre-2006 pensioners w.e.f. 24.9.2012 to 50% of the minimum of pay in the pay band and grade pay corresponding to pre-revised pay scale from which the pensioner retired. Para 5 of this OM provides that in case the consolidated pension/family pension calculated as per para 4.1 of O.M. No.38/37/08-P&PW (A) dated 1.9.2008 is higher than the pension/family pension calculated in the manner indicated in the O.M. dated 28.1.2013, the same (higher consolidated pension/family pension) will continue to be treated as basic pension/family pension.

4. Subsequently, in compliance of the order dated 1.11.2011 of the Hon'ble CAT, Principal Bench in OA No. 655/2010, order dated 29.4.2013 of Hon'ble High Court of Delhi in WP (C) No. 1535/2012 and order dated 17.3.2015 of Hon'ble Supreme Court in SLP (C) No. 36148/2013, order were issued vide this Department's OM of even number dated 30.7.2015 that the pension/family pension of all pre - 2006 pensioners/family pensioners may be revised in accordance with this Department's O.M. No.38/37/08-P&PW(A) dated 28.1.2013 with effect from 1.1.2006 instead of 24.9.2012.

5. In accordance with the order issued in implementation of the recommendation of the 6<sup>th</sup> CPC, the pension of Government servants retired/retiring on or after 1.1.2006 has been delinked from qualifying service of 33 years. In OA No. 715/2012 filed by Shri. M.O. Inasu, a pre-2006 pensioner, Hon'ble CAT, Brnakulam Bench, vide its order dated 16.8.2013 directed that the revised pension w.e.f. 1.1.2006 under para 4.2 of OM dated 1.9.2008 would not be reduced based on the qualifying service of less than 33 years. The appeals filed by Department of Revenue in the Hon'ble High Court of Kerala and in the Hon'ble Supreme Court have also been dismissed. Similar orders have been passed by Hon'ble CAT/High Court in several other cases also.

6. The matter has been examined in consultation with the Ministry of Finance (Department of Expenditure). It has now been decided that the revised consolidated pension of pre-2006 pensioners shall not be lower than 50% of the minimum of the pay in the Pay Band and the grade pay (wherever applicable) corresponding to the pre-revised pay scale as per fitment table without pro-rata reduction of pension even if they had qualifying service of less than 33 years at the time of retirement. Accordingly, Para 5 of this Department's OM of even number dated 28.1.2013 would stand deleted. The arrears of revised pension would be payable with effect from 1.1.2006.

7. Ministry of Agriculture, etc. are requested to bring the contents of these orders to the notice of Controller of Accounts/Pay and Accounts Officers and Attached and Subordinate Offices under them for revising the pension of all those pre - 2006 pensioners who had rendered less than 33 years of qualifying service at the time of retirement in the manner as indicated above on top priority. Revised Pension Payment Orders in all these cases may also be issued immediately.

8. All pension disbursing offices/banks are also advised to prominently display these orders on their notice boards for the benefit of pensioners.

9. This issues with the approval of Ministry of Finance, Deptt. of Expenditure vide ID Note No. 2(9)/EV/2015, dated 15.3.2016.

10. Hindi version will follow.

Sd/-  
(Seema Gupta)  
Deputy Secretary to the Government of India

To

1. All Ministries/Departments of Government of India. (as per standard mailing list).
2. All SCOVA Members
3. All identified Pensioners Association

Copy to (i) NIC Cell for uploading on the website of the Department.  
(ii) AD (OL), DoPPW for Hindi Version

F.No. 03(1)/E-IIA/2017  
 Government of India  
 Ministry of Finance  
 Department of Expenditure  
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North Block, New Delhi  
 Dated 6<sup>th</sup> August 2014

## OFFICE MEMORANDUM

Subject: Purchase of Staff Cars by Ministries/Department – revision of guidelines reg.

This Ministry has been receiving requests from various Ministries/Departments for inclusion of new models of cars or alternatively to purchase certain vehicles for use as staff cars, in exception to the list of approved models of Staff Cars, since many of the approved cars are no longer under manufacture.

2. The matter has been examined by this Ministry in consultation with Ministry of Commerce. It has now been decided that models of cars with Net Dealer Price (NDP) of upto Rs. 4,75,000/- available in the DGS&D Rate Contract only shall be considered for purchase as staff car. The purchase may be made only through DGS&D rate contract mode. Accordingly, the Administrative Secretary in consultation with the Financial Advisor, may decide on the model based on parameters including price, availability, ease of maintenance, service facility in the specific location of the office, fuel economy, eco-friendliness, standardisation for large scale purchases, etc.

3. This supersedes previous instructions on models approved for use as staff cars.

4. Hindi version will follow.

Sd/-

(Anil Sharma)

Under Secretary to the Government of India

संलग्नक No. ....	Appendix-CXV (xiii)
मव संख्या/Item No. ....	
ई.सी. की तिथि/Date of EC. ....	

File No.17-1/2012-IC  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Book Promotion & Copyright Division  
\*\*\*\*\*

New Delhi dated the 31<sup>st</sup> December, 2015

Office Memorandum

Subject: Revised Norms for Creation, Continuation and Disbursement of Funds for MHRD IPR Chairs under the Scheme for Promotion of Copyright and Intellectual Property Rights – reg.

Please find enclosed herewith a copy of "Revised Norms for Creation, Continuation and Disbursement of Funds for MHRD IPR Chairs" under the Scheme for Promotion of Copyright and Intellectual Property Rights being run by the Ministry of Human Resource Development, Deptt. of Higher Education. The revised Norms shall be effective from the Financial Year 2016-17 (w.e.f. 1<sup>st</sup> April, 2016).

2. The revised norms are in supersession of norms circulated vide this Ministry's OM No 17-27/2001-IC dated 24<sup>th</sup> December, 2009.
3. The various institutes/universities where MHRD IPR Chairs are operational under the scheme may frame proposals in respect of the next financial year so as to reach this ministry latest by 28<sup>th</sup> January, 2016.
4. The receipt of this O.M. may please be acknowledged.

  
(Aparna Sharma)  
Joint Secretary and Registrar of Copyrights

F. No: 17-1/2012-IC  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Copyright Division  
\*\*\*\*\*

**REVISED NORMS FOR CREATION, CONTINUATION AND DISBURSEMENT  
OF FUNDS FOR MHRD-IPR CHAIRS (effective from financial year 2016-17 – w.e.f.  
1<sup>st</sup> April, 2016)**

The Ministry of Human Resource Development initiated action for establishment of IPR Chairs under the Scheme of Intellectual Property Education, Research and Public Outreach for development and growth of IPR education, research and training in the country. In the XII<sup>th</sup> Plan the Scheme has been renamed as Scheme for Promotion of Copyright and Intellectual Property Rights. The following norms are applicable to already existing and proposed MHRD IPR Chairs.

**1. VISION**

To enable creation of world class quality and diverse human resource in intellectual property rights in India to meet the emerging challenges of a dynamic knowledge society with a focus on requisite skill development for improving IP output and creation of IP assets.

**2. MISSION**

- (i) **Long Term:** Capacity Creation and Capability in IP management, enforcement, awareness, education, training and research through a multidisciplinary approach.
- (ii) **Short Term (Five Years):**
  - (a) Development of academic programs in IP education, research and training
  - (b) Creation of suitable course materials for educational institutions at all levels to emphasize the importance of IP rights, and online / distance learning modules for all categories of users.
  - (c) Providing a framework for analysing the impact of intellectual property in development initiatives.
  - (d) Dissemination and sharing of knowledge and information, and
  - (e) Engaging communities and stakeholders through outreach programmes and workshops.
  - (f) Actively contributing to the nationwide campaign to create public awareness about the benefits of IP



3. The Ministry of HRD, as per these norms, may set up IPR Chairs in Central and State Universities, National Law Universities, IIMs, IITs, IIITs, NITs and other reputed Central or State technical institutes or autonomous institutes involved in research and promotion of Intellectual Property Rights.

4. **PATTERN OF ASSISTANCE TO IPR CHIARS**

4.1 **Organizational Set up**

Each existing and the proposed IPR Chair will have one Chair Professor, two Research Officers/Assistants.

4.1 **RECURRING EXPENDITURE:**

4.1.1-A. **MHRD IPR Chair Professor:**

No chair would have more than one Chair Professor or Coordinator/IP Specialist, who will be appointed either by selection or by invitation on the recommendation by the Search Committee. Chair Professor shall be appointed for a tenure of 5 years. A 4-member Search Committee will be constituted by the Vice-Chancellor of the University / Director of the Institute for selection/invitation/ extension of tenure. One member of the Search Committee will be co-opted from the Ministry of HRD. The appointment of MHRD IPR Chair Professor / Coordinator / IP Specialist has to be finally approved by Ministry of HRD and he/she shall not be removed without proper justifications and seeking prior concurrence of the Ministry of Human Resource Development.

(a) **Qualification and Experience:**

(i) **IPR Chair at National Law Universities or Law departments of Universities:**

An eminent scholar with Ph.D and published work of high quality, actively engaged in research, preferably PhD in IPR Law with 10 years of experience in postgraduate teaching, and / or experience in IPR research at the University / National Level Institutions, and record of good research publications in IPR, including experience of guiding research in IPR at doctoral level. Possessing a minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) as per latest UGC regulations and/or the guidelines issued by the Ministry of Human Resource Development from time to time, wherever applicable.

OR

An outstanding professional with established reputation in the field of IPR who has made significant contribution to knowledge in the field (to be substantiated by credentials).

(ii) IPR Chair at IITs and other Technical Institutes:

An eminent scholar with Ph.D and published work of high quality, actively engaged in research, preferably PhD in Physical Sciences, Life Sciences, Engineering, Technology, Law with 10 years of experience in postgraduate teaching, and / or experience in IPR research at the University / National Level Institutions, and record of good research publications in IPR, including experience of guiding research in IPR at doctoral level. Possessing a minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) as per latest UGC regulations and/or the guidelines issued by the Ministry of Human Resource Development from time to time, wherever applicable.

OR

An outstanding professional with established reputation in the field of IPR who has made significant contribution to knowledge in the field (to be substantiated by credentials).

(iii) IPR Chair at IIMs and Economics/Business Administration/Social Sciences Departments of Universities:

An eminent scholar with Ph.D and published work of high quality, actively engaged in research, preferably PhD in Social Sciences, Economics, Business Administration, Law with 10 years of experience in postgraduate teaching, and / or experience in IPR research at the University / National Level Institutions, and record of good research publications in IPR, including experience of guiding research in IPR at doctoral level. Possessing a minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) as per latest UGC regulations and/or the guidelines issued by the Ministry of Human Resource Development from time to time, wherever applicable.

OR

An outstanding professional with established reputation in the field of IPR who has made significant contribution to knowledge in the field (to be substantiated by credentials).

- (iv) In case of non-availability of suitable person to be appointed as IPR Chair Professor as mentioned at (i), (ii) or (iii) above, the concerned University or Institute may appoint an Assistant/Associate Professor with PhD and with minimum 5 years of experience in postgraduate teaching, and/or experience in IPR research at the University/National Level Institutions, and record of good research publications in IPR, or a person with a minimum experience of 3 years in IPR administration at senior level as 'Coordinator or IP specialist' to conduct the activities of the IPR Chair. The appointment of 'Coordinator or IP specialist' is subject to the confirmation by the competent authority in the Department of Higher Education, Ministry of Human Resource Development.

**(b) Scale of Pay:**

(i) Pay Band (PB) – 4 (Rs.37400 – 67000) with a Grade Pay (GP) of Rs.10000/10500/-

(Pay Band 4 in the scale of Rs.67000 – 79000/- with no Grade Pay may be granted to Professors eligible for HAG Scale as per the latest guidelines of the University Grants Commission and Ministry of Human Resource Development in this regard. However prior approval of the Ministry of HRD shall be obtained by the concerned University / Institute before grant of HAG scale).

The pay scale of IPR Chair Coordinator shall be the actual pay of the grade he/she is holding in the University or Institute. In addition, the Assistant/ Associate Professor holding the position of IPR Chair Coordinator may at his or her discretion draw an honorarium upto a maximum of Rs.10,000/- p.m.

(ii) For salary and related recurring expenditure, the provisions as laid down in these norms herein and in relevant rules/instructions of the Govt. of India shall be followed to determine the extent of funding.

(iii) Deputation/appointment to the Chair post would also be governed by the general norms governing the University/Institute in which the IPR Chair is located.

**B. Research Assistants or Research Officers:**

Each MHRD IPR Chair can appoint two Research Assistants who will assist the IPR Chair in the research activities and other activities such as holding seminars and conferences. Each Research Assistant shall have a fixed pay (consolidated) upto a maximum of Rs.30,000/- per month. [Research Assistants possessing Master Degree (possessing LLM degree in case of National Law Universities / Central/ State Universities, and in case of IIMs / IITs/ S&T Universities possessing LLM or Master Degree in Engineering / Science & Technology / Management /Economics) shall have a fixed (consolidated) pay upto a maximum of Rs.40,000/- per month (upto a maximum of Rs.50,000/- p.m. consolidated pay for Doctorate / Ph.D holders)].

**C. Support staff:**

Only if absolutely necessary Support staff viz. one Steno-cum-Documentation Assistant and/or one Group-D/Multi-tasking Staff shall be provided by the University / Institute on temporary / contract basis and the expenditure in this regard shall be borne by the University / Institute.

**4.1.2 ACTIVITIES:**

- (i) **IPR Policy support:** Chair Professors shall provide IPR policy inputs to Central Government Ministries/ Department including inputs for legislative drafting, comments on various IPR policy documents, preparing notes and comments on various issues and inputs for the Central Government on international norm-setting activities of WIPO and Treaty Negotiations. Domain Experts/ Expert Groups shall be formed by the Ministry of HRD from amongst the IPR Chairs
- (ii) **Research:** It would be expected that the chairs would conduct quality research resulting in academic papers of high value and a high publication profile.
- (a) Post-doctoral and academic research in theory and application of Intellectual Property Studies.
- (b) Ph.D research in the above area with the intent to enable research capacity both at university and institutions of higher learning and in industry and other establishments.
- (c) Publication of at least one research paper per annum (averaged over 3 years) in peer reviewed journals / chapter in a book.

**(iii) Ph.D Fellowships:**

IPR Chair can have maximum two PhD Scholars who should be taken as per the norms of UGC/AICTE or respective University or Institute.

1<sup>st</sup> and 2<sup>nd</sup> Year – Two Junior Research Fellowships as under:

- For candidates who have qualified UGC-CSIR/NET-JRF: Fellowship @ Rs.25,000/- P.M. each + annual contingency grant as laid down under the Scheme of the University Grants Commission, viz. "JRF in Sciences, Humanities and Social Sciences". Such JRFs shall draw their Fellowship and contingency grant from the UGC as per procedure laid down in the UGC Scheme.
- For candidates who have not qualified UGC-CSIR/NET-JRF: Fellowship @ Rs.16,000/- P.M. each + contingency grant Rs.25,000/- per year to each fellow.
- House Rent Allowance, wherever admissible, as per rules.

3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Year – Two Senior Research Fellowships as under:

- For candidates who have qualified UGC-CSIR/NET-JRF and have successfully completed two years of JRF thereafter : Fellowship @ Rs.28,000/- P.M. each + annual contingency grant as laid down under the Scheme of the University Grants Commission, viz. "JRF in Sciences, Humanities and Social Sciences". Such SRFs shall draw their Fellowship and contingency grant from the UGC as per procedure laid down in the UGC Scheme.

- For candidates who have not qualified UGC-CSIR/NET-JRF but have successfully completed two years of JRF: Fellowship @ Rs.18,000/-P.M. each + contingency grant Rs.25,000/- per year to each fellow.
- House Rent Allowance, wherever admissible, as per rules.
- For Physically / Visually Challenged Fellows (JRF / SRF) - Departmental assistance for infrastructure (Rs. 3000/-), Escorts/Reader Assistance (Rs.2000/-).

(iv) **Academic and Training Programmes:** The approach would be to generate and sustain interest in this subject.

- (a) Introductory Foundation course at under-graduate/post-graduate level on fundamentals of Intellectual Property.
- (b) Compulsory course on IPR – half or one credit course spread over one trimester.
- (c) One semester elective courses at the post graduate level.
- (d) At least three credits of teaching by the Chair in a semester on an exclusive IP Course or an IP-integrated course.
- (e) Training of trainers programme (at least two per financial year per institution) in the field of IPRs should be held. An amount not exceeding Rs.4.00 lakhs is allowed for this purpose.

(v) **Workshops/Conferences**

- (a) Two Workshops per financial year have to be conducted by each IPR Chair (more than two Workshops shall require specific approval of the Ministry of HRD). An amount not exceeding Rs.4.00 lakhs is allowed for this purpose.
- (b) National-level Conference with participation of experts on matters of paramount importance in the field of IPR – One such Conference per financial year, failing which one in two financial years, has to be conducted by each IPR Chair (more than one such Conference in a financial year shall require specific approval of the Ministry of HRD). An amount not exceeding Rs.5.00 lakhs is allowed for this purpose. Details to be provided to M/o HRD at least two months in advance.
- (c) An amount not exceeding Rs.4.00 lakhs is allowed for other outreach programmes / clinics that the institution might want to conduct. These would form part of a nationwide campaign for building IP awareness. As many as possible but at the least two outreach programmes / clinics per financial year to be held by each IPR Chair.
- (d) Quarterly / Half-yearly IPR Newsletters to be brought out by each IPR Chair in the form of a booklet and given wide circulation to all stakeholders apart from educational institutions. Annual allocation of Rs.2.00 lakhs is allowed for the

purpose. In addition, the Newsletter shall be uploaded on the website of the institution where the IPR Chair is located and on the gateway www.mhrdiprchairs.org. Apart from activities undertaken by the Chairs, the Newsletter should contain important case-laws, national and international developments, etc.

- (e) International Conference on Intellectual Properties or WTO related trade issues to be held on rotation basis among MHRD IPR Chairs. An amount of Rs.10-20 lakhs is allowed towards conducting an International Conference subject to the condition that the concerned MHRD Chair/s should seek prior approval of the Ministry of HRD by forwarding such proposal to the Ministry (along with item-wise expenditure proposed to be incurred) at least 6 months prior to holding such International Conference. Further the Chairs should explore the possibility of syndication among Chairs / with other organizations to pool in resources. With the approval of the Ministry of HRD one Special Project Officer (Flexible Intern) may be appointed, if necessary, for a short-term depending on the magnitude of the International Conference.

**(vi) Studies or Projects**

Each IPR Chair may be asked to conduct a study or a project on any area of intellectual property rights, including Copyrights and Related Rights. A separate grant for this purpose will be released after the approval of the Ministry of HRD. With the approval of the Ministry of HRD one Special Project Officer (Flexible Intern) may be appointed, if necessary, for a short-term for any specific requirement.

**4.1.3 Travel expenditure**

Domestic Travel Expenditure

An amount of Rs. 3,00,000/- in a financial year is allowed for domestic travel for attending the work related to studies, meetings, seminars or workshops or conferences on IPR, MHRD meetings, etc.

Foreign Travel Expenditure

The expenditure for foreign travel of the IPR Chair Professor or Research Officer is allowed when they are deputed as one of the members of Indian Delegation to attend international IPR related meetings abroad with the approval of the Ministry of Human Resource Development.

**4.1.4 Miscellaneous Expenses :**

The miscellaneous expenses towards telephone, internet, postage, charges for auditing chair accounts, repairs or spare parts or other maintenance expenditure of computer / printer / fax / photocopying machine, stationery etc. shall not ordinarily exceed Rs 2.00 lakhs per financial year.

**4.2 . NON-RECURRING EXPENDITURE:**

- An expenditure not exceeding Rs 7.5 lakhs is allowed for activities under non-recurring expenditure such as purchase of 2 No.s of desk top computer, one Lap-top, 2 No.s of multifunctional printer and one fax, one photocopying machine, one scanner and one projector at the time of setting up of the IPR Chair or thereafter.
- An initial expenditure to the tune of Rs 10.00 lakhs is allowed for Depository of resource publications, purchase of books for IPR Chair library and subscription of international and national IPR and law publications. Subsequently, a recurring annual expenditure not exceeding Rs.5.00 lakhs is allowed for Depository of resource publications, purchase of books, subscription towards renewals, etc.
- For infrastructure requirements, the IPR Chairs may utilize the already available infrastructure/facilities in the parent institution. Gaps could be filled in by applying to the Ministry of HRD for funding.

**5. GENERAL CONDITIONS FOR GRANTS:**

- i. Grants to the Chairs would be considered only on receipt of Utilization Certificate (UC), audited Statement of Expenditure (SOE) signed by authorized auditor and countersigned by the Head of the Institute/University along with a comprehensive report on the activities undertaken by the chair, which should also have been uploaded on the portal [www.mhrdiprchairs.org](http://www.mhrdiprchairs.org) and on the website of the university/ institute where the IPR Chair is located before proposals for release of grants are submitted to the Ministry.
- ii. The relevant extracts of CAG audit report or State Government AG office audit reports have also to be sent along with UCs/SOEs duly authenticated by the Head of the Institute/University. In case of any delay on part of CAG or State Government Audit to provide a report an undertaking given by the Head of the University/ Institute stating that the same would be furnished as soon as such audit report is received would suffice to release further funds. In case any University or Institution is exempted from such audit an undertaking given by the Head of the University/ Institute stating that such audit is not required as per their by-laws would suffice.
- iii. The grants will be released in two instalments covering both recurring and non-recurring expenditure. The first instalment of grants in a financial year may be considered for release on the basis of provisional UC and SoE. Proposals containing the annual requirement of funds along with provisional UC, SoE and report of activities undertaken in the previous financial year (ending 31st March) has to be submitted to the Ministry of HRD by 30<sup>th</sup> April.

iv. Some of the other key conditions are as given below:

- A. **Continuity:** The performance of the Chair shall be renewed annually based on its performance.
- B. **Deliverables:** The Chairs would be required to draw up annual programmes, which would be subject to review. The release of the grant for the subsequent year would depend on the achievement of annual objectives. Quality publications in journals of repute would be expected. There may be peer determined grading of research output.
- All Activities enumerated in Para 4.1.2 above and also the following:
  - Modules in Police / Judicial Academies
  - Taking IPR to Schools
  - Training of trainers and other stakeholders.
  - Management / Professional Development Programme
  - Development of Open Course Wares (OCWs): The IPRs Chairs would need to record their lectures for uploading on the Ministry of HRD's web portal National Programme on Technology Enhanced Learning (NPTEL) in Open Course Ware (OCW)
    - The existing e-content of NPTEL is being upgraded to make it compatible with MOOC (Massive Open Online Courses) being launched by this Ministry under the name of SWAYAM. MOOC shall have the provision for conduct of online examination, evaluation and certification and also appropriate credits to secure employment.
- C. **Maintenance of Accounts:** The institution would create separate accounts in the Nationalised Bank wherein Grants would be released.
- D. MHRD IPR Chairs will cooperate with the Department of Higher Education, Ministry of Human Resource Development and other Ministries / Departments by providing policy advice/support in the matters of Copyrights and Related Rights and other aspects of Intellectual Property Rights.

6. **MONITORING:**

- a). **Coordinating Committee:** A quarterly meeting of Coordinating Committee of IPR Chairs under the chairmanship of concerned Joint Secretary will be convened to monitor functioning of the IPR chairs, to discuss proposed activities and to resolve any pending issues. The Chair Professor/ Coordinator or IP Specialist of each MHRD IPR Chair is a member of this Committee.



- b). **Review Committee:** A bi-annual Review Committee under the chairmanship of Secretary, Department of Higher Education will review the progress of all IPR Chairs. The Chair Professor/Coordinator or IP Specialist of each MHRD IPR Chair is a member of this Committee.

**7. CLOSING/CANCELLATION OF IPR CHAIR:**

On the recommendation of the Chairman of the Review Committee necessary steps may be initiated by the Ministry of HRD for cancellation of an IPR Chair of any particular Institute / University if the Chair is not functioning satisfactorily or the University/Institute has failed to appoint Chair professor/Coordinator or failed to conduct any of the activities, deliver the goods, render policy support to the Government, etc.

**The above Revised Norms for Creation, Continuation and Disbursement of Funds for MHRD IPR Chairs shall come into effect from financial year 2016-17 – w.e.f. 1<sup>st</sup> April, 2016)**

F.No: 17-1/2012-IC  
Dated, the 31<sup>st</sup> December 2015.

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संलग्नक संख्या/Annexure No.....

मद संख्या/Item No.....

ई.सी. की तिथि/Date of EC.....

No.36035/3/2013-Estt.(Res)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

\*\*\*\*\*

North Block, New Delhi.

Dated the 31<sup>st</sup> March, 2014.

## OFFICE MEMORANDUM

Subject: Guidelines for providing certain facilities in respect of persons with disabilities who are already employed in Government for efficient performance of their duties

\*\*\*\*\*

A need has been felt to issue guidelines to provide certain additional facilities /amenities to the persons with disabilities (PWD) to enable them to effectively discharge their duties. The facilities such as identification of jobs, post recruitment and pre-promotion training, assistive devices, free accessibility, preference in transfer/posting, special casual leave, etc. have been identified as areas which require special attention. The proposed facility indicated in the guidelines should be applicable in respect of such employees working in the Ministries/Departments of the Government of India, their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Boards etc.

2. An inter-ministerial committee was formed to finalise guidelines for providing certain facilities in respect of persons with disabilities, who are already employed in efficient discharge of their duties. Based on the discussions held with the stakeholders and suggestion received from the stakeholders, the following guidelines are issued to provide certain facilities/amenities to the persons with disabilities:-

**A. Identification of jobs**

Each Ministry/Department of the Government of India, their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Boards etc. should identify the types of jobs which could be easily performed by them specially for Group B, C and D posts where the number of jobs are more. Such persons should preferably be posted to perform such identified jobs and they be allowed to continue performing such jobs, as far as possible. If the concerned PWD officer could perform all the jobs as people without disability or could perform several types of jobs efficiently, no effort should be made to instruct them to certain types of jobs only.

**B. Post recruitment and Pre-promotion training**

Induction training is an essential component of the service requirement of an employee. Induction training programme for the persons with disabilities should be imparted together with the other employees.

Job specific post-recruitment as well as pre-promotion training programmes are required to be organised for the persons with disabilities. Outlining a specific module/norm for training programme for the persons with disabilities common to all the Ministries/Departments and their attached/subordinate offices, Central Public Sector

Enterprises, Cantonment Board, etc. may not be possible as the training requirement may be different on the basis of the work pattern. All the Ministries / Departments should take definite action to conduct job specific inclusive training programmes for the persons with disabilities with other employees.

Duration and training contents may be finalized in consultation with the National Institutes under the Department of Disability Affairs, Ministry of Social Justice & Empowerment and, if felt necessary, prominent Associations/Federations/Confederations workings in the sphere of disability can be consulted. It should also be ensured that training programmes are conducted at the time of change in job, introduction of new technology, after promotion of the employee, etc. The venue of the training may be fixed as considered suitable for conducting such training. The Ministries/Departments and their offices shall utilize existing Budget provisions for undertaking the aspects of training programme.

The employee with disability shall be placed with an experienced employee for at least one month on resuming responsibility of a post. This would help him to pick up skills required to perform the job and also the adaptations that may be required in individual cases.

#### **C. Providing aids/assistive devices**

The persons with disabilities could perform their duties efficiently if they are provided with aids and appliances which are suitable to their needs. Ministries /Departments and their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Board, etc. should assist the persons with disabilities by providing them high tech/latest technology led assistive devices (including low vision aids, hearing aids with battery), special furniture, wheel chairs (motorised if required by the employee), software scanners, computer and other hardware, etc. in accordance with their requirement, which would improve their efficiency.

They should either provide or shall reimburse the cost of such devices with a specific time period for such devices to persons with disabilities in accordance with the price/durability of the special devices, special furniture, software, scanners, computer and other hardware, etc. as fixed by them, in consultation with various National Institutes working in the sphere of disability. A review exercise shall be carried out by the Departments/Ministries every three years to check the availability or need for introduction of enhanced/upgraded versions of such devices/software etc. They shall utilise their existing budget provisions for providing these facilities.

#### **D. Accessibility and barrier free environment at work place**

In addition to the guidelines for modification in all public buildings including Government offices to provide easy accessibility and barrier free environment for PWDs as per the provisions of the PWD Act, all Government offices should take special steps to provide barrier free and accessible work stations to PWD employees, access from main building entrance to their work stations and access to common utility areas such as Toilets, canteens etc. Lifts/elevators should be made accessible by providing Braille signage and audio outputs. Wherever required, suitable colour contrast may also be made available in buildings, utilities, staircases, etc. for the benefit of low vision employees.

**E. Preference in Govt. accommodation**

The Directorate of Estates may give preference to the persons with disabilities for providing them accessible accommodation near their place of posting and they may be preferred for allotment of ground floor accommodation. Possibility of existing housing accommodations being renovated to make them conveniently accessible to persons with disabilities, be explored by the Directorate of Estates.

**F. Grievance redressal**

Some of the employees including persons with disability may be got trained by the empanelled Master Trainers/Offices of various National Institutes working in the sphere of disability to develop their skills in handling grievances relating to PWDs.

The Liaison Officer appointed to look after reservation matters for SCs, STs may also act as the Liaison Officer for reservation matters relating to persons with disabilities. The Liaison Officer would also look after the issues relating to providing of amenities for the persons with disabilities. In addition, every Ministry/Department, their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Board, etc., would preferably constitute a Grievance Redressal Mechanism headed by the Head of Administration and comprising at least two employees including a PWD having knowledge in disability matters. The Committee so constituted would receive and try to redress the grievances of persons with disabilities within a reasonable time frame.

**G. Special Casual Leave**

Vide this Department's OM No. 25011/1/2008-Estt.(A) dated 19.11.2008, a provision of Special Casual Leave for 4 days in a calendar year has been made for the employees of Central Government with disabilities for specific requirements relating to disabilities of the official. Further, vide this Department's OM No. 28016/02/2007-Estt(A) dated 14.11.2007, there is also a provision of 10 days Special Casual Leave in a calendar year subject to exigencies of work for the differently abled Central Government employees with disabilities for participating in Conference/Seminars/Trainings/Workshop related to disability and development to be specified by Ministry of Social Justice & Empowerment.

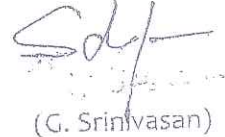
**H. Preference in transfer/posting**

As far as possible, the persons with disabilities may be exempted from the rotational transfer policy/transfer and be allowed to continue in the same job, where they would have achieved the desired performance. Further, preference in place of posting at the time of transfer/promotion may be given to the persons with disability subject to the administrative constraints.

The practice of considering choice of place of posting in case of persons with disabilities may be continued. To the extent feasible, they may be retained in the same job, where their services could be optimally utilised.

3. Every Ministry/Department in consultation with the Office of the Chief Commissioner for Persons with Disabilities would arrange for training of the Liaison Officer on "Disability Equality and Etiquettes".

4. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control, for information and compliance. The Department of Public Enterprises may ensure to give effect the above guidelines in the all the Central Public Sector Enterprises.



(G. Srinivasan)

Deputy Secretary to the Government of India

Tel: 2309 3074

संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

No. 31011/ 7/ 2014-Estt.(A-IV)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

Establishment A-IV Desk

\*\*\*

North Block, New Delhi-110 001


Dated: June 1<sup>st</sup>, 2016OFFICE MEMORANDUM

Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 —  
Relaxation to travel by private airlines to visit Jammu & Kashmir-  
Extension reg.

The undersigned is directed to refer to this Ministry's O.M. No. 31011/3/2014-Estt.(A-1V) dated 26<sup>th</sup> September, 2014 where Government servants in relaxation to CCS(LTC) Rules, were allowed to travel by air to visit Jammu & Kashmir (J&K), North East Region (NER) and Andaman & Nicobar Islands (A&N) on LTC for a period of two years against conversion of one block of Home Town LTC. The relaxation was given subject to air travel by Air India only.

2. Later vide DoPT's O.M. of even no. dated 28.11.2014, the Government decided to allow travel by private airlines to visit Jammu, & Kashmir under this special dispensation scheme subject to certain conditions. The scheme was valid for a period of one year from the date of issue of the O.M. and expired on 27.11.2015.

3. It has now been decided to extend the scheme for a further period from the date of issue of this O.M., till the date of expiry of the of the special dispensation scheme of travel by air to J&K, NER and A&N, i.e. 25.09.2016. All other terms and conditions prescribed in this Department's O.M. dated 28.11.2014 shall continue to apply.

  
(Mukesh Chaturvedi)  
Director (Establishment)

To

All Ministries/ Departments of the Government of India.

Central Recordkeeping Agency

Circular

संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC..... March 31, 2016

Circular No: CRA/PO&RI/Master/2016/003

**Sub: Guidelines on processing Partial Withdrawal requests under National Pension System (NPS)**

All Nodal Offices (PrAO/CDDO/PAO) are hereby informed that Pension Fund Regulatory & Development Authority (PFRDA) has issued guidelines regarding process to be followed by subscribers and Nodal Offices for processing partial withdrawal requests under NPS. Circular issued by PFRDA in this regard is enclosed as Annexure.

As per the guidelines, a subscriber can partially withdraw his/her accumulated pension wealth, not exceeding twenty-five per cent of the contributions made by the subscriber and excluding contributions made by the employer, if any, at any time before exit from NPS. The aforesaid guidelines issued by PFRDA provide terms & conditions, purpose, frequency and limits for partial withdrawal under NPS.

In case of any further clarification in this regard, you may contact Mr. Dinesh Dalvi at 022-24994842 (E-mail ID - [dinesh.dalvi@nsdl.co.in](mailto:dinesh.dalvi@nsdl.co.in)) or Mr. Vishal Jain at 022-24994946 (E-mail ID - [vishal.jain@nsdl.co.in](mailto:vishal.jain@nsdl.co.in)).

For and on behalf of  
NSDL e-Governance Infrastructure Limited

*Sd/-*

**Mandar Karlekar**  
Assistant Vice President

Encl: a/a



पेंशन निधि विनियामक और  
विकास प्राधिकरण  
बी-14/ए, छत्रपति शिवाजी भवन,  
कुतुब इंस्टिट्यूशनल एरिया,  
कटवारिया सराय, नई दिल्ली-110016  
दूरभाष : 011-26517503  
फैक्स : 011-26517507  
वेबसाइट : www.pfrda.org.in  
Circular

E.C. (3)-28.02.2017/07.03.2017

**Appendix-CXV (xiii)**  
PENSION  
AND DEVELOPMENT AUTHORITY  
B-14/A, Chhatrapati Shivaji Bhawan  
Qutab Institutional Area,  
Katwaria Sarai, New Delhi-110016  
Phone : 011-26517503  
Fax : 011-26517507  
Website : www.pfrda.org.in

PFRDA/2016/7/Exit/2

21.03.2016

**SUBJECT: GUIDELINES ON PROCESS TO BE FOLLOWED BY SUBSCRIBERS  
AND NODAL OFFICE/POP/AGGREGATOR FOR PROCESSING OF PARTIAL  
WITHDRAWAL REQUEST**

1. Whereas the Authority has notified the Pension Fund Regulatory and Development Authority (Exits and Withdrawals from National Pension System) Regulations, 2015 on 11<sup>th</sup> May, 2015 and is in force. Chapters III of the said regulations *inter - alia* provide the withdrawals, purpose, frequency and limits under the National Pension System (NPS).
2. Now in exercise of its powers under Section 14 read with sub-clause (b) of sub-section (2) of Section 20 of the Pension Fund Regulatory and Development Authority Act, 2013 and Regulation 7 of the aforementioned regulations, the following guidelines are issued specifying/clarifying the process to be followed by subscribers, intermediaries and concerned government nodal offices, for the purpose of effecting withdrawals from NPS, as allowed under Chapter III of the PFRDA (Exits and Withdrawals from National Pension System) Regulations, 2015
3. As per Regulation 8 of the PFRDA (Exit and withdrawal from National Pension System) Regulations 2015, the partial withdrawals shall be permitted under National Pension System (NPS).-

A partial withdrawal of accumulated pension wealth of the subscriber, not exceeding twenty-five per cent of the contributions made by the subscriber and excluding contribution made by employer, if any, at any time before exit from National Pension System subject to the terms and conditions, purpose, frequency and limits specified below:-

**(A) Purpose:**

A subscriber on the date of submission of the withdrawal form, shall be permitted to withdraw not exceeding twenty-five percent of the contributions made by such subscriber to his individual pension account, for any of the following purposes only:-



- a) For Higher education of his or her children including a legally adopted child;
- b) For the marriage of his or her children, including a legally adopted child;
- c) For the purchase or construction of a residential house or flat in his or her own name or in a joint name with his or her legally wedded spouse. In case, the subscriber already owns either individually or in the joint name a residential house or flat, other than ancestral property, no withdrawal under these regulations shall be permitted;
- d) for treatment of specified illnesses: if the subscriber, his legally wedded spouse, children, including a legally adopted child or dependent parents suffer from any specified illness, which shall comprise of hospitalization and treatment in respect of the following diseases:

- i. Cancer;
- ii. Kidney Failure (End Stage Renal Failure);
- iii. Primary Pulmonary Arterial Hypertension;
- iv. Multiple Sclerosis;
- v. Major Organ Transplant;
- vi. Coronary Artery Bypass Graft;
- vii. Aorta Graft Surgery;
- viii. Heart Valve Surgery;
- ix. Stroke;
- x. Myocardial Infarction
- xi. Coma;
- xii. Total blindness;
- xiii. Paralysis;
- xiv. Accident of serious/ life threatening nature;
- xv. Any other critical illness of a life threatening nature as stipulated in the circulars, guidelines or notifications issued by the Authority from time to time.

**(B) Limits:**

The permitted withdrawal shall be allowed only if the following eligibility criteria and limit for availing the benefit are complied with by the subscriber:-

- (a) The subscriber shall have been in the National Pension System at least for a period of last ten years from the date of his or her joining. In case the subscriber is mandatorily covered under NPS the period of ten years for partial withdrawal will be considered from the date of applicability of NPS for such subscribers. However, in case of inter-sector/intra-sector shifting of subscriber previous tenure in NPS will also be considered.



(b) The subscriber shall be permitted to withdraw accumulations not exceeding twenty-five per cent of the contributions made by him or her and standing to his or her credit in his or her individual pension account, as on the date of application for withdrawal;

**(C) Frequency:**

The subscriber shall be allowed to withdraw only a maximum of three times during the entire tenure of subscription under the National Pension System and not less than a period of five years shall have elapsed from the last date of each of such withdrawal. The mandatory requirement of five years having elapsed between two withdrawals shall not apply in case of "treatment for specified illnesses or in case of withdrawal arising out of exit from National Pension System due to the death of the subscriber. For subsequent withdrawal only the incremental contributions made by the subscriber after the date of first/next subsequent withdrawal as the case may be will be allowed. The request for withdrawal in the specified form shall be submitted by the subscriber, along with relevant documents to the central recordkeeping agency or the National Pension System Trust, as may be specified, for processing of such withdrawal claim. Provided that where a subscriber is suffering from any illness, specified in sub-clause (d), the request for withdrawal may be submitted, through any family member of such subscriber.

At the time of superannuation/pre-mature/death the amount withdrawn under partial withdrawal till date will be adjusted against the payment of lump sum amount and balance if any will be paid to subscriber.

**(4) Partial Withdrawal process:**

Partial Withdrawal request is required to be submitted by subscriber to CRA through his/her Nodal Office/POP/Aggregator, as may be applicable. The Nodal Office/POP/Aggregator should satisfy itself about the genuineness of the requirement for partial withdrawal by the subscriber and after satisfying itself forward the withdrawal application for release of funds by CRA. On receipt of Partial Withdrawal request, CRA will process the withdrawal request in the CRA system. Following are the steps which will be followed by subscriber and Nodal Office/POP/Aggregator for submitting the 'Partial Withdrawal' request:

**Role of the Subscriber:**



1. If the subscriber has completed 10 years under NPS, subscriber will fill up the 'Partial Withdrawal' Form – PW – 601 and submit the same to his/her mapped Nodal Office/POP/Aggregator for processing.
2. Subscriber will provide the following details in the Form:
  - a. Percentage of Partial Withdrawal (maximum 25%)
  - b. Purpose of withdrawal along with the proof
  - c. Bank detail along with the bank proof (cancelled cheque /copy of bank passbook/bank certificate). Before submitting the withdrawal form, subscriber shall ensure that the bank account details are correct.
3. Subscriber will affix his/her signature/Thumb impression on the Form at the designated place and submit the same to his/her mapped Nodal Office/POP/Aggregator.

**Role of the Nodal Office/POP/Aggregator:**

1. The concerned Nodal Office/POP/Aggregator will check the request submitted by the subscriber with respect to completeness;
2. The Nodal Office/POP/Aggregator must also verify the veracity of the claim with respect to purpose of the partial withdrawal along with supporting documents;
3. The Nodal officer/POP/Aggregator must verify the details of the bank account of subscriber;
4. If request is complete in all respect, it will authorize the request and will send the same to CRA for processing;
5. Where the claim of partial withdrawal is submitted by the authorized representative of the subscriber (in case the subscriber is unable to submit such claim) Nodal officer/POP/Aggregator must satisfy themselves about the genuineness of such claim and ensure that the bank account provided is that of the subscriber.
6. The Nodal Officer/ POP/ Aggregator should process the partial claims within three working days of receipt of the claim excepting in cases where the partial withdrawal claim has been requested because of medical reasons in which case the claim would have to be processed on the same day of receipt of the claim.

**Role of CRA:**

1. Once CRA receives the request, it will process the request submitted by The Nodal Office/POP/Aggregator.



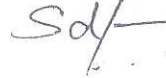
2. As per stipulated process, funds will be transferred to subscriber's bank account through electronic mode on T+3 basis. T – being the date of receipt of the verified and approved claim in CRA system.
3. Physical withdrawal request will be stored by CRA

5. These guidelines shall take effect immediately and all withdrawals shall thereafter be processed in the manner mentioned under these guidelines. Any clarification required in relation to implementation of these guidelines, for which sufficient guidance is not available, either under the regulations or these guidelines shall only be referred by the Intermediaries or the concerned nodal office to the Authority for its examination and disposal and queries of a routine nature or pertaining to internal processes of the concerned intermediary, shall be avoided. The decision of the Authority shall be final in this regard

Intermediaries and Nodal offices are expected to keep the infrastructure and processes in readiness so as to give effect to these guidelines and ensure seamless facility to the subscribers.

Note: The online module for partial withdrawal is under development and is likely to go live by May 2016. Meanwhile, subscribers can request partial withdrawal through their respective Nodal Office/POP/Aggregator who should contact CRA for processing such requests.

Yours faithfully



(Subroto Das)  
Chief General Manager

To,

CEO, National Pension System Trust  
Central recordkeeping Agency  
Pension Funds  
Trustee Bank  
Govt Nodal Offices  
Annuity Service Providers



<b>Section B – Declarations</b>	
<b>Declaration by the Subscriber*:</b>	
<p>1. I hereby declare that information stated above is true and correct to the best of my knowledge &amp; belief and that I have completed minimum of ten years in to the NPS as required for partial withdrawal and eligible to withdraw the amount requested above due to the urgent need of funds to support the reason mentioned above.</p> <p>2. I .....(name) with PRAN.....agree that in case of any failure of Direct Credit, for any reason whatsoever, NPS Trust / CRA shall not be responsible. I also agree that NPS Trust / CRA shall not be responsible/liable for any losses that may arise due to incorrect bank account details provided herein above.</p>	
Date	
Place	Signature / Thumb Impression of the Subscriber**
** Left thumb impression in case of illiterate male claimant and right thumb impression in case of illiterate female	
<b>Declaration by Nodal Office(for government sector subscribers):*</b>	
I/We hereby declare that the subscriber Sh./Smt/Kum..... with PRAN..... is employed with us and I have verified the genuineness of the reasons for his/her withdrawal request and bank details submitted by him/her in respect of his/her request for partial withdrawal are correct.	
Date	
Registration No. of DDO	Signature & stamp of the DDO
Date	
Registration No. of PAO/CDDO/DTO	Signature & stamp of the DTO/PAO/CDDO
<b>Declaration by POP/Aggregator(for Non government sector subscribers):</b>	
I hereby declare that the subscriber Sh./Smt/Kum..... with PRAN..... has signed/thumb impressed before me after he/she has read the entries/have been read over by him/her for the request of partial withdrawal under NPS. I have verified the genuineness of the reasons for his/her withdrawal request and bank details submitted by him/her in respect of his/her request for partial withdrawal are correct.	
Date	
Registration No. of POP-SP/NL-CC	Signature & stamp of the Authorised person at POP-SP/NL-CC
Date	
Registration No. of POP/NL-AO	Signature & stamp of the Authorised person at POP/NL-AO
<b>ACKNOWLEDGMENT RECEIPT</b>	
Acknowledgment slip to the NPS Subscriber on receipt of partial withdrawal application form (To be filled by DDO/CDDO/PAO/DTO/POP/Aggregator)	
Received from PRAN	
DDO/POP-SP/NL-CC Registration Number:	
PAO/CDDO/DTO/POP/NL-AO Registration Number	
Acknowledgement Number	
Date :	
Received at	

F.No.18/03/2015-Estt. (Pay-I)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

New Delhi, the 2<sup>nd</sup> March, 2016

**OFFICE MEMORANDUM**

**Sub: Recovery of wrongful / excess payments made to Government servants.**

The undersigned is directed to refer to this Department's OM No.18/26/2011-Estt (Pay-I) dated 6<sup>th</sup> February, 2014 wherein certain instructions have been issued to deal with the issue of recovery of wrongful / excess payments made to Government servants in view of the law declared by Courts, particularly, in the case of *Chandi Prasad Uniyal And Ors. vs. State of Uttarakhand And Ors., 2012 AIR SCW 4742, (2012) 8 SCC 417*. Para 3(iv) of the OM *inter-alia* provides that recovery should be made in all cases of overpayment barring few exceptions of extreme hardships.

2. The issue has subsequently come up for consideration before the Hon'ble Supreme Court in the case of *State of Punjab & Ors vs Rafiq Masih (White Washer) etc in CA No.11527 of 2014 (Arising out of SLP(C) No.11684 of 2012)* wherein Hon'ble Court on 18.12.2014 decided a bunch of cases in which monetary benefits were given to employees in excess of their entitlement due to unintentional mistakes committed by the concerned competent authorities, in determining the emoluments payable to them, and the employees were not guilty of furnishing any incorrect information / misrepresentation / fraud, which had led the concerned competent authorities to commit the mistake of making the higher payment to the employees. The employees were as innocent as their employers in the wrongful determination of their inflated emoluments. The Hon'ble Supreme Court in its judgment dated 18<sup>th</sup> December, 2014 *ibid* has, *inter-alia*, observed as under:

*"7. Having examined a number of judgments rendered by this Court, we are of the view, that orders passed by the employer seeking recovery of monetary benefits wrongly extended to employees, can only be interfered with, in cases where such recovery would result in a hardship of a nature, which would far outweigh, the equitable balance of the employer's right to recover. In other words, interference would be called for, only in such cases where, it would be iniquitous to recover the payment made. In order to ascertain the parameters of the above consideration, and the test to be applied, reference needs to be made to situations when this Court exempted employees from such recovery, even in exercise of its jurisdiction under Article 142 of the Constitution of India. Repeated exercise of such power, "for doing complete justice in any cause" would establish that the recovery being effected was iniquitous, and therefore, arbitrary. And accordingly, the interference at the hands of this Court."*

*"10. In view of the afore-stated constitutional mandate, equity and good conscience, in the matter of livelihood of the people of this country, has to be the basis of all governmental actions. An action of the State, ordering a recovery from an employee, would be in order, so long as it is not rendered iniquitous to the extent, that the action of recovery would be more unfair, more wrongful, more improper, and more unwarranted, than the corresponding right of the employer, to recover the amount. Or in other words, till such time as the recovery would have a harsh and arbitrary effect on the employee, it would be permissible in law. Orders passed in given situations repeatedly, even in exercise of the power vested in this Court under Article 142 of the Constitution of India, will disclose the parameters of the realm of an action of recovery (of an excess amount paid to an employee) which would breach the obligations of the State, to citizens of this country, and render the action arbitrary, and therefore, violative of the mandate contained in Article 14 of the Constitution of India."*

3. The issue that was required to be adjudicated by the Hon'ble Supreme Court was whether all the private respondents, against whom an order of recovery (of the excess amount) has been made, should be exempted in law, from the reimbursement of the same to the employer. For the applicability of the instant order, and the conclusions recorded by them thereafter, the ingredients depicted in paras 2&3 of the judgment are essentially indispensable.

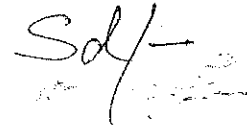
4. The Hon'ble Supreme Court while observing that it is not possible to postulate all situations of hardship which would govern employees on the issue of recovery, where payments have mistakenly been made by the employer, in excess of their entitlement has summarized the following few situations, wherein recoveries by the employers would be impermissible in law:-

- (i) *Recovery from employees belonging to Class-III and Class-IV service (or Group 'C' and Group 'D' service).*
- (ii) *Recovery from retired employees, or employees who are due to retire within one year, of the order of recovery.*
- (iii) *Recovery from employees, when the excess payment has been made for a period in excess of five years, before the order of recovery is issued.*
- (iv) *Recovery in cases where an employee has wrongfully been required to discharge duties of a higher post, and has been paid accordingly, even though he should have rightfully been required to work against an inferior post.*
- (v) *In any other case, where the Court arrives at the conclusion, that recovery if made from the employee, would be iniquitous or harsh or arbitrary to such an extent, as would far outweigh the equitable balance of the employer's right to recover.*

5. The matter has, consequently, been examined in consultation with the Department of Expenditure and the Department of Legal Affairs. The Ministries / Departments are advised to deal with the issue of wrongful / excess payments made to Government servants in accordance with above decision of the Hon'ble Supreme Court in *CA No.11527 of 2014 (arising out of SLP (C) No.11684 of 2012) in State of Punjab and others etc vs Rafiq Masih (White Washer) etc.* However, wherever the waiver of recovery in the above-mentioned situations is considered, the same may be allowed with the express approval of Department of Expenditure in terms of this Department's OM No.18/26/2011-Estt (Pay-I) dated 6<sup>th</sup> February, 2014.

6. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders are issued with the concurrence of the Comptroller and Auditor General of India.

7. Hindi version will follow.



(A.K. Jain)

Deputy Secretary to the Government of India



संलग्नक संख्या/Annexure No.....
नव संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

F. No. 2/6/2016-Estt. (Pay-II)  
Government of India

Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi  
dated 17<sup>th</sup> February, 2016

OFFICE MEMORANDUM

**Subject:** Delegation of powers to Ministries / Departments/Borrowing Organisations to extend deputation tenure upto 7 years in cases of Deputations covered by DoP&T's OM No. 6/8/2009-Estt.(Pay-II) dated 17<sup>th</sup> June 2010 - regarding.

This Department's OM No. 6/8/2009-Estt.(Pay-II) dated 17<sup>th</sup> June 2010 regulates Pay, Deputation (Duty) Allowance, Tenure of Deputation / Foreign Service and other terms and conditions on the subject of deputation / foreign service of Central Government employees to ex-cadre posts under the Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies, Universities/ Union Territories Administration, Local Bodies etc. and vice-versa (copy enclosed). **Subject to its applicability as provided in para 2 of the OM**, these instructions cover cases of deputation/ foreign service where Central Government is either lending authority or borrowing authority or both. It provides for duration of maximum Deputation Tenure as 5 years at a stretch. As per para 8.3.1 (iii) of this OM, no further extension beyond the fifth year shall be considered.

2. Various administrative Ministries/ Departments/ Borrowing Organisations have been approaching this Department for relaxation of the 5 year deputation tenure condition, on case to case basis, citing exigencies, quoting provisions of para 10 of the OM dated 17.6.2010 *ibid*.

3. It has been decided that if the administrative Ministries / Departments and other borrowing organizations wish to retain an officer beyond 5 years, they may extend tenure of deputation covered by OM No. 6/8/2009-Estt.(Pay-II) dated 17<sup>th</sup> June 2010, where absolutely necessary in public interest, upto a period not exceeding 7 years at a stretch. This shall be done with the approval of the Minister of the borrowing Ministry / Department concerned and in respect of other organizations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned, keeping in view the exigencies and subject to fulfillment of all other requirements such as willingness and vigilance clearance of the Officer concerned, NOC of the lending authority, UPSC / ACC approval wherever applicable. Thus, no case of extension shall be referred to Department of Personnel & Training, New Delhi.

4. All other terms and conditions issued vide OM No. 6/8/2009-Estt.(Pay-II) dated 17<sup>th</sup> June 2010 will remain unchanged.

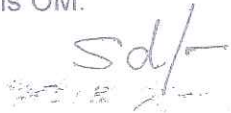
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5. In cases where the necessity to have deputation tenures longer than seven years is felt, the concerned administrative Ministries / Departments/ borrowing organisations may amend the relevant Recruitment Rules of such deputation post accordingly, after following the requisite procedure. No extension of deputation beyond 7 years is to be allowed unless provided in the relevant Recruitment Rules of such deputation post. It is reiterated that no case for extension beyond five years shall be referred to DoPT.

6. It is also clarified that cases which are not covered by the OM dated 17.6.2010 including those where Central Government is neither lending authority nor borrowing authority, will continue to be decided in terms of the relevant provisions/ rules/ instructions etc. governing them.

7. These orders shall come into effect from the date of issue of this OM.

  
(Ashok Kumar Jain)  
Deputy Secretary (Pay)  
Tel. No.: 011-23094542

To

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

Copy to NIC:

To upload the O.M. on the Department's website in "What's new" and also in "Establishment" sub-head "Deputation".

No. 6/8/2009-Estt. (Pay II)  
Government of India  
Ministry of Personnel Public Grievances & Pensions  
Department of Personnel & Training

.....  
New Delhi the 17<sup>th</sup> June, 2010

OFFICE MEMORANDUM

Subject: Transfer on deputation/foreign service of Central Government Employees to ex-cadre posts under the Central Government/ State Governments/Public Sector Undertakings/Autonomous Bodies, Universities/ UT Administration, Local Bodies etc. and vice-versa – Regulation of pay, Deputation (duty) Allowance, tenure of deputation/ foreign service and other terms and conditions – regarding.

.....  
The undersigned is directed to refer to this Department's O.M. No.2/29/91-Estt. (Pay II) dated 5<sup>th</sup> January, 1994 as amended/ revised from time to time. A need has been felt to consolidate all these orders in one place and accordingly, it has been decided, in consultation with Department of Expenditure, to bring out a self contained O.M. in supersession of OM dated 5.1.94 and subsequent amendments on the subject, incorporating the provisions of earlier orders with suitable modifications, wherever necessary.

2. Application

2.1 These orders will apply to all Central Government employees, who are regularly appointed on deputation/foreign service in accordance with Recruitment Rules of the ex-cadre posts, under the same or some other Departments of Central Government or under the State Governments/ Union Territories Administration/ Local Bodies or under Central/ State PSUs/Autonomous Bodies etc. set up or controlled by Central/State Governments provided the foreign service under such PSUs/autonomous bodies has been permitted in relaxation of appointment on immediate absorption basis. These orders will also cover the cases of regular appointment on deputation/foreign service of employees of State Government/local bodies etc. as well as PSUs/Autonomous Bodies of Central/State Governments as per recruitment rules in the Central Government.

2.2 However, the following cases shall not be covered under these orders for whom separate orders exist:-

- (a) Members of the All India Services and those deputed to posts, whose terms are regulated under specific statutory rules or orders;
- (b) Officers appointed on deputation to posts under the Central Staffing Scheme (CSS) for whom separate orders as issued from time to time will continue to apply;
- (c) Deputation to posts operated outside India;

(d) Appointments of a specific category of employees to a specified class of posts, such as appointments made in the Personal Staff of Ministers etc., in respect of which special orders are already in existence. However, the terms and conditions set out in this O.M. will apply to those cases to the extent these are not specifically covered under such special orders.

(e) Appointments of the nature of deemed deputation or transfers to ex-cadre posts made in exigencies of service with the specific condition that no deputation (duty) allowance will be admissible – e.g. (i) interim arrangements in the event of conversion of a Government office/organisation or a portion thereof into a PSU/ autonomous body or vice-versa; and (ii) appointments to the same post in another cadre.

3. Scope of Term 'deputation/ foreign service' – Restrictions on treating an appointment as on deputation/ foreign service.

3.1 The terms deputation/foreign service will cover only those appointments that are made by transfer on a temporary basis provided the transfer is outside the normal field of deployment and is in public interest. The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the service or post from which the employee is transferred.

3.2 The following types of appointments will not be treated as deputation/foreign service for the purposes of these orders:

(a) appointment of serving employees made either by promotion or by direct recruitment from amongst open market candidates whether on permanent or temporary basis.

(b) permanent appointment made by transfer.

(c) Temporary appointment made on the basis of personal requests of employees.

(d) Arrangements necessitated by staff imbalances arising on re-organisation of offices on the same or different stations, subject to the specific condition that no deputation (duty) allowance will be admissible in such cases.

3.3 A person in a higher Grade Pay/scale of pay shall not be appointed on deputation to a post in lower Grade Pay/scale of pay if the deputation is from Central Government to Central Government and also in cases where the scale of pay and dearness allowance in the parent cadre post and ex-cadre post are similar.

3.4 However, no appointment on deputation/foreign service shall be made from/to Central Government/ an organisation where the pay scale and DA in the parent cadre post and ex-cadre post are dissimilar, if the basic pay in the parent cadre increased by one increment plus dearness allowance(s) including interim relief if any, admissible to a person in the parent cadre post exceeds the basic pay plus dearness allowance (s) including interim relief, if any, at the maximum of the pay scale of the ex-cadre post. In the revised pay structure, the maximum of the scale would mean the sum of the Grade Pay of the ex-cadre post and maximum of the Pay Band PB 4 i.e. Rs. 67000. For example, if the ex-cadre post

is in the Grade Pay of Rs. 4200, then the maximum would be Rs. 71200 i.e. Rs. 4200 plus Rs. 67000 (maximum of PB 4).

4. Exercise of option

4.1 An employee appointed on deputation/foreign service, may elect to draw either the pay in the scale of pay of deputation/foreign service post or his/her basic pay in the parent cadre plus deputation (duty) allowance thereon plus personal pay, if any. However, in case of Government employees on deputation/ foreign service to CPSEs, this option will not be allowed and their pay will be governed in terms of the orders issued by Department of Public Enterprises vide OM dated 26.11.2008 and clarifications issued thereafter.

4.2 The borrowing authority shall obtain the option of the employee within one month from the date of joining the ex-cadre post unless the employee has himself furnished the option.

4.3 The option once exercised shall be final.

4.4 However, the employee may revise the option under the following circumstances which will be effective from the date of occurrence of the same:

- (a) When he/she receives proforma promotion or is appointed to non-functional selection grade or up-gradation of scale in the parent cadre;
- (b) When he/she is reverted to a lower grade in the parent cadre;
- (c) When the scale of pay of the parent post on the basis of which his emoluments are regulated during deputation/foreign service or of the ex-cadre post held by the employee on deputation/foreign service is revised either prospectively or from a retrospective date.
- (d) Based on the revised/same option of the employee, in the event of proforma promotion/appointment to non-functional Selection Grade/revision/upgradation of scales of pay in the parent cadre, his/her pay will be re-fixed with reference to the revised entitlement of pay in the parent cadre. However, if the initial option was for the pay scale of the deputation post and no change in option already exercised is envisaged, the pay already drawn in deputation post will be protected if the pay re-fixed is less.

Note: Revision in the rates of DA, HRA or any other allowance either in the parent or borrowing organisation shall not be an occasion for revision of the earlier option.

4.5. If the pay of an employee in his cadre post undergoes downward revision, the pay in the ex-cadre post is also liable to be re-fixed on the basis of revised pay and in accordance with the revised option or existing option if the employee does not revise his option.

5. Pay fixation

5.1 When an employee on deputation/Foreign Service elects to draw pay in the scale of pay attached to the ex-cadre post, his/ her pay may be fixed as under:

(i) Deputation from Central Government to Central Government

If the scale of pay/Grade Pay of the ex-cadre post is higher, the pay may be fixed after adding one increment to the existing pay in the Pay Band of the parent cadre post. The grade pay corresponding to the ex-cadre post would thereafter be granted in addition to this pay in the pay band. However, in cases where the fixation of pay in the ex-cadre post involves change of Pay Band also, if the pay in the pay band after adding the increment is less than the minimum of the pay band corresponding to the grade pay of the ex-cadre post, the pay in the pay band will be fixed at the minimum of the Pay Band.

In case the Grade Pay/scale of employee's cadre post and the ex-cadre post are identical, the employee would continue to draw his/her existing basic pay.

In case the Grade pay of the ex-cadre post is upto Rs 10000, the Basic Pay, from time to time after pay fixation should not exceed the maximum of the pay band PB-4 (Rs.67000) plus the grade pay of the post held on deputation. In case the ex-cadre post is in the HAG or HAG+ pay scale, the Basic Pay, from time to time after pay fixation should not exceed Rs. 79000 or Rs.80000 respectively.

(ii) In foreign service/ Reverse Foreign Service

(a) when the pay scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as under (i) above.

(b) If the appointment is made to a post whose pay structure and/ or DA pattern is dissimilar to that in the parent organisation, pay may be fixed by adding one increment to the pay in the parent cadre post in the scale of his regular parent post ( and if he/she was drawing pay at the maximum of the scale, by the increment last drawn) and equating the pay so raised plus dearness allowance (and additional or ad-hoc dearness allowance, Interim relief etc., if any) with emoluments comprising of pay plus DA, ADA, Interim relief etc., if any, admissible, in the borrowing organisation and the pay may be fixed at the stage in the pay scale of the ex-cadre post at which total emoluments admissible in the ex-cadre post as above equal the emoluments drawn in the cadre.

5.2 In cases of appointment from one ex-cadre post to another ex-cadre post where the employee opts to draw pay in the scale of the ex-cadre post, the pay in the second or subsequent ex-cadre post should be fixed under the normal rules with reference to the pay in the cadre post only. However, in respect of appointments to ex-cadre posts carrying Grade Pay identical to that of the ex-cadre post(s) held on an earlier occasion(s), it may be ensured that the pay drawn in subsequent appointment should not be less than the pay drawn earlier.

5.3 In cases of appointments to a second or subsequent ex-cadre post(s) in a higher pay scale/grade pay than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions, the employee should have opted to draw pay in the scales of pay/Grade Pay attached to the ex-cadre posts.

Note-1: The term parent post and basic pay means the post held on regular basis in the parent organisation and pay drawn/ admissible in such a post respectively.

Note-2: An officer who may be holding a higher post on adhoc basis in the cadre at the time of proceeding on deputation/ foreign service would be considered to have vacated the post held on adhoc basis and proceeded on deputation/ foreign service from his/her regular post. During the period of deputation/ foreign service, he/she shall earn notional increments in the parent cadre post. On reversion, if he/she is re-appointed to the higher post on regular or adhoc basis his pay will get fixed with reference to the pay admissible in the lower post on the date of such re-appointment. In such cases, if his pay gets fixed at a stage lower than that of his junior(s) who continued to serve in the cadre, no stepping up will be admissible as per extant rules in so far as Central Government employees are concerned. However, if the pay so fixed is less than the pay drawn earlier while holding the post on ad-hoc basis the pay earlier drawn will be protected. Therefore, those Central Government employees who are already holding a higher post on ad-hoc basis or expecting it shortly in the parent cadre may weigh all relevant considerations before opting for deputation/foreign service. This note of caution will be applicable to employees of other organisations wishing to apply for posts on deputation in Central Government, if governed by similar rules in parent organisation.

Note-3: Pay of an officer appointed on deputation/foreign service on adhoc basis pending selection of a regular incumbent may also be regulated in accordance with provisions of Para 5.1 & 6.1 of this O.M.

Note-4: The provisions of this Para as well as Para 6 will not apply to appointments on Personal Staff of Ministers. Such appointments will be regulated by separate specific orders issued by the Government in that behalf.

## 6. Deputation (duty) Allowance

6.1 The deputation (duty) allowance admissible shall be at the following rates:

(a) In case of deputation within the same station, the allowance will be paid at the rate of 5% of basic pay subject to a maximum of Rs.2000 p.m.; and

(b) In other cases, Deputation (Duty) Allowance will be payable at the rate of 10% of the employee's basic pay subject to a maximum of Rs.4000/- p.m.

(c) The deputation (duty) allowance as above shall further be restricted as under:-

Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the maximum of the pay band PB-4. (Rs.67000) plus the grade pay of the post held on deputation in case the Grade Pay of the post held on deputation is upto Rs 10000. In case the post held on deputation is in the HAG or HAG+ pay scales, the Basic Pay, from time to time, plus Deputation (Duty) Allowance should not exceed Rs. 79000 and Rs.80000 respectively.

Note: Basic Pay in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay/allowance etc.

The rates of deputation (duty) allowance as above shall take effect from 1.9.2008.

Note: 1 The term 'same station' for the purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

Note: 2 Where there is no change in the headquarters with reference to the last post held, the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

6.2 Special rates of deputation (duty) allowance may be admissible under separate orders in any particular area on account of the condition of living there being particularly arduous or unattractive. Where special rate is more favourable than that given in Para 6.1 above, employees deputed to the area will be given the benefit of the special rate.

6.3.1 If an employee with the permission of the competent authority, proceeds on deputation/foreign service from one ex-cadre post to another ex-cadre post in the same or another organisation without reverting to his parent cadre, and if the second ex-cadre post is at the same station as the first one, the rate of deputation (duty) allowance would remain unchanged.

6.3.2 In cases where a person on deputation/foreign service is transferred by the borrowing authority from one station to another without any change in the post held by him, the rate of deputation (duty) allowance will be fixed as per 6.1 (b).

7. Admissibility of pay, allowances & benefits while on deputation/foreign service

7.1 Any project allowance admissible in a project area in the borrowing organisation may be drawn in addition to deputation (duty) allowance.

7.2 Any special allowance granted to an employee in the parent Department under FR 9(25) or a corresponding rule of parent organisation should not be allowed in addition to deputation (duty) allowance. However, the borrowing department may allow in addition to deputation (duty) allowance, under special circumstances, any special allowance attached to



The post held by the employee in his/her parent Department, by suitably restricting the deputation (duty) allowance. This will require the specific and prior approval of Department of Personnel & Training.

7.3 In case special allowance is attached to the scale of pay of the ex-cadre post and the employee has opted to draw pay in that scale, then, in addition to the pay in that scale, he will also be entitled to draw such special allowance. However, such special allowance will not be admissible if he has opted to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance.

7.4 Personal pay, if any, drawn by an employee in his parent department will continue to be admissible on deputation/foreign service if he/she opts to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance. No deputation (duty) allowance on this personal pay will however, be admissible.

7.5 Increments - The employee will draw increment in the parent cadre grade or in the scale of pay /grade pay attached to the deputation post as the case may be, depending on whether he has opted for the parent cadre pay plus deputation (duty) allowance or the pay scale /grade pay of the deputation post. If he has opted for pay scale/grade pay of the deputation post, notional increments shall also continue to accrue to him in the post held on regular basis in the parent cadre/ organisation for the purpose of regulation of pay on repatriation to the parent post at the end of the tenure.

7.6 Admissibility of allowances and benefits while on deputation/ foreign service.

(a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organisation shall not be admissible to the officer on deputation/foreign service, even if they were admissible in the parent organisation.

(b) Following allowances will be regulated with mutual consent of the lending and borrowing organisation:

- (i) HRA/Transport Allowance
- (ii) Joining time and Joining Time Pay.
- (iii) Travelling Allowances and Transfer T.A.
- (iv) Children Education Allowance.
- (v) LTC.

(c) Following allowances/facilities will be regulated in accordance with the rules as explained against each:

(i) Dearness Allowance – The employee shall be entitled to dearness allowance at the rates prevailing in the borrowing organisation or in the lending organisation depending on whether he has opted to draw pay in the pay scale/grade pay of the ex-cadre post or the parent grade plus deputation (duty) allowance.

(ii) Medical Facilities – This will be regulated in accordance with the rules of the borrowing organisation.

(ii) Leave – An officer on deputation/foreign service shall be regulated by the Leave Rules of the parent organisation. If however an employee proceeds from vacation department to non-vacation department, or vice-versa, he shall be governed by Leave Rules of the borrowing organisation. At the time of reversion from the deputation post to the parent cadre, the borrowing organisation may allow him/her leave not exceeding two months. The employee should apply for further leave to his Cadre Controlling Authority.

#### 7.7 Leave salary/Pension/NPS Contribution.

(i) As at present, allocation of leave salary and pension contribution between different Ministries/Departments of Central Government and between Central and State Government has been dispensed with. In such cases of deputation from Central Government to State Government and vice-versa, liability for bearing leave salary vests with the Department from which the officer proceeds on leave or which sanctioned leave and no contributions are payable to the lending organisation. Liability for pension/ employee's contribution to CPF will be borne by the parent department, to which the officer permanently belongs at the time of retirement and no proportionate contribution will be recovered.

(ii) In case of deputation of Central Government employees on foreign service terms to Central Public Sector Undertakings/ State Public Sector Undertakings and Autonomous Bodies/ etc., leave salary contribution (except for the period of leave availed of on foreign service) and pension contribution/CPF (Employer's share) contribution are required to be paid either by the employee himself or by the borrowing organisation to the Central Government.

(iii) In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the question regarding leave salary and pension contribution will be decided by mutual consent.

(iv) In case of employees covered under New Pension Scheme (NPS), the borrowing department shall make matching contribution to the NPS account of the employee.

#### 8. Tenure of deputation/foreign service.

8.1 The period of deputation/foreign service shall be as per the Recruitment Rules of the ex-cadre post or 3 years in case no tenure regulations exist for the ex-cadre post.

8.2 In case where the period of deputation/foreign service prescribed in the recruitment rules of the ex-cadre post is 3 years or less, the Administrative Ministry/borrowing organisation may grant extension upto the 4<sup>th</sup> year after obtaining orders of their Secretary (in the Central Government)/Chief Secretary (in the State Government)/ equivalent officer (in respect of other cases) and for the fifth year with the approval of the Minister of the borrowing Ministry/Department and in respect of other organisations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned.

8.3.1 The borrowing Ministries/Departments/Organisations may extend the period of deputation upto the fifth year where absolutely necessary in public interest, subject to the following conditions:

(i) The extension would be subject to the prior approval of the lending organisation, the consent of the official concerned and wherever necessary, the approval of the UPSC/ State Public Service Commission and Appointment Committee of Cabinet (ACC).

(ii) If the borrowing organisation wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organisation, individual concerned etc. six months before the date of expiry of tenure. In no case it should retain an official beyond the sanctioned term unless prior approval of the competent authority to grant further extension has been obtained.

(iii) No further extension beyond the fifth year shall be considered.

8.3.2 Where extension is granted up to the fifth year, the official concerned will continue to be allowed deputation (duty) allowance. If he/she has opted to draw deputation (duty) allowance.

8.4 There shall be a mandatory 'cooling off' period of three years after every period of deputation/foreign service up to Joint Secretary level posts and one year for Additional Secretary level posts.

8.5 A Central Government employee shall be eligible for deputation/foreign service to posts in State Government/ State Government Organisations/Government of UTs/ Government of UT's Organisations/ Autonomous Bodies, Trusts, Societies, PSUs etc. not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle.

8.6 If during the period of deputation/ foreign service, on account of proforma promotion in the parent cadre the official concerned becomes entitled to a higher Pay Scale/ Pay Band & Grade Pay in the parent cadre vis-a-vis that of the ex-cadre post, the official shall complete his/her normal /extended tenure of deputation already sanctioned with the approval of the competent authority. The pay shall be regulated as under:

(a) If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post after getting proforma promotion, he may be allowed the pay in the pay band + Grade Pay of the post to which he is promoted till the time he completes the normal/extended period of deputation (if he gets proforma promotion in the extended period) already sanctioned, if he so opts. No extension in the period of deputation shall be allowed to him after completing the sanctioned period of deputation.

(b) If he draws the pay in the pay band + Grade pay attached to the deputation post, on reversion to his parent cadre, his pay may be fixed by allowing him notional increments in his regular post in the parent department + the Grade pay attached to it.

(c) If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post on getting financial upgradation under the ACP/MACP scheme, the officer may be allowed to draw the pay in the pay band + Grade Pay to which he becomes entitled to under the ACP/MACPS, if opted for by him, as laid down in Para 27 of Annexure I to the DOPT OM No. 35034/3/2008 -Estt. (D) dated 19<sup>th</sup> May, 2009.

9. Premature reversion of deputationist to parent cadre.

Normally, when an employee is appointed on deputation/ foreign service, his services are placed at the disposal of the parent Ministry/ Department at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist, his services could be so returned after giving an advance notice of at least three months to the lending Ministry/ Department and the employee concerned.

10. Relaxation of conditions.

Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel & training.

11. Date of Effect

These orders will take effect from 1.1.2006 and shall be applicable to all officers who were on deputation on 1.1.2006 or appointed thereafter except for the revised rates of deputation (duty) allowance which shall be applicable from 1.9.2008 as mentioned below Para 6.1 of this OM.

12. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders will apply for deputation outside Indian Audit and Accounts Department as concurred in by the Comptroller and Auditor General of India.

13. Hindi version will follow.

Sd/-

(Rita Mathur)  
Director

OFFICE LIST

ANNEXURE

( vide para 8.4 )

1. Name of the officer.
2. Name of the parent office.  
Designation of the post held in parent office & pay scale of that post
3. Present basic pay in the parent cadre post
4. Designation & pay scale of the post held on deputation and the present basic pay in the ex-cadre post.
5. Has the officers been given NBR promotion? If no, pay scale of the post to which promoted.
6. Normal period of deputation prescribed in Recruitment Rules for the ex-cadre post.
7. Date of appointment on deputation.
8. Is the officer drawing grade pay + d(d)a? If so, has the d(d)a been stopped during the 5th year/2nd year in excess of the period prescribed in the Recruitment Rules.
9. Whether the extension for 1st year/2nd year in excess of period prescribed in the RRs of the post has been given with the approval of the Secy. and Minister incharge of the administrative Ministry/Department respectively.
10. Does the proposed extension also requires the approval of UPSC/AC?
11. What is the specific public interest involved in the proposed extension?
12. Whether the concurrence of lending organisation/ individual concerned has been obtained for the proposed extension?
13. Efforts made to select a suitable replacement for the officer?
14. According to Recruitment Rules, can the post be filled up by promotion? If no, are there any eligible officers available from the feeder cadre (if there is one) and if so, why are they not being considered for promotion instead of seeking further extension for existing incumbent?
15. Any other relevant information considered necessary.

Signature and Designation

संलग्नक संख्या/Annexure No.....
मव संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

F. No. 61-19/2015-Desk (U)  
 Government of India  
 Ministry of Human Resource Development  
 Department of Higher Education  
 (Central Universities Bureau)

New Delhi, the 3<sup>rd</sup> March, 2017

To,  
 The Chairman,  
 University Grants Commission,  
 Bahadur Shah Zafar Marg,  
 New Delhi - 110002.

Sub: Improving financial management and strict compliance of rules/procedures in Central Universities - regarding.

Of late, it has been observed by this Ministry that sometimes the agenda items involving financial implications are placed directly before the Executive Council (EC) without proper scrutiny by the Finance Committee (FC). In certain cases, the decisions taken by EC without proper scrutiny of the FC conflict with the rules/regulations/instructions of the University Grant Commission (UGC)/ Ministry of Human Resource Development (MHRD)/Department of Personnel & Training (DoPT)/ Ministry of Finance (MoF), which result in serious complications and disparities among universities. As per the existing Statutes of the Central Universities, certain financial administrative powers vest with the FC of the Central Universities. Any violation of provision of the Act/Statutes of the University is a serious lapse which entails fixation of responsibility on delinquent official(s) and disciplinary proceedings.

2. In order to avoid such circumstances and to further improve the financial management of Central Universities, following points are required to be observed scrupulously:

- (i) All the provisions in the Act/ Statutes of the University should be strictly followed in letter and spirit and decisions so arrived at should be taken in a transparent manner after approval of the competent statutory bodies. The Registrar of the University, being the ex-officio Secretary of the EC, must ensure that no such agenda item, which has financial implications, is put before the EC without the explicit approval of the FC. The Registrar will be responsible for any lapse in this regard.
- (ii) The Finance Officer (FO), being the ex-officio Secretary of the FC, is responsible for ensuring proper utilisation of the funds of the university under his supervision and ensure that no unauthorised or illegal expenditure is incurred by the University. FO must also ensure that meetings of FC are convened at regular frequency as per the Acts/ Statutes of Central University. The FO will be responsible for any lapse in this regard.
- (iii) All agenda items involving financial implications, before placing in the FC meetings, must be properly examined by the office.
- (iv) It should also be ensured that the financial limits fixed for recurring and non-recurring expenditure for the year are not exceeded and that all funds are utilised for the purpose for which they are granted / sanctioned. Strict compliance of the provisions of GFR, 2004 general and Rule 21 of GFR, 2005 in particular, must be adhered to ensure financial propriety while incurring expenditure.

Contd.....

: 2 :

- (v) In administrative matters like career advancement scheme, promotion policies, fixation of pay/grade pay, allowances, increments, upgradation/revision of pay scales/allowances decision must be taken in strict conformity with the rules/regulations/instructions of Government of India/UGC, failing which strict disciplinary action will be taken against responsible officials. The same should be ensured by the FO and the Registrar of University.
- (vi) If any decision(s) taken in financial matters is found to be contrary to the advice or rules/regulations/instructions of the UGC/Govt. of India, the amount involved in such decision(s) will be deducted from the entitlement of the university and the same may be recovered from the salary of the official(s) responsible for such decision(s).
- (vii) Finance Officer, being responsible to ensure proper utilization of funds, should not rely on such decisions of EC/FC which are not in accordance with the existing rules/regulations/instructions, and which might have been inadvertently taken due to reasons that relevant rules/regulations/instructions were not brought to their notice before taking such decisions, or otherwise. The FO may bring the relevant rules/regulations/instructions to the notice of EC/FC, and seek clarification from UGC/MHRD, if required.
- (viii) While formulating any Ordinance pertaining to either service matters or financial matters which are not consistent with the existing rules/regulations/instructions of UGC/Government of India, it must be referred to UGC for prior approval/consent before it is brought to the notice of the Academic Council.
- (ix) It is mandatory for all the universities to conduct internal audits of their accounts in a regular and bound manner.
- (x) Every important decision taken in the FC/EC should be highlighted in the minutes of the meeting and communicated in the covering letter itself so as to stand out in the voluminous documents.

3. It is also emphasized that all agenda items should be prepared by the Central Universities well in advance and sent to the MHRD (CU Bureau & Finance (IFD) Bureau) and the UGC at least two weeks before the meeting so that proper scrutiny of agenda items along with the observations of the regulator as well as the Ministry are put on record. The last minute addition to agenda items, therefore, should be avoided unless they are of extreme and urgent nature, which should be clearly mentioned in the agenda as well as the minutes.

4. It would be appropriate for the UGC to send their officers in all the meetings of statutory bodies, wherever UGC's representation is required under the respective statutes, so that financial and procedural propriety is maintained in the said meetings.

5. As the Hon'ble Supreme Court has time and again emphasised the need for the proper utilization of Public funds/Tax payer's money, the Vice Chancellors, being the Head of Central Universities, must exercise utmost watchfulness in the financial and administrative management of the University.

6. It is requested that the above instructions may be brought to the notice of all the functionaries of Central Universities as well as to the Members of Finance Committee and Executive Council of the Central Universities for information and necessary action and also for ensuring monitoring and compliance.

*Sdf*  
(Sukhbir Singh/Sankar)  
Joint Secretary to the Govt. of India  
Tel: 011-23381

Copy to : Vice-Chancellors of all Central Universities.

## GENERAL GUIDELINES FOR

## E-PROCUREMENT UNDER CENTRAL PUBLIC PROCUREMENT PORTAL (eprocure.gov.in)

1<sup>st</sup> June, 2016

Office memorandums dated 30<sup>th</sup> March, 2012, 9<sup>th</sup> Jan, 2014 & 21<sup>st</sup> January 2016 and other OMs (please refer 'Instructions related to CPPP' at eprocure.gov.in) issued by the Department of Expenditure, Ministry of Finance mandates all Ministries / Department of Central Government their attached and subordinated offices, Central Public Sector Enterprises (CPSEs) and Autonomous / Statutory Bodies to commence e-Procurement in respect of all procurements with estimated value of Rs. 2 lakhs or above w.e.f 1.4.2016 by selecting eProcurement service provider of their own choice.

For facilitating Ministries / Departments, NIC is implementing its own e-Procurement application called Govt eProcurement System of NIC (GePNIC), which is accessible through the Central Public Procurement (CPP) Portal (URL:<http://eprocure.gov.in>). Ministries/Departments which do not have a large volume of procurement or carry out procurements required for day to day running of offices and also have not initiated e-Procurement through any other solution provider may use the e-Procurement solution developed by NIC, if desired.

Ministries/Departments with large volume of procurement other than of the nature mentioned above may either use the e-Procurement solution developed by NIC or engage any other service provider.

Ministries/Departments, which are already carrying out e-Procurement through other service providers or have developed e-Procurement solutions in house, may continue to do so, ensuring that conditions/guidelines provided in the above OMs of DoE are fulfilled.

Ministries/Departments/Organisations indenting to use eProcurement solution of NIC may write a letter to NIC (may also mail to [cphp-nic@nic.in](mailto:cphp-nic@nic.in)) clearly indicating their intent along with volume (number) of tenders to be floated in a year. In addition, may also specify number of locations from where tenders are being published. Any other special requirements may also be indicated. These details would facilitate NIC in estimating the load on the back-end/infrastructure and other support system required to support concerned Ministries/Departments/Organisations under CPP Portal. NIC may submit a proposal indicating the timelines and cost considerations to augment (if required) in providing required eProcurement support to Ministries/Departments/Organisations under CPPP.

Earlier, DoE vide its O.M No.10/1/2011-PPC dated 30th November, 2011 had issued instructions for mandatory publication (e-Publishing) of all tender enquiries, corrigenda thereto and details of contracts awarded thereon on the CPP Portal by all Ministries/Departments, their attached and subordinate offices, Central Public Sector Enterprises and autonomous/statutory bodies from 1<sup>st</sup> January 2012 in a phased manner. Also, DoE vide its OM No. 66(43)/PF-II/2014 dated 8<sup>th</sup> Sep, 2014 had issued instruction for mandatory publication of award of contract details in CPP portal for the tender published using e-Publish.

The table below shows the key differences between e-Publishing module and e-Procurement module of NIC accessible through the CPP Portal.



e-Publishing module	e-Procurement module
<p>1. Entails publishing of all tender enquiries, corrigenda thereto and awards of contract thereon on the CPP Portal.</p> <p>Under e-Publishing, the User Organisations will continue to invite bids in paper based format.</p>	<p>1. Covers the complete tendering process starting from online publishing of tender enquiries, online bid submission by the bidders, online bid opening, uploading of bid evaluation results and publication of award of Contract.</p> <p>Under e-Procurement, the complete tendering, including the submission of bids by the bidders, will be online.</p>
<p>2. Under the e-Publishing module, the User Organisations are required to define two roles for their officials authorised to use this module, viz.</p> <p>a. Tender Creator - responsible for filling up and uploading the details of a tender enquiry / corrigenda / award of Contract on the CPP Portal.</p> <p>b. Tender Publisher - responsible for publishing the tender enquiry / corrigenda / award of contract created by the Tender Creator on the CPP Portal.</p>	<p>2. Under the e-Procurement module, the User Organisations will be required to define two additional roles apart from the Tender Creator and Tender Publisher as in e-Publishing, viz.</p> <p>a. The role of bid opener is Critical for e-Procurement. Bid openers should be identified for each tender at the time of publishing of the tender Enquiry.</p> <p>b. Bid Evaluator - authorised to upload the results of the various stages of bid Evaluation on the CPP Portal.</p> <p>c. Minimum of 4 Bid openers must be configured against each tender to avoid any issues in tender opening</p> <p>d. At least 5 Digital Signature Certificate is required to complete one tender cycle.</p>
<p>3. All authorised department users, from the User Organisations, can login using a login ID and password assigned to them, to operate the e-Publishing module of the CPP Portal. They do not need any Additional mode of authentication.</p>	<p>3. All authorised department users, from the User Organisations, will be required to have valid Digital Signature Certificates (DSCs), in addition to their user ID and password, to be able to operate the e-Procurement Module.</p>
<p>4. e-Publishing does not require the bidders to enrol on the CPP Portal, since the bids will continue to be submitted in the paper based format.</p>	<p>4. e-Procurement requires the bidders to enrol on the CPP Portal, using a valid Digital Signature Certificate (DSC) and Valid email address. The bidders will be required to submit their bids online on the e-Procurement module.</p>

The following document provides the pre-requisites and guidelines for using the e-Procurement module of NIC under CPPP.

**A. Enrolment on e-Procurement module under CPPP**

To enrol, each User Organisation (Ministry/ Department, attached or subordinated office) should follow the steps listed below:

**I. Acquire Digital Signature Certificates(DSCs)**

To carry out e-Procurement using NIC's e-Procurement Module, the authorised users of the User Organisation will be required to obtain valid DSCs. Authorised users will be required to procure DSC (both Signing and Encryption) of Class-II or Class-III DSCs.

DSCs may be obtained from any authorised agency registered with the Certifying Authority (CA) in India. However, DSC may also be procured through NICSII, Please refer to Annexure 2 for obtaining DSC through NICSII.

**II. Selection/ Nomination of Nodal Officer**

Each User Organisation (Ministry/ Department, attached or subordinated office) is required to nominate one official as nodal officer in eProcurement module who would manage user accounts of concerned user organisation in the eProcurement module. For details, pl refer Annexure-1. User Organisations should submit filled-in Nodal Officer Account Creation form to NIC / [cphp-nic@nic.in](mailto:cphp-nic@nic.in). On creation of nodal officer account in eProcurement module under CPPP, Nodal officer should (a) Set Password & (b) Mapping of DSC with the account.

**III. Setting up of Organizational Hierarchy for mapping on the CPP Portal**

Every User Organisation has to ensure that their organisational structure/hierarchy (of tender floating locations only) is properly mapped in e-Procurement Module. The sample format given under Annexure 1 may kindly be modified according to user organisation hierarchy and may mail to NIC/ [cphp-nic@nic.in](mailto:cphp-nic@nic.in) for its creation.

**IV. Creation of User Accounts for officials of the User Organisation**

The Nodal Officer/ sub-Nodal Officer(s) of each User Organisation will authorise users within the organisation for various roles such as Tender Creator, Tender Publisher, Bid Opener and Bid Evaluator who would use the e-Procurement module. For further details, please refer Annexure 1.

**V. Mapping of DSCs for all user accounts created in the User Organisation**

The authorised users will be required to Set Password as well as map their DSCs with their respective user profiles created by the Nodal Officer on the e-Procurement module.

**VI. Assistance in floating of First /Pilot Tender in selected locations.**

User Organisation has to modify its tender document for e-Procurement (e-compliance) prior to publishing on the eProcurement module under CPPP. **Notice Inviting Tender in .pdf format is mandatory. Also, e-Compliant Tender Document is required.**

User Organisation, if required, may request NIC / [cppp-nic@nic.in](mailto:cppp-nic@nic.in) well in advance, for any assistance in floating of its first/ pilot Tender. Based on the availability of manpower with NIC prevalent at that time, may provide required support at selected locations. Deputed manpower would guide user organisation on e-Tendering aspects only. Logistics support, if any, may be provided by concerned user organisation.

If required, for onsite continuous hand holding support / training services in user organisation, Facility Management Partner (FMP) manpower may be hired thru NICSI empanelled vendors in consultation with NIC.

## VII Training / Assistance in implementing eProcurement Solution of NIC

Users Organisations may attend training on eProcurement under CPPP at :

1. The training session of "Training Program on Public Procurement" held at National Institute of Financial Management (NIFM), Faridabad
2. Web learning sessions (daily) on eProcurement.

Details and schedule for above mentioned trainings is available on <https://eprocure.gov.in/cppp/trainingdisp>.

Further, User Organisation may also avail help at :

- For any **Technical Query/Clarification**, send E-Mail to : [cppp-nic@nic.in](mailto:cppp-nic@nic.in)
- For any **Policy/Functionality/Feature** related query/clarification, send E-Mail to : [cppp-doe@nic.in](mailto:cppp-doe@nic.in)
- For Telephonic Help Support, call Mobile Numbers- 91 8826246593 Tel : The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

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Annexure 1

DETAILED INFORMATION ON PRE-REQUISITES FOR ENROLMENT ON  
THE E-PROCUREMENT MODULE OF NIC

I. Selection / Nomination of Nodal Officer

Nodal Officer(s) can be nominated by filling up the Nodal Officer Nomination Form available under Downloads section of Central Public Procurement Portal and sending it to NIC / [cppp-nic@nic.in](mailto:cppp-nic@nic.in).

- Login ID should be e-Mail format and should be name based.
- Alternate/Correspondence e-mail ID can be any working email-id as system sends all communications on this email-id.
- Mobile number should be proper.

NIC will create the Nodal Officer account with the details provided in the form. On receipt of mail indicating creation of the user account, Nodal officer may generate the password for by Clicking on 'Generate / Forgot Password' link on <http://eprocure.gov.in/eprocure/app>. Nodal officer may then map DSC with the account.

II. Setting up of Organizational Hierarchy for mapping on CPP Portal

Each User Organisation must provide its organisational structure / hierarchy (of tender floating locations only ) for mapping under e-Procurement Module of NIC as per guidelines as mentioned below :

The organisational structure of a User Organisation may be provided (up to max 4 levels) in the following manner:

- LEVEL 0 - Parent Ministry
- LEVEL 1 - Organization (Department/CPSE / Autonomous/Statutory Body)
- LEVEL 2 - Functional/ Zonal/ Regional Offices etc.
- LEVEL 3 - Division/ District level offices etc.
- LEVEL 4 - Sub-Division/Block level offices etc.

The organisation structure as per sample format depicted below may be modified according to user hierarchy and may be sent to NIC/ [cppp-nic@nic.in](mailto:cppp-nic@nic.in).

A sample organizational structure is given below:

ORGANISATIONAL STRUCTURE REQUIREMENT OF TENDER FLOATING LOCATIONS IN 5 Level						
Sl. NO	LEVEL 0 (Ministry)	LEVEL 1 (Organisation name)	LEVEL 2 (Department)	LEVEL 3 (Division)	LEVEL 4 (Sub division)	
1	Ministry of Heavy Industries & Public Enterprises	Hindustan Paper Corporation Limited, (A Govt. of India Enterprises) Public Sector Undertaking	Corporate Head Quarters	Administration		
2				Commercial Department		
3				Marketing Department		
4				Fiber Development & Procurement		
5				Human Resource & Employee Services Department		
6			Nagaon Paper Mill, Jagiroad		Administration	
7					Contract Cell	
8					Commercial Department	
9					Fiber Development & Procurement	
10					Human Resource & Employee Services Department	
11			Cachar Paper Mill, Panchgram		Administration	
12					Contract Cell	
13					Commercial Department	
14					Fiber Development & Procurement	
15					Human Resource & Employee Services Department	
16			Hindustan Newsprint Limited		Administration	
17					Commercial Department	
18					Contract Cell	
19					Fiber Development & Procurement	
20					Human Resource & Employee Services Department	
21			Nagaland Pulp & Paper Company Limited		Administration	
22					Contract Cell	
23					Commercial Department	
24					Fiber Development & Procurement	
25					Human Resource & Employee Services Department	

III. Creation of User Accounts for officials of the User Organisation

The Nodal Officer / sub-Nodal Officer(s) of each User Organisation will authorise users within the organisation to use the e-Procurement module of NIC. The various roles defined for e-Procurement module are:

- i. Tender Creator - responsible for filling up and uploading the details of a tender enquiry / corrigenda.
- ii. Tender Publisher - responsible for publishing the tender enquiry / corrigenda created by the Tender Creator.
- iii. Bid Opener - authorised to decrypt and download the bids received from the bidders in response to a tender document.
- iv. Bid Evaluator - authorised to upload the results of the various stages of bid evaluation/award of contract.

If required, Nodal officer can also have above mentioned roles to participate in the Tendering Activities. For getting above roles, Nodal officer may mail to NIC/ cppo-nic@nic.in.

Annexure 2

NATIONAL INFORMATICS CENTRE SERVICES INCORPORATED (NICSI)  
NEW DELHI

4/9/2014

Sub : Initiation of procurement/supply of Digital Signature Certificates (DSCs), Tokens and SSL Certificates through NICSI.

On the directions of NIC, the procurement of DSC's, Tokens and SSL Certificates (previously) managed by NIC would henceforth be done through NICSI till the time NIC -CA operations restart. Like other procurements in the area of PCs, Servers and Networking equipments the Government departments, PSUs will follow a similar process to procure the items. For the information of all concerned the process and rates are mentioned below :

**Process:**

J. Client organisations will request for Proforma Invoice from NICSI via E-Mails to [nicsi-pi@nic.in](mailto:nicsi-pi@nic.in) specifying requirement: i) DSC/Token/SSL Certificate ii) For DSC whether Class 2 or 3 iii) validity period – 1 or 2 Years (For SSL it is 2 Years).

K. PI Division of NICSI will provide the Proforma Invoice and mandatory User Information sheet to the organisation at its email id.

L. Organisation concerned will transfer the Invoice value through cheques/ RTGS, NEFT and follow it up by sending back the filled up and signed User Information Sheet.

M. NICSI, on receipt of the User Information Sheet will reconcile the payment received, initiate the project and place order on the vendor.

N. The vendor will contact the concerned Organisation, collect the mandatory documents like photograph, identity & address proof etc before servicing the request.

O. After the client organisation certifies the satisfactory provision of the service, the bills of the vendor will be submitted to NICSI and payments released by NICSI.

P. The support services would be provided by the vendor to the client organisation during the validity of the services.

**Rates**

Following are the rates:

(i) Token Cost :	Rs. 555
(ii) Class 2 DSC Charges : (validity 2 Years)	Rs. 445
(iii) Class 3 DSC Charges (validity 1 Year ) :	Rs. 746
(validity 2 Years) :	Rs. 999
(iv) SSL Certificate (validity 2 Years ) :	Rs. 1685

NICSI will not be in a position to offer any technical consultancy on the DSCs. Client organisations may seek assistance from the whoever is their I.T. Consultant. Post procurement standard support services of the vendor will be available in respect of installation.

  
(P.V. Mohan Krishnan)  
General Manager

No. 10/1/2011-PPD  
 Ministry of Finance  
 Department of Expenditure  
 Procurement Policy Division  
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संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

516, Lok Nayak Bhawan, Khan Market,  
 New Delhi. Dated the 17<sup>th</sup> May, 2016 ✓

OFFICE MEMORANDUM

**Subject: Mandatory publication of tender enquiries on Central Public Procurement Portal**

In pursuance of decision taken in Group of Ministers constituted to consider measures to tackle corruption and ensure transparency, the Department of Expenditure has vide OM of even no. dated 30.11.2011 (copy enclosed), issued instructions for the setting up of Central Public Procurement Portal (CPPP) which is accessible at the [www.eprocure.gov.in](http://www.eprocure.gov.in).

2. It has been brought to notice of this Department that some Ministries/ Departments and other Organizations still continues to e-publish their tender enquires and other details on the NIC website [www.tenders.gov.in](http://www.tenders.gov.in). It is perhaps due to the guidelines of Central Vigilance Commission (CVC) on the use of the NIC portal i.e. (<http://govtenders.nic.in>) for this purpose.

3. In the light of instructions of CVC and to avoid any confusion to the procuring authorities that which website is to be used, the matter was referred to the CVC by this Department. Central Vigilance Commission (CVC) has conveyed their "no objection" to switching over from old website [www.tenders.gov.in](http://www.tenders.gov.in) to the new CPP Portal i.e. [www.eprocure.gov.in](http://www.eprocure.gov.in).

4. Accordingly, all Central Government Ministries/Departments are hereby advised to follow the instructions contained in this Department OM of even number dated 30.11.2011 regarding E-Publishing of tender enquiries, corrigenda thereto and details of contracts awarded thereon on CPPP and may discontinue use of [www.tenders.gov.in](http://www.tenders.gov.in) for this purpose. Ministries/Departments may also advice their Attached and Subordinate offices, Central Public Sector Undertakings (CPSE's), Autonomous and Statutory Bodies under their administrative control to use [eprocure.gov.in](http://www.eprocure.gov.in) website for tenders related publications.

*Sdf*

(Vinayak T. Likhari)

Under Secretary to the Govt. of India

Tele: 24621305

E-mail - [vinayak.likhar@nic.in](mailto:vinayak.likhar@nic.in)

To,

All the Secretaries / Financial Advisor of Central Govt. Ministries /Departments.

Copy to:

1. Secretary, CVC with reference to CVC letter no. 006NGL/043/203799 dated 22nd Feb. 2013.
2. DG, NIC, CGO Complex, New Delhi with a request to close down [www.tenders.gov.in](http://www.tenders.gov.in)



No. 10/1/2011-PPC  
Ministry of Finance  
Department of Expenditure  
Public Procurement Cell

North Block, New Delhi  
Dated 30<sup>th</sup> November, 2011

**OFFICE MEMORANDUM**

**Subject: Mandatory publication of Tender Enquiries on the Central Public Procurement Portal**

Pursuant to the decisions of the Group of Ministers constituted to consider measures to tackle corruption and improve transparency, on the recommendations of the Committee on Public Procurement set up to look into various issues having an impact on public procurement policy, standards and procedures, it has been decided that:

- a. NIC will set up a portal called the Central Public Procurement Portal (hereinafter referred to as CPP Portal) with an e-publishing module (similar to NIC's website [www.tenders.gov.in](http://www.tenders.gov.in)) and an e-procurement module (similar to NIC's e-procurement sites such as [pmgsytenders.gov.in](http://pmgsytenders.gov.in) and [epro-nicsi.nic.in](http://epro-nicsi.nic.in)). The CPP Portal will be accessible at the URL [eprocure.gov.in](http://eprocure.gov.in) and will provide links to the non-NIC e-procurement sites being used at present by various Ministries/ Departments, CPSEs and autonomous/ statutory bodies.
- b. While e-publishing of tender enquiries, corrigenda thereto and details of contracts awarded thereon, on the Portal, shall be made mandatory in a phased manner w.e.f 1<sup>st</sup> January 2012, the comprehensive end-to-end e-Procurement feature would be implemented in a phased manner w.e.f. 1<sup>st</sup> April 2012, for which instructions will be issued separately. In the meantime, Digital Signature, which is essential at the e-procurement phase, may be obtained from any Certifying Authority or from NIC which is also a Certifying Authority, for the concerned officials.

**E-Publishing:**

- c. It will be mandatory for all Ministries/ Departments of the Central Government, their attached and subordinate offices, Central Public Sector Enterprises (CPSEs) and autonomous/ statutory bodies to publish their tender enquiries, corrigenda thereon and details of bid awards on the CPP Portal using e-publishing module with effect from the following dates:
  - c.i. Ministries/ Departments and their attached and subordinate offices w.e.f. 1<sup>st</sup> January 2012;
  - c.ii. CPSEs w.e.f. 1<sup>st</sup> February 2012;
  - c.iii. Autonomous/statutory bodies w.e.f. 1<sup>st</sup> April, 2012.

- d. Individual cases where confidentiality is required, for reasons of national security or to safeguard legitimate commercial interest of CPSE's, would be exempted from the mandatory e-publishing requirement. As far as Ministries/ Departments are concerned, decisions to exempt any case on the said grounds should be approved by the Secretary of the Ministry/ Department with the concurrence of the concerned Financial Advisor. In the case of CPSEs, approval of the Chairman & Managing Director with the concurrence of Director (Finance) should be obtained in each case to be exempted. In the case of autonomous bodies/ statutory bodies, approval of the head of the body with the concurrence of the head of the Finance function, should be obtained in each such case. Statistical information on the number of cases in which exemption was granted and the value of the concerned contract, may be intimated on a Quarterly basis to the Ministry of Finance, Department of Expenditure at the email id [cppp-doe@nic.in](mailto:cppp-doe@nic.in)
- e. Ministries/ Departments, CPSEs and autonomous/ statutory bodies that are already publishing their tender enquiries on [www.tenders.gov.in](http://www.tenders.gov.in) and/or on their respective websites, shall ensure that their tender enquiries are simultaneously published / mirrored on the CPP Portal also. They may also ensure that all corrigenda and details of the contract awarded as a result of the tender enquiry, are also published on the CPP Portal.
- f. Ministries/ Departments, CPSEs and autonomous/ statutory bodies that are already carrying out e-procurement through NIC or their own website or through any other service provider, shall ensure that details of all their tender enquiries, related corrigenda and details of contracts awarded thereon, including those that are issued through e-procurement, are simultaneously published / mirrored on the CPP Portal. As stated at (a) above, they should also ensure that their e-procurement website is linked to the CPP Portal.
- g. The above instructions apply to all Tender Enquiries, Requests for Proposals, Requests for Expressions of Interest, Notice for pre-Qualification/ Registration or any other notice inviting bids or proposals in any form, issued on or after the dates indicated at (c) above whether they are advertised, issued to limited number of parties or to a single party.
- h. In the case of procurements made through DGS&D Rate Contracts or through Kendriya Bhandar/ NCCF, only award details need to be published on the Portal.
- i. These instructions would not apply to procurements made in terms of provisions of Rules 145 (Purchase of goods without quotations) or 146 (Purchase of goods by purchase committee) of General Financial Rules - 2005 (or similar provisions relating to procurements by CPSEs, autonomous bodies).

2. In order to facilitate implementation of aforesaid decisions regarding e-publishing of tender details, NIC will provide detailed guidelines for using the e-Publishing module of the CPP Portal. These guidelines will also be available in the CPP Portal. User IDs and Passwords would have to be obtained from NIC for accessing the Portal. Details in this regard will also be available in the CPP Portal.
3. NIC will also provide the following support:
- NIC will make arrangements for necessary training to the concerned officials in the use of the CPP Portal for e-publishing. For this purpose, Ministries / Departments may contact NIC through email at [cppp-nic@nic.in](mailto:cppp-nic@nic.in) to work out the details.
  - Detailed guidelines for the use of e-Publishing module will be made available in the CPP Portal and this would also be circulated separately to all Ministries/Departments.
  - A demonstration web site, similar to the CPP Portal, would be made available for training and hands-on practice. The site will also contain necessary user manuals and presentation materials.
4. Ministries/ Departments are requested to take necessary action to ensure that e-publishing of tender details on the Portal is commenced in terms of the time lines mentioned in para 2 (c) above. It is also requested that necessary instructions may be issued in this regard to all attached and subordinate offices as also to CPSEs, autonomous and statutory bodies under their administrative control.

Sd/-  
(Suchinara Misra)  
OSD (PPC)  
011-23092689

To,

Secretaries of all Ministries/Departments

Copy to

FAs of all Ministries/Departments

Copy also to DG (NIC), CGO Complex, New Delhi

सलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

No.F.26/4/2016-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division  
\*\*\*\*\*

516, Lok Nayak Bhawan,  
New Delhi.  
Dated the, 3<sup>rd</sup> May, 2016.

OFFICE MEMORANDUM

**Subject:** Insertion of Rule 141A after Rule 141 in General Financial Rules (GFR), 2005.

This Department has received the proposal from Ministry of Commerce and Industry, Department of Commerce (DoC) regarding creation of Government e-Marketplace (GeM) by Directorate General Supply and Disposal (DGS&D). In order to facilitate the same, it is decided to insert new Rule 141A in General Financial Rules (GFR), 2005 on the proposed GeM as per Annexure to this O.M.

2. All Central Government Ministries/ Departments are requested to bring this amendment to the notice of all their Attached and Subordinate offices for their information.

3. This OM is also available on our website [www.finmin.nic.in](http://www.finmin.nic.in)---> Departments---> Expenditure---> Procurement Policy Division.

*Sd/-*

(Vinayak T Likhari)  
Under Secretary  
Telefax: 011-24631305  
vinayak.likhar@nic.in

To,

Secretaries & Financial Advisers of all Ministries/Departments of the Government of India.

Annexure

Insertion of Rule 141 A after Rule 141 in GFR-2005 pursuant to the proposed One Stop Government e-Marketplace (GeM) by Directorate General of Supplies & Disposal (DGS&D), Department of Commerce, Ministry of Commerce & Industry.

**Government e-Market place (GeM):** DGS&D will host an online Government e-Marketplace (GeM) for common use Goods and Services. The GeM would be dynamic, self sustaining and user friendly. DGS&D will ensure adequate publicity including periodic advertisements in newspapers of the GeM and the items to be procured through GeM for the prospective suppliers. The procuring authorities will satisfy themselves that the price of the selected offer is reasonable. GeM may be utilized by Government buyers (at their option) for direct on-line purchases as under:

- (a) Upto Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period;
- (b) Above Rs.50,000/- through the supplier having lowest price amongst the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. GeM will also provide tools for online bidding and online reverse auction which can be used by the Purchaser.

The above monetary ceiling is applicable only for purchases made through GeM. For all other purchases, GFR Rule 145, 146, 150 and 151 will apply.

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No.F.29/1/2015-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

516, Lok Nayak Bhawan, New Delhi  
Dated the 13<sup>th</sup> April, 2016

OFFICE MEMORANDUM

Subject : Amendment to the Rule 126 of General Financial Rule, 2005 –  
regarding.

Rule 126 of the GFR pertaining to the execution of the work by Public Works Organisations (PWOs) were last amended by this office O.M. No.15 (1)/E-II(A)/2010 dated 20<sup>th</sup> August, 2010.

2. This department has been receiving references from various Ministries/ Departments seeking clarifications, whether award of contract to PWOs/PSUs by the Government Ministries/ Department should be on the basis of competitive bidding among the PWOs/PSUs or on a nomination basis. Hence, it is decided that the existing provision of Rule 126 at Chapter 5 of General Financial Rule, 2005 which deals with "Works" shall be substituted by the provision indicated in the Annexure of this Office Memorandum.

3. This order will take effect from the date of issue of this Office Memorandum.

4. All Central Government Ministries/ Departments are requested to bring this amendment to the notice of all their attached and subordinate offices for their information.

5. This O.M. is also available on our website <http://finmin.nic.in>→Departments→Expenditure→Procurement Policy Division. Hindi version of this O.M. will follow.

( Vinayak T. Likhari )  
Under Secretary (PPD)  
Tele/fax – 24621305  
E-mail : [Vinayak.likhar@nic.in](mailto:Vinayak.likhar@nic.in)

To  
Secretaries & Financial Advisers of all Ministries/ Departments of the Government of India.

ANNEXURE

AMENDMENT TO GENERAL FINANCIAL RULE, 2005

CHAPTER – 5 - The existing provision of Rule 126(1) to (4) may be replaced by the following.

**Rule 126(1):-** A Ministry or Department at its discretion may directly execute repair works estimated to cost upto Rupees Thirty Lakhs after following due procedure indicated in Rule 132.

**Rule 126(2):-** A Ministry or Department may, at its discretion, assign repair works estimated to cost above Rupees thirty Lakhs and original works of any value to any Public Works Organisation (PWO) such as Central Public Works Department (CPWD), State Public Works Department, others Central Government organisations authorised to carry out civil or electrical works such as Military Engineering Service (MES), Border Roads Organisation (BRO), etc. or Ministry/ Department's construction wings of Ministries of Railways, Defence, Environment & Forests, Information & Broadcasting and Departments of Posts, and Space etc.

**Rule 126(3) -** As an alternative to 126(2), a Ministry or Department may assign repair works estimated to cost above Rupees thirty Lakhs and original works of any value to any Public Sector Undertaking set up by the Central or State Government to carry out civil or electrical works or to any other Central/ State Government organisation /PSU which may be notified by the Ministry of Urban Development (MoUD) for such purpose after evaluating their financial strength and technical competence.

However, for the award of work under this sub-rule, the Ministry/ Department shall ensure competition among such PSUs/ organizations. This competition shall be essentially on the lump sum service charges to be claimed for execution of work.

**Rule 126(4):- Delete**

(Min. of Fin.(Exp.) Q.M. No. F.29/1/2015-PPD dated the 13<sup>th</sup> April, 2016)

No.26/12/2014-PPC  
Ministry of Finance  
Department of Expenditure  
Public Procurement Cell

संलग्नक संख्या/Annexure No.....  
मद संख्या/Item No.....  
ई.सी. की तिथि/Date of EC.....

Room No.168-C,  
North Block, New Delhi  
Dated the 21<sup>st</sup> January, 2015

OFFICE MEMORANDUM

Subject: Implementation of comprehensive end-to-end e-procurement

This has reference to this Department O.M. of even No. dated 30<sup>th</sup> March, 2012 and 9<sup>th</sup> January, 2014 vide which it was conveyed that the Ministries / Departments of the Central Government, their attached and subordinate offices would need to commence e-procurement in respect of all procurements with estimated value of Rs. 2.0 lakh or more in a phased manner.

2. In this context, it is now decided that apart from Ministries/Department of the Central Government, their attached and subordinate offices, Central Public Sector Enterprises (CPSEs), autonomous /Statutory bodies will also be required to commence e-procurement as per above referred threshold limits.

3. Ministries/ Departments are requested that necessary instructions may be issued to all attached/subordinate offices, CPSEs and autonomous /Statutory bodies etc., under their administrative control to commence e-procurement.

Sd/-

( Sanjay Aggarwal )

Director (PPD)

T No.23094961

e-mail [sanjay.aggarwal68@nic.in](mailto:sanjay.aggarwal68@nic.in)

Secretaries of all Ministries/Departments

FAs of all Ministries/Departments

Copy to :

DG (NIC), CGO Complex, New Delhi.



संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

No. 10/3/2012-PPC  
Ministry of Finance  
Department of Expenditure  
Public Procurement Cell  
\*\*\*\*

North Block, New Delhi  
30<sup>th</sup> March, 2012

OFFICE MEMORANDUM

**Subject: Implementation of comprehensive end-to-end e-procurement**

Reference is invited to this Department's O.M No.10/1/2011-PPC dated 30th November, 2011 vide which instructions were issued for mandatory publication of all tender enquiries, corrigenda thereto and details of contracts awarded thereon on the Central Public Procurement Portal (CPP Portal) by all Ministries/Departments, their attached and subordinate offices, Central Public Sector Enterprises and autonomous/statutory bodies. These instructions further envisaged implementation of comprehensive end-to-end e-procurement, guidelines for which were to be issued subsequently.

2. In pursuance of the above, it has now been decided that Ministries/ Departments of the Central Government, their attached and subordinate offices may commence e-procurement in respect of all procurements with estimated value of Rs.10 lakh or more in a phased manner as per the month-wise schedule given at Annexure I.

3. In this context, NIC has developed an e-procurement solution which can be accessed on the link <http://eprocure.gov.in>. Detailed guidelines on using the solution on e-procurement will be circulated by NIC separately and the same will also be available on the CPP Portal. However, the basic requirement to be met by Ministries/Departments is enclosed as Annexure II. NIC will also provide a training schedule, a demo site and hands on training on how to use their e-procurement solution, details of which will also be made available on the CPP Portal. Training request may be forwarded to [cphp-nic@nic.in](mailto:cphp-nic@nic.in). The proposed training schedule is enclosed as Annexure III.

4. Ministries/Departments, which are already carrying out e-procurement through other service providers or have developed e-procurement solutions in house, may continue to do so, ensuring that,

- i. the e-procurement solution meets all the requirements notified by Department of Information Technology under the "Guidelines for compliance to Quality requirements of e-procurement Systems" published on the e-Governance Standards Portal (<http://egovstandards.gov.in>);
- ii. the procurement procedure adopted conforms to the general principles envisaged under General Financial Rules- 2005 and the CVC guidelines;
- iii. details of all their tender enquiries, related corrigenda and details of contracts awarded thereon, through e-procurement are simultaneously published / mirrored on the CPP Portal.

.....contd...2/-

- 2 -

5. Ministries/Departments which do not have a large volume of procurement or carry out procurements required for day to day running of offices and also have not initiated e-procurement through any other solution provider may use the e-procurement solution developed by NIC.
6. Ministries/Departments with large volume of procurement other than of the nature covered in para 5 above may either use the e-procurement solution developed by NIC or engage any other service provider following due process.
7. As already stated, the implementation of e-procurement is to be done in a phased manner as per the month-wise schedule proposed vide Annexure-I. In the first month, the Ministry/Department should commence e-procurement in the Ministry/Department itself and thereafter cover all attached and subordinate offices within a period of six months. Ministries/Departments should draw up a time frame for implementing e-procurement in their attached and subordinate units/offices and issue necessary instructions so as to ensure complete implementation in all units/offices within the prescribed timelines.
8. Ministries/Departments which are already doing some e-procurement or which are considering implementation of e-procurement have been included in the first two months in the proposed month-wise schedule. These Ministries/Departments should also ensure that all attached and subordinate offices under them commence e-procurement within a period of six months from the commencement of e-procurement in the Ministry/Department.
9. The Nodal Officers appointed by various Ministries/Department during the implementation of mandatory e-publishing of tender enquiries on the CPP Portal will oversee all aspects of implementation of e-procurement as well. Ministries/Departments which face any difficulty in following the proposed month-wise schedule may send their requests for alternate slots to email id [ppc-exp@nic.in](mailto:ppc-exp@nic.in)
10. Ministries/Departments may also tie up with NIC for training and support where e-procurement solution developed by NIC is adopted so that timely commencement of e-procurement is ensured. In this regard, request for training and support may be sent to [cppp-nic@nic.in](mailto:cppp-nic@nic.in).
11. These instructions will not apply to procurements made by Ministries/Departments through DGS&D rate contracts or through Kendriya Bhandar and NCCF. However, as stated in para 1 (h) of this Department's O.M dated 30<sup>th</sup>, November 2011, award details in such cases are to be published mandatorily on the CPP Portal under the e-publishing module.
12. Although, all cases above Rs.10 lakh are to be covered by e-procurement, however in individual cases where national security and strategic considerations demand confidentiality, Ministries/Departments may exempt such cases after seeking approval of the Secretary of the Ministry/Department with the concurrence of their Internal Financial Advisers. Statistical information on the number of cases in which exemption was granted and the value of the concerned contract may be intimated on a Quarterly basis to the Ministry of Finance, Department of Expenditure at the email id [ppc-exp@nic.in](mailto:ppc-exp@nic.in).

.....contd... 3/-

13. Ministries/ Departments are requested to take necessary action to ensure that e-procurement is commenced in terms of the time lines mentioned in para 7 above.



(Yashashri Shukla)  
Director (PPC)  
011-23093457

To,  
Secretaries of all Ministries/Departments

Copy to:  
FAs of all Ministries/Departments

Copy also to:  
DG (NIC), CGO Complex, New Delhi.

Annexure I

Proposed schedule for implementation of e-procurement in Ministries/ Departments

Month from which e-procurement is to commence	Name of the Ministry/ Department	Time by which all attached and subordinate offices shall have commenced e-procurement
May 2012	Ministry of Railways Ordnance Factory Board, Ministry of Defence Ministry of Rural Development for PMGSY CPWD, Ministry of Urban Development DGS&D, Department of Commerce NHAI, Ministry of Road Transport and Highways Planning Commission Department of Information Technology Department of Expenditure	October 2012
June 2012	Department of Commerce for procurement other than of DGS&D Ministry of Rural Development for procurement other than of PMGSY Ministry of Urban Development for procurement other than of CPWD Ministry of Road Transport and Highways for procurement other than by NHAI Department of Economic Affairs Department of Public Enterprises Department of Telecommunication Ministry of Drinking Water and Sanitation Ministry of External Affairs Department of Agriculture and Cooperation	November 2012
July 2012	Department of Revenue Department of Land Resources Ministry of Mines Ministry of Coal Ministry of Corporate Affairs Ministry of Culture Department of Science and Technology Department of Fertilizers Department of Consumer Affairs Department of Heavy Industries	December 2012
August 2012	Department of Disinvestment Department of Health and Family Welfare Department of Higher Education Ministry of Information and Broadcasting Ministry of Labour and Employment Ministry of New and Renewable Energy	January 2013

	Ministry of Statistics and Programme Implementation Ministry of Tourism Ministry of Environment and Forests Department of States Department of Home Department of Jammu and Kashmir Affairs Ministry of Micro, Small and Medium Enterprises	
February 2013	Ministry of Minority Affairs Ministry of Steel Ministry of Housing and Urban Poverty Alleviation Ministry of Women and Child Development Department of Youth Affairs Department of Legal Affairs Department of Border Management	July 2013

	Department of Personnel and Training Ministry of Petroleum and Natural Gas Department of Posts Ministry of Shipping	
September 2012	Department of Financial Services Ministry of Planning Department of Scientific and Industrial Research Department of Animal Husbandry, Dairying and Fisheries Department of Pharmaceuticals Department of Defence Research and Development Ministry of Earth Sciences Department of AIDS Control Department of Official Language Department of School Education and Literacy	February 2013
October 2012	Legislative Department Ministry of Overseas Indian Affairs Ministry of Parliamentary Affairs Ministry of Power Ministry of Civil Aviation Ministry of Textiles President's Secretariat Prime Minister's Office Cabinet Secretariat Department of Ex-Servicemen Welfare	March 2013
November 2012	Vice President's Secretariat Ministry of Food Processing Industries Department of Agricultural Research and Education Department of Food and Public Distribution Department of Defence Production Department of Health Research Department of Internal Security Department of Justice Department of Pensions and Pensioners Welfare Ministry of Social Justice and Empowerment	April 2013
December 2012	Ministry of Tribal Affairs Ministry of Water Resources Department of Space Department of Atomic Energy Department of Sports Department of Chemicals and Petro-Chemicals Department of Industrial Policy and Promotion Department of Defence Ministry of Development of North Eastern Region Department of Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH)	May 2013
January 2013	Ministry of Panchayati Raj Department of Administrative Reforms and Public Grievances Department of Bio-Technology	June 2013

Annexure II

The basic requirements to be met by Ministries/Departments for implementation of e-procurement solution provided by NIC are:

I. Nodal Officer's responsibilities for e-Procurement

A. Requirement of Digital Signature Certificate (DSC)

- Valid email ID & Digital Signature Certificate (DSC) is required for all authorised users in a Ministry/Department to carry out e-Procurement.
- Digital Signature Certificates (DSC) obtained for concerned officials for e-publishing can be used for e-procurement as well.
- The DSCs can be obtained by Ministries/Departments directly from any of the Certifying Authorities (CA). NIC is also one of the CA and provides DSCs to the Government officials.
- The instructions to obtain a DSC, DSC Request Form, fee structure, and payment details are available at <https://nicca.nic.in> and in the FAQ section of the CPP Portal.
- Issuance of DSC to private bidders - Since NIC offers DSC only for Government officials, bidders need to obtain DSCs from other Certifying Authorities such as TCS/ SIFY/ nCode etc.

B. Identification and creation of users

Nodal Officer of all Ministries/Department will have the responsibility for identifying and creating the user accounts for e-procurement roles such as Bid Openers and Bid Evaluators in addition to Tender Creators and Tender Publishers created earlier for e-publishing.

Annexure III

**Detailed training schedule for implementation of e-procurement solution developed by NIC**

- a. A Half-day awareness session to be conducted by NIC for Ministries/Departments at their premises, to provide them an overview of the e-procurement solution developed by NIC and accessible through the link [www.eprocure.gov.in](http://www.eprocure.gov.in).
- b. NIC will schedule a two-day hands-on training on e-procurement solution developed by them for nominated officials from each of the Ministry/Department.
- c. NIC will deploy one Facility Management Person (FMP) in each user organisation to provide hand-holding support for a period of one week. Ministries/Department may utilize the services of the FMP for internal training, installation and mapping of DSCs, handholding support for e-procurement activities etc. For continued support from these FMPs after one week, Ministries/Department will be required to bear the cost of the FMP.
- d. A demo site will also be available on the CPP Portal which can be accessed with the help of a DSC.
- e. Further, each Ministry/Department will be required to identify the prospective bidders for their forthcoming tenders.
- f. A half day training and awareness session for the potential bidders of each Ministry/Department will be conducted by NIC in the premises of the Ministry/Department to make them aware of the various features and requirements of the e-procurement solution developed by NIC which will include the following:
  - i. Acquiring DSC
  - ii. Process of registration on the CPP Portal
  - iii. Process of tracking tenders through the CPP Portal, raising pre-bid queries, participating in pre-bid meetings etc.
  - iv. Process of submission of online bids
  - v. Other processes such as online presence at the time of bid opening, availability of comparison charts etc.



No. 10/3/2012-PPC  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

North Block, New Delhi  
Dated the 9<sup>th</sup> January, 2014.

OFFICE MEMORANDUM

**Subject: Implementation of comprehensive end-to-end e-procurement**

This has reference to this Department's O.M. of even number dated 30<sup>th</sup> March 2012 vide which it was conveyed that the Ministries/Departments of the Central Government, their attached and subordinate offices would need to commence e-procurement in respect of all procurements with estimated value of Rs.10 lakh or more in a phased manner as per the prescribed schedule. In this regard an option was given to the procuring entities either to use the e-procurement solution developed by NIC accessible through Central Public Procurement Portal ( CPP Portal) or to continue to carry out e-procurement through other service provider/other e-procurement solutions developed in house, provided the conditions/guidelines envisaged in the O.M. referred to above are fulfilled.

2. In this context it is highlighted that, the Prime Minister's Committee on National e-Governance Plan ( NeGP) during its second meeting held on 1<sup>st</sup> July 2013 has an endorsed DeITY proposal that e-Procurement should be adopted both for publication and processing of tenders above a prescribed cut of value. The need to mandate all Ministries/Departments to adopt end to end e-Procurement was also emphasized in the meeting of the Apex Committee on NeGP held on 5<sup>th</sup> November 2013.

3. In pursuance of the decision taken during the above meetings to promote e-Procurement further and to ensure maximum participation of tenders through e-Procurement mode, it has been decided that the tender value limit of Rs. 10 lakh set in respect of e-Procurement is to be brought down to Rs. 5 lakh w.a.f 01.04.2015 and further down to Rs 2 lakh w.e.f 01.04.2016. Ministries/Departments are therefore requested to ensure and follow the limits which have now been decided in respect of mandatory publishing of tenders through e-Procurement mode.

4. Ministries / Departments are therefore requested to take necessary action to ensure that all tenders above Rs.10 lakh are compulsorily processed through e-Procurement as per the instruction already issued by this Department vide above OM. A report in the following format in this respect is now to be intimated on a quarterly basis to the Ministry of Finance, Department of Expenditure at the email id [cppd-doe@nic.in](mailto:cppd-doe@nic.in).

Name of the Ministry/Department  
Period of Report: \_\_\_\_\_ to \_\_\_\_\_ Quarter ending on \_\_\_\_\_

Number of Tenders floated amounting to Rs. 10 lakh or more	Number of Tenders Processed through e-Procurement (whether NIC or using other solution)	Number of Tenders exempted due to National security and strategic Considerations demanding confidentiality	Cases of Non-compliance with reasons
Total	Total	Total	Total

Contd./-

-2-

5. In this context it is further reiterated that;
- i. Ministries / Departments using other than NIC e-Procurement solution have to ensure that details of all their tender enquiries, related corrigenda and details of contracts awarded thereon, through e-Procurement are simultaneously published / mirrored on the CPP Portal using XML facility of NIC .
  - ii. Ministries / Departments that have not yet appointed Nodal officers and have not got User IDs and Passwords issued from NIC for accessing the portal may please ensure that the Nodal officers are appointed immediately. Action may also be taken to start acquiring Digital Signatures from NIC Certifying Authority or any other Certifying Authority, being an essential requirement for e-procurement.
  - iii. Ministries / Departments must also tie up with NIC for training and support where e-Procurement solution developed by NIC is adopted and a need in this regard is being felt by sending an e-mail to [cppp-nic@nic.in](mailto:cppp-nic@nic.in). NIC is periodically organizing training programmes on their e-Procurement Module. Action may be taken to nominate representatives to attend the ongoing training programs as per schedule published on the CPP Portal.
6. It is also requested that necessary instructions in this regard may be issued to all attached and subordinate offices under your administrative control.
7. Hindi version of this O.M. will follow.

  
(Sanjay Aggarwal)  
Director (PPD)  
Tel.No.23094961(O)

To

- (i) Secretaries of all Ministries/Departments of the Government of India.
- (ii) FAs of all Ministries/Departments of the Government of India.
- (iii) DG (NIC), CGO Complex, New Delhi.

This OM is also available on our website <http://finmin.nic.in>

F. No. 31011/8/2015-Estt (A.IV)  
 Government of India  
 Ministry of Personnel, Public Grievances and Pensions  
 Department of Personnel and Training  
 Establishment A-IV Desk

मद संख्या/Item No.....  
 ई.सी. की तिथि/Date of EC.....

North Block, New Delhi-110 001  
 Dated May 13, 2016

OFFICE MEMORANDUM

**Subject:- Revision of time limit for drawal of advance for the purpose of LTC journey by train.**

The undersigned is directed to refer to this Ministry's O.M. No. 31011/5/98-Estt.(A) dated 30.03.1998 regarding relaxation of time-limit for drawal of LTC advance, wherein it has been stated that a Government employee can draw advance for LTC journey for himself and his family members sixty-five days before the proposed date of the outward journey.

2. Since, the Ministry of Railways has decided to increase the Advance Reservation Period (ARP) for booking accommodation in trains from 60 days to 120 days (excluding the date of journey) w.e.f. 1st April 2015, the time-limit for drawal of LTC advance by the Government servants may be increased from 65 days (i.e. 2 months & 5 days) to 125 days (i.e. 4 months and 5 days) in case of journey by train.

3. Cases where the LTC journey is proposed to be undertaken by other modes of transport viz. air/sea/road, the time-limit for drawing LTC advance shall remain 65 days only.

4. In all the cases, where an advance is drawn for the purpose of availing LTC, it will be mandatory for the Government servant to produce the outward journey tickets to the Competent Authority within ten days of drawal of advance in order to verify that he has actually utilised the amount to purchase the tickets.

*Sd/-*

(Surya Narayan Jha)

Under Secretary to the Government of India

To

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

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigations, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. ✓ NIC, DoP&T with the request to upload this O.M. on Department's web site (OMs/Orders→ Establishment→ LTC Rules)
10. Hindi Section for Hindi version.

(10)

संलग्नक संख्या/Annexure No.....
वस्तु संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

No. 31011/3/2016-Estt (A.IV)  
 Government of India  
 Ministry of Personnel, Public Grievances and Pensions  
 Department of Personnel and Training  
 Establishment A-IV Desk

North Block, New Delhi-110 001

Dated: April 29, 2016

OFFICE MEMORANDUM

Subject:- Central Civil Services (Leave Travel concession) Rules, 1988- Reimbursement of rail fare on LTC in respect of children of 5-12 yrs age group.- Clarification reg.

As per Railway Board's circular No. 71 of 2015, Ministry of Railways have decided that in case of children above 5 years and under 12 years of age, for whom full berth/seat is sought at the time of reservation, full fare shall be charged. It is mentioned that if berth/seat is not sought for the children of age 5 years and under 12 years of age at the time of reservation, then half of the adult fare shall continue to be charged subject to minimum distance for charge. This would be effective for the travel w.e.f. 10.04.2016.

2. In this regard, several references have been received in this Department from various Ministries/ Departments seeking clarification as to whether the full fare charged by the Railways for reservation of berth for children between 5 years and 12 years shall be reimbursable while availing LTC facility.

3. The matter has been examined in consultation with Department of Expenditure, Ministry of Finance and it has been decided that for the family members of the Government servant, aged between 5 yrs and under 12 yrs, the actual rail fare shall be reimbursed for LTC, as per the choice of rail tickets purchased by the Government servant.

*Sd/-*

(Surya Narayan Jha)

Under Secretary to the Government of India

To

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

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigations, New Delhi.

Contd..

11

No. 31011/3/2015-Estt (A.IV)

Government of India

Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Establishment A-IV Desk

संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

North Block, New Delhi-110 001

Dated: March 23, 2016

OFFICE MEMORANDUM

Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 –  
Fulfillment of procedural requirements-reg.

The undersigned is directed to enclose a copy of draft O.M. on the subject noted above for comments within 15 days to the undersigned (email address: jha.sn@nic.in).

(Surya Narayan Jha)

Under Secretary to the Government of India

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

Copy to:

- 1) Comptroller & Auditor General of India, New Delhi.
- 2) Union Public Service Commission, New Delhi.
- 3) Central Vigilance commission, New Delhi.
- 4) Central Bureau of Investigations, New Delhi.
- 5) Parliament Library, New Delhi.
- 6) All Union Territory Administrations.
- 7) Lok Sabha/Rajya Sabha Secretariat.
- 8) All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
- 9) NIC, DoP&T with the request to upload this O.M. on Department's web site (OMs/Orders<< Establishment << LTC Rules).

No.31011/3/2015-Estt.(A.IV)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Establishment A-IV Desk

North Block, New Delhi-110001  
Dated March , 2016

OFFICE MEMORANDUM

**Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 – Fulfillment procedural requirements.**

The undersigned is directed to refer to para 8 and 9 of the Guidelines enclosed in this Department's O.M. of even number dated 18.2.2016 on the above noted subject and to say that the issues have been revisited in consultation with the Department of Expenditure. It has been decided that the cases where a Government servant travels on LTC upto the nearest airport/railway station/ bus terminal by authorised mode of transport and undertakes rest of the journey to the declared place of visit by private transport/own arrangement, may be dealt with as follows:-

(i) When public transport is available between the nearest airport/railway station/ bus terminal and the declared place of visit:-

The Government servant may also be reimbursed the fare incurred for completion of journey to the declared place of visit by own arrangement. This will be restricted to the fare admissible for journey by otherwise entitled mode of public transport from the nearest airport/railway station/ bus terminal to the declared place of visit. The Government servant shall be required to submit an undertaking that he has actually visited the declared place of visit.

(ii) Where no public transport is available between the nearest airport/railway station/ bus terminal and the declared place of visit:-

(a) In case he does not wish to claim reimbursement for the part of the journey which he has undertaken by his own arrangement, he may be reimbursed for the part of the journey which he has undertaken by public transport. The Government servant shall be required to submit an undertaking that he has actually visited the declared place of visit.

(b) Where the Government servant claims assistance for the entire journey, the part of the journey where he has used his own arrangement would also be reimbursed as per his entitlement for journey on transfer. The Government

servant shall be required to submit an undertaking that he has actually visited the declared place of visit.

2. In case of (b) above, the Government servant shall be required to submit a certificate that the mode of transport used by him operates from point to point on regular basis with the approval of the State Government/Transport authorities, and is authorised to ply as public carrier.

3. Above certificate need not be insisted upon in case information to the effect that (i) no public transport is available in a particular area, (ii) list of transport operators who operate on regular basis from point to point on regular basis with the specific approval of the State Government/Transport authorities, is available on the website of a State/Central Government or a State or Central PSU or in a current publication brought out by these authorities.

Sd/-

(Surya Narayan Jha)

Under Secretary to the Government of India

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

Copy to:-

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigations, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/Rajya Sabha Secretariat.
8. All attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. NIC, DoP&T with the request to upload this OM on Department's website (OMs/Orders<<Establishment<<LTC Rules).
10. Hindi Section for Hindi version.





No. 31011/3/2015-Estt (A.IV)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Establishment A-IV Desk

संलग्नक संख्या/Annexure No.....
महत्त्व संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

North Block, New Delhi-110 001  
Dated: February 18, 2016

OFFICE MEMORANDUM

Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 – Fulfillment of procedural requirements.

This Department is in receipt of a number of references regarding the procedural difficulties faced by the Government employees in application and settlement of the LTC claims. Sometimes, the Government servants claim that failure to follow the correct procedure was on account of a lack of knowledge of the rules/instructions. It is alleged that in some cases, processing of LTC claims takes unduly long time, particularly when the employee and the sanctioning authorities are located at different stations.

2. To remove these bottlenecks, it has been decided to simplify the procedure of application and make the procedure of processing of LTC claims time bound. The following time-limits shall be followed while processing the LTC applications/claims of the Government servants.

S.No.	Course of action	Time limit
1.	Leave Sanction	5 working day + 3 working days*
2.	Sanction of LTC advance/Leave encashment	5 working day + 3 working days*
3.	Time taken by Administration for verification of LTC claim after the LTC bill is submitted by the Government employee for settlement.	10 working days + 3 working days*
4.	Time taken by DDO	5 working days + 3 working days*
5.	Time taken by PAO	5 working days + 3 working days*

\*(a) Additional 3 days transit-time may be allowed in cases where the place of posting of the Government employees is away from their Headquarters, The Government employee may proceed on LTC after action on S.No.1.

(b) Efforts should be made to reduce the duration of processing of LTC applications/claims at the earliest. The maximum time limit should be strictly adhered to and non-compliance of time limit should be adequately explained.

.....2/-

: 2 :

From pre-page:

3. Under CCS (LTC) Rules, the Government servants are required to inform their Controlling Officer before the journey(s) on LTC to be undertaken. It has now been decided that the Leave Sanctioning Authority shall obtain a self-certification from the employee regarding the proposed LTC journey. The proforma for self-certification has been annexed with this O.M.
4. In addition to the above, it has been decided that whenever a Government servant applies for LTC, he/she should be provided with a copy of the guidelines (enclosed) which needs to be followed while availing LTC.
5. Employees may be encouraged to share interesting insights and pictures, if any, of the destination he/she visited while availing LTC in an appropriate forum.

Enclosures:

- 1) Proforma for self-certification.
- 2) Guidelines



(Surya Narayan Jha)

Under Secretary to the Government of India

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

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance commission, New Delhi.
4. Central Bureau of Investigations, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. ✓ NIC, DoP&T with the request to upload this O.M. on Department's web site (OMs/Orders<< Establishment<< LTC Rules).
10. Hindi Section for Hindi version.

Proforma for self-certification by the Government employee

I Sh./Smt./Kr. .... (Name of the Govt. servant) wish to confirm that I am availing ..... (Home Town/ Any Place in India) LTC in respect of self/ family member(s) for the block year ..... to visit ..... (Place of visit) during ..... (dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. The Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

Sl. No.	Name(s)	Age	Relationship with the Govt. servant

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS(LTC) Rules, 1988 and the relevant disciplinary rules.

\* N.B.: The Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.

Guidelines

1. Please ensure that you have applied for leave and submitted the self-certification form to your Administration before the LTC journey is undertaken.
2. Please check your eligibility before applying for LTC. LTC to Home Town can be availed once in a block of two years and LTC to Any Place in India may be availed once in a four year block. If not availed during these blocks, the LTC may also be availed in the first year of the following block.
3. Please note that the current two year block is 2016-17 and the current four year block is 2014-17.
4. In case of fresh recruits, LTC to Home Town is allowed on three occasions in a block of four years and to any place in India on the fourth occasion. This facility is available to the fresh recruits only for the first two blocks of four years applicable after joining the Government service for the first time. (For details, please refer to DoPT's O.M. No. 31011/7/2013-Estt.(A-IV) dated 26.09.2014 available on 'www.persmin.nic.in' << 'OMs & Orders' << 'Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit')
5. A Fresh recruit may at his option choose to avail LTC under the normal LTC rules as applicable to other Government employees. In this case he/she will not be allowed to avail other LTCs as admissible to the fresh recruits in that block of four years.
6. The retiring Government employees are eligible to avail LTC as per their entitlement provided that the return journey is performed before their date of retirement. LTC is not allowed after retirement.
7. The Journeys on LTC are to be undertaken in the entitled class of the Government servant in public/Government mode of transport.
8. Travel by private modes of transport is not allowed on LTC, however, wherever a public transport is not available, assistance shall be allowed for the private transport subject to the certification from an Appropriate Authority that no other public/Government mode of transport is available for that particular stretch of journey and these modes operate on a regular basis from point to point with the specific approval of the State Governments/Transport authorities concerned and are authorised to ply as public carriers.
9. If a Government servant travels on LTC upto the nearest airport/ railway station by authorized mode of transport and chooses to complete rest of the journey to the declared place of visit by 'own arrangement' (such as personal vehicle or private taxi etc.), while the public transport system is already available in that part, then he may be allowed the fare reimbursement till the last point where he has travelled by the authorised mode of transport. This will be subject to the undertaking from the Government employee that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the part of journey performed by the private owned/operated vehicle.

.....2/-

From pre-page:

10. Government servant may apply for advance for himself and/or his family members sixty five days before the proposed date of the outward journey and he/she is required to produce the tickets within ten days of the drawal of advance, irrespective of the date of commencement of the journey.
11. Reimbursement under LTC scheme does not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey is allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.
12. The time limit for submission of LTC claim is :
  - Within three months of completion of return journey, if no advance is drawn;
  - Within one month of completion of return journey, if advance is drawn.
13. Government employees entitled to travel by air are required to travel by Air India only in Economy Class at LTC-80 fare or less unless permitted to do so by any general or specific provision.
14. Government employees not entitled to travel by air may travel by any airline, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train/transport or actual expense, whichever is less.
15. In all cases whenever a Govt. servant claims LTC by air, he/she is required to book the air tickets either directly through the airlines or through the approved travel agencies viz: M/s Balmer Lawrie & Co. Ltd/ M/s Ashok Tours & Travels Ltd/ IRCTC. Booking of tickets through any other agency is not permissible.
16. Travel on tour packages is not allowed, except in the case of tours conducted by Indian Tourism Development Corporation (ITDC), State Tourism Development Corporation (STDC) and Indian Railway Catering and Tourism Corporation (IRCTC). In such cases, only the fare component shall be reimbursable provided ITDC/STDC/IRCTC separately indicate the fare component and certify that the journey was actually performed by the Government servant and his family members for which he/she is claiming the Leave Travel Concession.
17. Please ensure that your LTC claim is as per the instructions to avoid rejection of your claim.

\*\*\*\*\*

“Have a pleasant journey and a happy holiday”



संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

No. 19024/1/2009-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure  
\*\*\*\*\*

New Delhi, dated the 7<sup>th</sup> June, 2016.

OFFICE MEMORANDUM

Sub:- Delegation of powers to Financial Advisers to accord exemption for air travel in airlines other than Air India in individual cases-reg.

Reference is invited to Department of Expenditure's O.M. of even number dated 13<sup>th</sup> July, 2009 which provides that in all cases of air travel, both domestic and International, wherein the Government of India bears the cost of air passage, officials have to travel in Air India only. For cases of air travel by Airlines other than Air India because of operational or other reasons or on account of non-availability, the powers were vested with Ministry of Civil Aviation to accord exemption in individual cases.

2. The matter has been examined in consultation with the Ministry of Civil Aviation. Accordingly, powers are hereby delegated to the Financial Advisors of the Ministries/Departments to accord exemption for air travel, both Domestic and International, by airlines other than Air India. In respect of individual cases of Autonomous Bodies, the Financial Advisors of the concerned Ministry/ Department will accord exemption for Air travel by Airlines other than Air India. The individual cases of Financial Advisers for air travel in airlines other than Air India, will be approved by the administrative Secretary of the concerned Ministry.

3. To regulate the individual claims, guidelines and proforma for seeking relaxation for travel by airlines other than Air India, are enclosed at Annexure -A & B.

Sd/-

(Nirmala Dev)  
Deputy Secretary to the Government of India  
Tel.23093276

To  
All Financial Advisors (as per list)

Copy to: Secretary, All Ministries/Departments(As per list)

Annexure- "A"

**GUIDELINES FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA**

1. Request for seeking relaxation is required to be submitted in the Proforma (Annex. B)
2. The request for relaxation must be submitted to Integrated Finance Division at least 7 working days in advance from date of travel.
3. There is no requirement to seek relaxation for those Sectors on which General/blanket relaxation has been accorded by Ministry of Civil Aviation.
4. Those seeking relaxation on ground of Non-Availability of Seats (NAS) must enclose NAS Certificate issued by authorized travel agents or a copy of the sector specific snapshot of Air India website.
5. As per Ministry of Finance, Department of Expenditure OM No. 19024/1/2009-E.IV dated 13th July, 2009 for sectors which are not connected directly by any of the airlines, an employee must travel by Air India upto the nearest hub. Relaxation will be granted for the remaining segment.
6. Relaxation to travel by airlines other than Air India while availing LTC will be granted only in exceptional circumstances. Non availability of AI flight/seats on a particular day/time would not be considered as a valid ground for seeking relaxation.
7. Availability of lower fare is no criteria for seeking relaxation.
8. Those seeking relaxation on the ground of attending meeting at a particular time, must attach meeting notice and approved tour programme.
9. For foreign travel cases, where full or partial grants are received, journey has to be performed on Air India upto the place upto which Air India is available and seek relaxation for the remaining sector. On international routes where Air India has code-share partner, the same must be utilised.
10. For invitees from abroad travelling on Government of India funding, efforts should be made to book them on Air India and Air India code share flights to the extent possible.
11. Non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.

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Annexure-B

PROFORMA FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA

Sl. No.	Item of Information	Remarks
1.	Name	
2.	Designation	
3.	Name of the organization/Division	
4.	Date of visit	
5.	Whether Foreign travel / Domestic travel / LTC	
6.	In case of official visit, copy of approved tour programme.	
7.	Whether entitled for Air travel as per rules If not, copy of approval of competent authority for air travel	
8.	Detailed reasons for seeking permission to travel in airlines other than Air India (Foreign/Domestic):	
9.	Attach print out of communication with official website of Air India and Govt. authorized travel agents viz. Ashok Travels & Tours, Balmer Lawrie & Co. and IRCTC regarding the above reasons or official communication from Air India and these agencies.	
10.	In case of foreign travel, whether full or part journey is proposed through alliance partner of Air India	
11.	Undertaking from the travelling official that in case permission is granted for air journey other than by Air India, he/she will avail the cheapest available ticket in the entitled category among the options of various private airlines operating in that sector.	

\_\_\_\_\_  
(Signature of the individual travelling)\*

\_\_\_\_\_  
(Signature of the Head of the Office)

RECOMMENDATION OF THE ADMINISTRATIVE DIVISION / MINISTRY

\_\_\_\_\_  
(Signature of Joint Secretary)

\*Note: In case the individual travelling is holding the appointment of JS or above in the Ministry, no separate approval of Head of the Organization and approval of the Administrative Division/Ministry is required. In such cases, self-certification by the travelling officer (JS & above) will be sufficient for submitting their proposal for grant of the said permission.





विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
मानव संसाधन विकास मंत्रालय, भारत सरकार  
(Ministry of Human Resource Development, Govt. of India)  
बहादुरशाह जफर मार्ग नई दिल्ली - 110 002  
Bahadurshah Zafar Marg, New Delhi-110002  
Phone : 011-23406308, 011-23406309



By Speed Post

3 JUN 2016 2016

F.No.59-6/2012 (CU)

The Registrar  
University of Delhi  
Delhi - 110 007.

**Subject : Implementation of Reservation Policy in admission and appointment.**

Sir,

In continuation to this office letter No.F.21-2/2015 (CU) dated 23.03.2016 (copy enclosed) regarding the policy of reservation in admissions and appointments, I am directed to inform you to implement the reservation policy in admissions and appointments as under :-

- (i) University may follow the reservation policy in admissions in all courses as per provisions contained in the Central Educational Institutions (Reservation in Admission) Act, 2006 (Gazette notification dated 04.01.2007) and as amended in 2012 (Gazette notification dated 20.06.2012). A copy of each of the CEI Act 2006 and Amendment Act, 2012 is enclosed for ready reference.
- (ii) For reservation policy in appointments of Non-Teaching staff, university may follow the quantum of reservation in Group 'C' and erstwhile Group 'D' posts as per instructions issued by DoPT Order No.36011/6/2010-Estt.(Res.) dated 25<sup>th</sup> June, 2010 (copy enclosed). For reservation in Group 'A' and Group 'B' posts, the reservation for SC is 15%, for ST is 7.5% and for OBC, reservation in direct recruitment is 27%.
- (iii) In teaching positions, reservation for SC is 15% and for ST is 7.5% at all three levels i.e. Professor, Associate Professor and Assistant Professor. However, 27% OBC reservation in teaching positions is applicable at the level of Assistant Professor only.

Encl: As above

Yours faithfully,

Sd/-

(K.P. Singh)

Joint Secretary

BY SPEED POST

23236735/ 23239437/29235733 23232701  
23237721/ 23232317/23234116/ 23236351



UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110002

विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली - 110 002.

All communications should be addressed to  
the Secretary by designation and not by name

F.No.21-2/2015 (CU)

March, 2016

The Registrar  
All Central Universities and  
Principal, UCMS.

23 MAR 2016

**Subject: Revised Budget Estimates for 2015-2016 under Non-Plan of Central Universities --  
regarding point wise reservation roaster.**

Sir,

This is in reference to the discussion on Revised Budget Estimates for 2015-2016 held on 1<sup>st</sup> March, 2016 to 3<sup>rd</sup> March, 2016 in the UGC office. In this regard, I am directed to inform you that it has been observed that some of the Central Universities has not maintained the point wise reservation roaster. Therefore, it is to inform you to frame the point wise reservation roaster as per rules framed by the Govt. of India. Further, it is also to inform you that as per instructions of Govt. of India/UGC, the educational institutions receiving grant-in-aid from Central Government have to follow the *prescribed percentage of Reservation i.e. 15% for SCs, 7½% for STs and 27% in OBCs in the matter of teaching and non-teaching posts as well as in admissions to various courses except Minority educational institutions under Article 30(1) of the Constitution. The Central Universities are receiving 100% grant from the Central Government/UGC and they have to follow the Reservation Policy of the Government of India for SCs/STs in toto i.e. 15% for SCs, 7½% for STs and 27% for OBCs in the matter of teaching and non-teaching posts as well as in admissions to various courses/degrees.*

As per instructions of UGC, all the Central Universities have to maintain/provide the reservation for SCs/STs in teaching positions at all levels i.e. Assistant Professor, Associate Professor and Professor and OBC reservation at Assistant Professor only.

Yours faithfully,

*Sd/-*  
(Sushma Rathore)  
Under Secretary

Copy to:-

The Finance Officer  
All Central Universities and  
Principal, UCMS.

*Sd/-*  
(Sushma Rathore)  
Under Secretary





रजिस्ट्री सं० डी० एल०—(एन)04/0007/2006—08 REGISTERED NO. DL—(N)04/0007/2006—08

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

असाधारण  
EXTRAORDINARY  
भाग II—खण्ड 1  
PART II—Section 1  
प्राधिकार से प्रकाशित  
PUBLISHED BY AUTHORITY

सं० 5] नई दिल्ली, वृहस्पतिवार, जनवरी 4, 2007 / पौष 14, 1928  
No. 5] NEW DELHI, THURSDAY, JANUARY 4, 2007 / PAUSA 14, 1928

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।  
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE  
(Legislative Department)

New Delhi, the 4th January, 2007/Pausa 14, 1928 (Saka)

The following Act of Parliament received the assent of the President on the 3rd January, 2007, and is hereby published for general information:—

THE CENTRAL EDUCATIONAL INSTITUTIONS  
(RESERVATION IN ADMISSION) ACT, 2006

No. 5 of 2007

[3rd January, 2007.]

An Act to provide for the reservation in admission of the students belonging to the Scheduled Castes, the Scheduled Tribes and the Other Backward Classes of citizens, to certain Central Educational Institutions established, maintained or aided by the Central Government, and for matters connected therewith or incidental thereto.

Be it enacted by Parliament in the Fifty-seventh Year of the Republic of India as follows:—

1. This Act may be called the Central Educational Institutions (Reservation in Admission) Act, 2006. Short title.

2. In this Act, unless the context otherwise requires,— Definitions.

(a) "academic session" means the period in a calendar year, or a part thereof, during which a Central Educational Institution is open for teaching or instruction in any branch of study or faculty;

(b) "annual permitted strength" means the number of seats, in a course or programme for teaching or instruction in each branch of study or faculty authorised by an appropriate authority for admission of students to a Central Educational Institution;

(c) "appropriate authority" means the University Grants Commission, the Bar Council of India, the Medical Council of India, the All India Council for Technical Education or any other authority or body established by or under a Central Act for the determination, coordination or maintenance of the standards of higher education in any Central Educational Institution;

(d) "Central Educational Institution" means—

(i) a university established or incorporated by or under a Central Act;

(ii) an institution of national importance set up by an Act of Parliament;

(iii) an institution, declared as a deemed University under section 3 of the University Grants Commission Act, 1956, and maintained by or receiving aid from the Central Government;

(iv) an institution maintained by or receiving aid from the Central Government, whether directly or indirectly, and affiliated to an institution referred to in clause (i) or clause (ii), or a constituent unit of an institution referred to in clause (iii);

(v) an educational institution set up by the Central Government under the Societies Registration Act, 1860;

21 of 1860.

(e) "faculty" means the faculty of a Central Educational Institution;

(f) "Minority Educational Institution" means an institution established and administered by the minorities under clause (1) of article 30 of the Constitution and so declared by an Act of Parliament or by the Central Government or declared as a Minority Educational Institution under the National Commission for Minority Educational Institutions Act, 2004;

2 of 2005.

(g) "Other Backward Classes" means the class or classes of citizens who are socially and educationally backward, and are so determined by the Central Government;

(h) "Scheduled Castes" means the Scheduled Castes notified under article 341 of the Constitution;

(i) "Scheduled Tribes" means the Scheduled Tribes notified under article 342 of the Constitution;

(j) "teaching or instruction in any branch of study" means teaching or instruction in a branch of study leading to three principal levels of qualifications at bachelor (undergraduates) masters (postgraduate) and doctoral levels.

3. The reservation of seats in admission and its extent in a Central Educational Institution shall be provided in the following manner, namely:—

(i) out of the annual permitted strength in each branch of study or faculty, fifteen per cent. seats shall be reserved for the Scheduled Castes;

Reservation of  
seats in Central  
Educational  
Institutions.



(ii) out of the annual permitted strength in each branch of study or faculty, seven and one-half per cent. seats shall be reserved for the Scheduled Tribes;

(iii) out of the annual permitted strength in each branch of study or faculty, twenty-seven per cent. seats shall be reserved for the Other Backward Classes.

4. The provisions of section 3 of this Act shall not apply to

Act not to apply in certain cases.

(a) a Central Educational Institution established in the tribal areas referred to in the Sixth Schedule to the Constitution;

(b) the institutions of excellence, research institutions, institutions of national and strategic importance specified in the Schedule to this Act:

Provided that the Central Government may, as and when considered necessary, by notification in the Official Gazette, amend the Schedule;

(c) a Minority Educational Institution as defined in this Act;

(d) a course or programme at high levels of specialisation, including at the post-doctoral level, within any branch of study or faculty, which the Central Government may, in consultation with the appropriate authority, specify.

5. (1) Notwithstanding anything contained in clause (iii) of section 3 and in any other law for the time being in force, every Central Educational Institution shall, with the prior approval of the appropriate authority, increase the number of seats in a branch of study or faculty over and above its annual permitted strength so that the number of seats, excluding those reserved for the persons belonging to the Scheduled Castes, the Scheduled Tribes and the Other Backward Classes, is not less than the number of such seats available for the academic session immediately preceding the date of the coming into force of this Act.

Mandatory increase of seats.

(2) Where, on a representation by any Central Educational Institution, the Central Government, in consultation with the appropriate authority, is satisfied that for reasons of financial, physical or academic limitations or in order to maintain the standards of education, the annual permitted strength in any branch of study or faculty of such institution cannot be increased for the academic session following the commencement of this Act, it may permit by notification in the Official Gazette, such institution to increase the annual permitted strength over a maximum period of three years beginning with the academic session following the commencement of this Act; and then, the extent of reservation for the Other Backward Classes as provided in clause (iii) of section 3 shall be limited for that academic session in such manner that the number of seats available to the Other Backward Classes for each academic session are commensurate with the increase in the permitted strength for each year.

6. The Central Educational Institutions shall take all necessary steps, which are required in giving effect to the provisions of sections 3, 4 and 5 of this Act, for the purposes of reservation of seats in admissions to its academic sessions commencing on and from the calendar year, 2007.

Reservation of seats in admissions to begin in calendar year, 2007.

7. Every notification made under this Act shall be laid, as soon as may be after it is made, before each House of Parliament while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the notification or both Houses agree that the notification should not be made, the notification shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that notification.

Laying of notifications before Parliament.

THE SCHEDULE  
[See section 4(b)]

S. No. Names of the Institutions of Excellence, etc.

1. Homi Bhabha National Institute, Mumbai and its constituent units, namely:—
  - (i) Bhabha Atomic Research Centre, Trombay;
  - (ii) Indira Gandhi Centre for Atomic Research, Kalpakam;
  - (iii) Raja Ramanna Centre for Advanced Technology, Indore;
  - (iv) Institute for Plasma Research, Gandhinagar;
  - (v) Variable Energy Cyclotron Centre, Kolkata;
  - (vi) Saha Institute of Nuclear Physics, Kolkata;
  - (vii) Institute of Physics, Bhubaneswar;
  - (viii) Institute of Mathematical Sciences, Chennai;
  - (ix) Harish-Chandra Research Institute, Allahabad;
  - (x) Tata Memorial Centre, Mumbai.
2. Tata Institute of Fundamental Research, Mumbai.
3. North-Eastern Indira Gandhi Regional Institute of Health and Medical Science, Shillong.
4. National Brain Research Centre, Manesar, Gurgaon.
5. Jawaharlal Nehru Centre for Advanced Scientific Research, Bangalore.
6. Physical Research Laboratory, Ahmedabad.
7. Space Physics Laboratory, Thiruvananthapuram.
8. Indian Institute of Remote Sensing, Dehradun.

K. N. CHATURVEDI,  
Secy. to the Govt. of India.

712 2123943701255733 33337301 212377311  
323 773394116 21236341



UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110002

विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफिर मार्ग  
नई दिल्ली - 110 002

All communications should be addressed to  
the Secretary by designation and not by name

SPEED POST

F.No.35-19/2008 (CU)

28<sup>th</sup> September, 2012

The Registrar  
All Central Universities (39)  
& Principal, UCMS  
As per list enclosed)

5 OCT 2012

Subject: Central Educational Institutions (Reservation in Admission) Amendment  
Act, 2012.

Sir/ Madam,

I am directed to enclose herewith a copy of the Central Educational  
Institutions (Reservation in Admission) Amendment Act, 2012 for information and  
necessary action.

Yours faithfully,

*Sd/-*  
( Ritu Oberoi )  
Under Secretary

Encl. As above



रजिस्ट्री सं. डी. एन. (एन) 04/0007/2003-12

REGISTERED NO. 51--(004/0007/2003-12)



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

असाधारण

EXTRAORDINARY

भाग II—खण्ड I

PART II—Section 1

प्रधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं 33] 19 जून, 2012/ ज्यैष्ठ 30, 1934 (साक)  
No. 33] NEW DELHI WEDNESDAY, JUNE 20, 2012/ JYAISTHA 30, 1934 (SAKA)

इस भाग में बिना दूसरे भाग के साथ है, जिससे कि यह अलग संकलन के रूप में रखा जा सके।  
Separate paging is given to this Part in order that it may be filed as a separate compilation.

**MINISTRY OF LAW AND JUSTICE**  
(Legislative Department)

New Delhi, the 20th June, 2012/Jyaishta 30, 1934 (Saka)

The following Act of Parliament received the assent of the President on the 19th June, 2012, and is hereby published for general information:—

**THE CENTRAL EDUCATIONAL INSTITUTIONS (RESERVATION  
IN ADMISSION) AMENDMENT ACT, 2012**

[No. 31 of 2012]

[19th June, 2012]

An Act to amend the Central Educational Institutions (Reservation in Admission) Act, 2006

Enacted by Parliament in the Sixty-third Year of the Republic of India as follows:—

1. This Act may be called the Central Educational Institutions (Reservation in Admission) Amendment Act, 2012. Short title.

2. In section 2 of the Central Educational Institutions (Reservation in Admission) Act, 2006 (hereinafter referred to as the principal Act), after clause (i), the following clauses shall be inserted, namely:— Amendment of section 2.

(a) "specified north-eastern region" means the area comprising of the States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura and the tribal areas of Assam referred to in the Sixth Schedule to the Constitution;

(b) "State seats", in relation to a Central Educational Institution, means such seats, if any, out of the annual permitted strength in each branch of study or faculty as

are earmarked to be filled from amongst the eligible students of the State in which such institution is situated;'

Amendment  
of section 3.

3. In section 3 of the principal Act, the following provisos shall be inserted, namely:—

Provided that the State seats in any Central Educational Institution situated in the Tribal Areas reserved to the States, Schedule to the Constitution shall be governed by such reservation policy for the Scheduled Castes, the Scheduled Tribes and the Other Backward Classes, as may be specified, by notification in the Official Gazette, by the Government of the State where such institution is situated.

Provided further that if there are no State seats in a Central Educational Institution and the seats reserved for the Scheduled Castes exceed the percentage specified under clause (i) or the seats reserved for the Scheduled Tribes exceed the percentage specified under clause (ii) or the seats reserved for the Scheduled Castes and the Scheduled Tribes taken together exceed the sum of percentages specified under clauses (i) and (ii), but such seats are—

(a) less than fifty per cent. of the annual permitted strength on the date immediately preceding the date of commencement of this Act, the total percentage of the seats required to be reserved for the Other Backward Classes under clause (iii) shall be restricted to the extent such sum of percentages specified under clauses (i) and (ii) falls short of fifty per cent. of the annual permitted strength;

(b) more than fifty per cent. of the annual permitted strength on the date immediately preceding the date of commencement of this Act, in that case no seat shall be reserved for the Other Backward Classes under clause (iii) but the extent of the reservation of seats for the Scheduled Castes and the Scheduled Tribes shall not be reduced in respect of Central Educational Institutions in the specified north-eastern region.

Amendment  
of section 4.

4. In section 4 of the principal Act, clause (a) shall be omitted.

Amendment  
of section 5.

5. In section 5 of the principal Act,—

(a) in sub-section (1), for the words "number of such seats available", the words "number of such seats available or actually filled, whichever be less," shall be substituted;

(b) in sub-section (2), for the words "three years", the words "six years" shall be substituted.

Amendment  
of section 6.

6. In section 6 of the principal Act, for the figures "2007", the figures "2008" shall be substituted.

V. K. BHASTIN,

Secretary to the Govt. of India.

No.36011/6/2010-Estt.(Res)  
Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated: the 25<sup>th</sup> June, 2010.

OFFICE MEMORANDUM

Subject: Issue of instructions on Reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in services under the Government of India.

\*\*\*

The undersigned is directed to say that instructions on Reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in services under the Government of India are contained ~~by~~/various OMs issued from time to time by the Ministry of Home Affairs and this Department. Some of the instructions so issued have become outdated and are not in operation at present. It has, however, been observed that some appointing authorities are continuing to implement such outdated and non-existent instructions. Keeping all these aspects in view this Department has decided to issue consolidated instructions on Reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in supersession of all the existing instructions on the subject. The proposal is not to change any aspect of policy on the subject but only to consolidate all the instructions and present them in easy to understand form/language. A draft OM has been prepared which covers all the aspects of reservation policy as existing at present. However, before issuing the proposed OM, it has been decided to put it in public domain and invite comments on it. If any person feels that the proposed OM does not include any of the existing instruction or any instruction included in the proposed OM is not in consonance with the existing instructions, may point out the same and send his comments to the undersigned by 12<sup>th</sup> July, 2010.

Sd/-  
(K.G. Verma)

Director

Tele: 23092158

No.36011/6/2010-Estt.(Res)  
Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated: the June, 2010

DRAFT OM

Subject: Instructions on Reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in services under the Government of India.

\*\*\*

The undersigned is directed to say that it has been brought to the notice of the Government that there is lot of confusion amongst appointing authorities and others about the policy on Reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in services under the Government of India. It has also been observed that though a number of instructions issued by the Ministry of Home Affairs and this Department on the subject have become outdated and are no more in operation, some Ministries/Departments etc. continue to follow such non-existent instructions. It has, therefore, been decided to issue, in supersession of all Office Memoranda on the subject issued so far, instructions on Reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in Services as given in Appendix to this OM.

2. All Ministries/Departments are requested to bring the contents of this OM to the notice of all concerned.

(K.G. Verma)  
Director  
Tel: 23092158

- To
1. All Ministries/Departments of the Government of India.
  2. All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
  3. Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Prime Minister's Office/ Planning Commission.
  4. National Commission for SCs, Lok Nayak Bhavan, New Delhi.
  5. National Commission for STs, Lok Nayak Bhavan, New Delhi.
  6. National Commission for Backward Classes, Trikoot-I, Bhikaji Cama Place, R.K. Puram, New Delhi.
  7. Office of the Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi - 110002
  8. Information and Facilitation Centre, DOPT, North Block, New Delhi.
  9. NIC (Computer Cell)- With the request to upload on this Department's website.



Appendix to DOPT O.M. No. 36011/6/2010-Estt(Res) dated June, 2010

**COMPENDIUM ON RESERVATION**  
**FOR THE SCHEDULED CASTES, SCHEDULED TRIBES**  
**AND OTHER BACKWARD CLASSES IN SERVICES**

Given below are the instructions governing Reservation for Scheduled Castes (SCs), Scheduled Tribes (STs) and Other Backward Classes (OBCs) in Services of the Government of India.

2. **Reservation in Direct Recruitment:**

- (a) There shall be a reservation of 15 per cent for the members of the Scheduled Castes, 7.5 per cent for the members of the Scheduled Tribes and 27 per cent for the members of the Other Backward Classes in the matter of appointment by direct recruitment to civil posts and civil services on all India basis by open competition.
- (b) There shall be a reservation of 16.66 per cent for the members of the Scheduled Castes, 7.5 per cent for the members of the Scheduled Tribes and 25.84 per cent for the members of the Other Backward Classes in the matter of appointment by direct recruitment to civil posts and civil services on all India basis otherwise than by open competition.
- (c) Except in Delhi, reservation for the Scheduled Castes and Scheduled Tribes in case of direct recruitment to Group C and Group D posts normally attracting candidates from a locality or a region is generally fixed on the basis of proportion of their population in the respective States/UTs. Reservation for OBCs in such cases is fixed keeping in view the proportion of their population in the respective States/UTs and the fact that it is not more than 27% and total reservation for SCs, STs and OBCs does not exceed 50%. Quantum of reservation fixed for SCs, STs and OBCs in such cases has been indicated in **Annexure I**.
- (d) Where recruitment is made for zones or circles or regions consisting of more than one State, the percentages of reservation for SCs and STs is generally fixed on the basis of the proportion of SCs and STs in the respective zones/circles/regions and reservation for OBCs is fixed keeping in view their proportion in the population of the respective zones/circles/regions and the fact that it is not more than 27% and total reservation for SCs, STs and OBCs does not exceed 50%.

**Illustration:** Suppose direct recruitment to a Group C post in an organisation is made on the regional basis for the region consisting of the 8 States of the North East namely, Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim. Total population of these States and population of the Scheduled Castes and Scheduled Tribes in these States as per Census 2001 is 38,857,269; 2,486,474, and 10,465,898 respectively. Thus, the proportion of Scheduled Castes and Scheduled Tribes in the region is 6.39% and 26.93%. Estimated population of Other Backward Classes in the region is more than 27% of the total population of the region. Keeping all aspects in view percentage of reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes for the region may be fixed as 6%, 27% and 17% respectively.

**Note 1:** The expression 'by open competition' means all recruitments by UPSC whether through written examination or by interview or by both; and recruitments made by other authorities including Staff Selection Commission or any other appointing authority through written competitive examination or tests (but not by interview alone). Any recruitment not made by the U.P.S.C. or not made through written competitive test held by any other authority would mean direct recruitment otherwise than by open competition.

**Note 2:** In cases of recruitments on local/regional/zonal/circle basis, SC/ST/OBC candidates not belonging to the concerned locality/region/ State/ zone/ circle shall also be eligible to get the benefit of reservation.

3. **Creamy Layer amongst OBCs:**

The members of the Other Backward Classes who fall in creamy layer shall not get the benefit of reservation. Criterion for determining creamy layer status amongst Other Backward Classes is given in **Annexure II**.

4. **Reservation in Promotion:**

There shall be a reservation of 15 per cent for the members of the Scheduled Castes and 7.5 per cent for the members of the Scheduled Tribes in the matter of appointment by promotion to the grades of civil posts and civil services in which element of direct recruitment, if any, does not exceed 75 per cent and when posts are filled by promotion:

- (a) through Limited Departmental Competitive Examination in Group B, Group C and Group D posts;
- (b) by selection from Group B post to a Group A post or in Group B, Group C and Group D posts; and
- (c) by non-selection in Group A, Group B, Group C and Group D posts.

5. **Concession in Promotions within Group A:**

There is no reservation in case of promotions by selection from a Group A post to another Group A post. But when promotions by selection are made from a Group A post to a Group A post which carries an ultimate salary of Rs.18,300/- (pre-revised), or less, the Scheduled Caste and Scheduled Tribe Officers, who are senior enough in the zone of consideration for promotion so as to be within the number of vacancies for which the select list has to be drawn up, would be included in that list provided they are not considered unfit for promotion. Their position in the select list would, however, be same as assigned to them by the Departmental Promotion Committee on the basis of their record of service.

**Note:** Fitness of the SC/ST officers in such cases would be assessed keeping in view the duties and responsibilities attached to the post and not on the basis of benchmark, if any, prescribed for promotion to the post.

6. **Exemptions from Reservation:**

6.1 Reservations do not apply to posts filled by deputation or absorption, but whenever a Ministry/Department/Attached Office/Subordinate Office etc. propose to depute in public interest officers serving in or under them to a post in or under another Ministry/Department etc., the Scheduled Caste/Scheduled Tribe/OBC employees serving in or under the Ministry/Department etc. concerned, who are eligible to be sent on deputation should also be considered along with other eligible employees for such deputation. The Ministries/Departments under whose control the posts to be filled by deputation or absorption arise should also, in turn, while selecting persons for such post(s) to be filled by deputation or absorption, duly consider

the cases of eligible Scheduled Caste, Scheduled Tribe and Other Backward Class employees whose names have been forwarded by other Ministries/Departments alongwith the other eligible employees, for appointment on deputation or absorption to those posts. Where the number of posts to be filled on deputation or absorption by any employing Ministry or Office is fairly substantial, the employing Ministry/Head of Office concerned should endeavour to see that a fair proportion of such posts are filled by employees belonging to Scheduled Castes/Scheduled Tribes/OBCs, subject of course, to availability from the feeder categories of qualified persons belonging to these communities.

6.2 Reservations also do not apply to:

- (i) Temporary appointments of less than 45 days duration;
- (ii) Those work-charged posts which are required for emergencies like flood relief work, accident restoration and relief etc.

7. **Reservation in Scientific and Technical Posts:**

7.1 Reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes apply to appointments made to "scientific and technical" posts upto and including the lowest grade of Group A in the respective services.

7.2 Such "scientific and technical" posts which satisfy all the following conditions can be exempted from the purview of the reservation orders by the Ministries/Departments:

- (i) The posts should be in grades above the lowest grade in Group A of the service concerned.
- (ii) They should be classified as 'scientific or technical' in terms of Cabinet Secretariat (Department of Cabinet Affairs) O.M. 85/11/CF-61(1) dated 28-12-1961 according to which scientific and technical posts for which qualification in the natural sciences or exact sciences or applied sciences or in technology are prescribed and the incumbents of which have to use that knowledge in the discharge of their duties.
- (iii) The posts should be 'for conducting research' or 'for organising, guiding and directing research'.

7.3 Orders of the Minister concerned should be obtained before exempting any posts satisfying the above conditions from the purview of the scheme of reservations.

7.4 In the case of scientific and technical posts required for research upto and inclusive of lowest grade of Group A of a service which are not exempt from the purview of reservation orders, reservation should be provided for Scheduled Castes, Scheduled Tribes and Other Backward Classes as per the scheme of reservations, except that:

- (i) reserved vacancies in such posts need be advertised only once and not twice,
- (ii) in the event of non-availability of candidates belonging to Scheduled Castes, Scheduled Tribes and OBCs, vacancies in such posts may be dereserved by the administrative Ministry/Department concerned. However, the National Commission for Scheduled Castes or the National Commission for Scheduled Tribes or the National Commission for Backward Classes, as the case may be, and the Department of Personnel and Training should be informed about the dereservation together with the details and reasons necessitating dereservation.

8. **Reservation in Posts of Industrial Workers:**

The industrial establishments of the Government of India and the posts and grades in such establishments, whether these have been classified as group A, B, C and D or not, are covered by the scheme of reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes.

9. **Reservation in Work-Charged Posts:**

The principle of reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes should generally be suitably applied to the extent possible, to work-charged posts also except those required for emergencies like flood relief work, accident restoration and relief etc. The percentages of reservation in such appointments may correspond to what is applicable to Group C and Group D posts.

10. **Reservation in Appointments of Daily Rated Staff:**

While it may not be practical to apply the reservation orders in toto in respect of daily rated staff, it should be ensured that persons belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes are recruited in such manner as their overall representation does not go below the prescribed percentage of reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes respectively.

11. **Appointment of Casual Workers to Regular Posts:**

Appointment of casual workers against regular posts will be a case of direct recruitment. Hence all statutory requirements relating to filling up of posts by direct recruitment should be followed while regularizing the services of casual workers. General orders relating to reservation for persons belonging to SCs/STs/OBCs will be applicable in cases relating to regularization of casual workers. Vacancies meant for these categories of persons should be filled up by casual workers of respective reserved categories and the balance, if any, may be filled up by outsiders belonging to these categories, who are not casual workers. Casual workers, who do not belong to the reserved categories, can be appointed against unreserved vacancies only.

12. **Reservation in Newly Constituted Services:**

If according to the relevant Service Rules of a newly constituted Service, appointments at the initial constitution of the Service are to be made only from out of the departmental candidates who might have been holding posts which are now incorporated in the new Service, reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes would not apply to such appointments. However, where such initial constitution of a Service also makes a provision of recruitment from outside sources, i.e. other than the incumbents of the service which is reconstituted or of the posts which are encadred in one form or another in the new service, the recruitment from outside sources would be akin to direct recruitment and would, therefore, attract the orders providing for reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes in respect of such recruitment. Each case of initial constitution of a service should be considered separately on its merits with a view to determine whether the reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes would apply. Whenever it is proposed to constitute a new All India or Central Service under the control of a Ministry/Department, the question of applicability of the orders regarding reservation for

Scheduled Castes, Scheduled Tribes and OBCs at the initial constitution of that service should be considered in consultation with the Department of Personnel and Training.

13. Reservation in Adhoc Promotions:

The basic approach of this Department is that adhoc promotions should be minimized, if not eliminated altogether. However, if adhoc promotions are to be made in exceptional circumstances, such as during pendency of court cases, protracted seniority disputes, non-framing of recruitment rules, unforeseen delay in direct recruitment or convening of DPCs for reasons beyond the control of the appointing authorities etc., the following guidelines may be followed on every occasion when adhoc promotions are resorted to so as to ensure that the claims of eligible officers belonging to Scheduled Castes/Scheduled Tribes are also duly considered:

- (i) In cases where reservation orders for SCs and STs are applicable, the number of vacancies falling to the share of SCs and STs would be the same if the vacancies were to be filled on regular basis.
- (ii) Since adhoc promotions are made on the basis of seniority-cum-fitness, all the Scheduled Caste/Scheduled Tribe candidates covered in the relevant seniority list within the total number of such vacancies against which adhoc promotions are to be made, should be considered in the order of their general seniority as per the gradation list, on the principle of seniority-cum-fitness and if they are not adjudged unfit, they should all be promoted on adhoc basis.
- (iii) If the number of SC/ST candidates found fit within the range of actual vacancies is less than the number of vacancies identified as falling to their share if the vacancies were filled on a regular basis, additional SC/ST candidates to the extent required should be located by going down the seniority list, provided they are eligible and found fit for such adhoc appointment.
- (iv) All adhoc appointees have to be replaced by regular incumbents at the earliest opportunity. When regular promotions are made subsequently, reversion of the adhoc appointees should take place strictly in the reverse order of seniority, the junior-most candidate being reverted first. No special concessions are to be given to SC/ST candidates at the time of such reversion.
- (v) There is no need for maintaining any separate formal register or roster register for adhoc promotions. The concept of dereservation, carrying forward of reservation etc. will also not be applicable in the case of adhoc appointments. However, a simple register called Adhoc Promotions Register may be maintained for different categories of posts for which adhoc appointments are made to facilitate a record being kept of the adhoc appointments and for ensuring reversion in the proper order on regular promotions being made to the posts in question.

14. Reservation in case of a Single Vacancy:

In cases where only one vacancy occurs in the initial recruitment year and it falls on point reserved for Scheduled Castes or Scheduled Tribes or OBCs, it should be treated as unreserved and filled accordingly and the reservation should be carried forward to subsequent recruitment year. In the subsequent recruitment year, even if there is only one vacancy, it should be treated as "reserved" against the carried forward reservation from the initial recruitment year, and a Scheduled Caste/ Scheduled Tribe/OBC candidate, if available, should be appointed in that vacancy, although it may happen to be the only vacancy in that recruitment year. This provision applies to direct recruitment as well as promotion. In the years of carry forward of reservation, the normal procedure of filling up of reserved vacancies should be followed.

ANNEXURE-I

RESERVATION IN CASE OF RECRUITMENT TO GROUP C AND D POSTS ON LOCAL BASIS

Sl.No.	Name of the State/UT	Percentage of Reservation		
		Scheduled Castes	Scheduled Tribes	Other Backward Classes
(1)	(2)	(3)	(4)	(5)
01	Andhra Pradesh	16	7	27
02	Arunachal Pradesh	1	45	0
03	Assam	7	12	27
04	Bihar	16	1	27
05	Chhattisgarh	12	32	6
06	Goa	2	12	18
07	Gujarat	7	15	27
08	Haryana	19	0	27
09	Himachal Pradesh	25	4	20
10	Jammu & Kashmir	8	11	27
11	Jharkhand	12	26	12
12	Karnataka	16	7	27
13	Kerala	10	1	27
14	Madhya Pradesh	15	20	15
15	Maharashtra	10	9	27
16	Manipur	3	34	13
17	Meghalaya	1	44	5
18	Mizoram	0	45	5
19	Nagaland	0	45	0
20	Orissa	16	22	12
21	Punjab	29	0	21
22	Rajasthan	17	13	20
23	Sikkim	5	21	24
24	Tamil Nadu	19	1	27
25	Tripura	17	31	2
26	Uttaranchal	18	3	13
27	Uttar Pradesh	21	1	27
28	West Bengal	23	5	22
29	Andaman & Nicobar Islands	0	8	27
30	Chandigarh	18	0	27
31	Dadra & Nagar Haveli	2	43	5
32	Daman & Diu	3	9	27
33	Delhi	15	7.5	27
34	Lakshadweep	0	45	0
35	Pondicherry	16	0	27

संलग्नक संख्या/Annexure No.....  
 मद संख्या/Item No.....  
 ई.सी. की तिथि/Date of EC.....

No. 21(2)/2016-E.II(B)  
 Government of India  
 Ministry of Finance  
 Department of Expenditure

New Delhi, 19<sup>th</sup> August, 2016.

OFFICE MEMORANDUM

**Subject:-** Clarification on admissibility of Transport Allowance in the cases where the officers are drawing Grade Pay of Rs.10,000/- in PB-4 -- regarding.

Reference is invited to this Department's Office Memorandum No.21(2)/2008-E.II(B) dated 29.08.2008. Para '3' of the O.M. stipulates that Officers drawing Grade Pay of Rs.10,000/- & above and those in the HAG\* Scale, who are entitled to the use of official car in terms of Department of Expenditure (DoE) O.M. No. 20(5)/E.II(A)/93 dated 28.01.1994, shall be given the option to avail themselves of the existing facility or to draw the Transport Allowance at the rate of Rs.7,000/- p.m. plus Dearness Allowance thereon.

2. Several references have been received in this Department seeking clarification on the admissibility of Transport Allowance to officers drawing Grade Pay Rs. Rs.10,000/- under Dynamic ACP Scheme or NFU Scheme. A few cases have also been filed in the Courts in this regard. Hon'ble Central Administrative Tribunal (CAT), Principal Bench, New Delhi, in Order dated 13.05.2014 in O.A. No.4062/2013 filed by Shri Radhacharan Shakiya & Others -V/s Union of India & Others, held that the Applicants were not entitled to draw Transport Allowance @ Rs.7,000/- p.m. plus DA thereon. The said order of the Tribunal has also been upheld by Hon'ble High Court of Delhi in their Order dated 08.09.2014 passed in Writ Petition (Civil) No. 3445/2014, filed by Shri Radhacharan Shakiya & Others.

3. Accordingly, it is clarified that the officers, who are not entitled for the use of official car for commuting between residence to office and back, in terms of DoE's OM 20(5)/E-II(A)/93 dated 28.01.1994, are not eligible to opt for drawal of Transport Allowance @ Rs.7000/- p.m. + DA thereon, in terms of DoE O.M. No.21(2)/2008-E.II(B) dated 29.08.2008, even though they are drawing Grade Pay of Rs.10,000/- in PB-4 under Dynamic ACP Scheme or under the scheme of Non-Functional Upgradation (NFU).

4. Hindi version is attached.

*Sd/-*

(Nirmala Dev)

Deputy Secretary to the Govt. of India

Tel: 23093276

No.7/5/2012-P&PW(F)/B  
 Ministry of Personnel, Public Grievances and Pensions  
 Department of Pension and Pensioners Welfare

संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

Lok Nayak Bhavan, Khan Market,  
 New Delhi - 110 003, Dated the 26 August, 2016.

OFFICE MEMORANDUM.

**Subject : Extension of benefits of 'Retirement Gratuity and Death Gratuity' to the Central Government employees covered by new Defined Contribution Pension System (National Pension System) - regarding.**

The undersigned is directed to say that the pension of the Government servants appointed on or after 1.1.2004 is regulated by the new Defined Contribution Pension System (known as National Pension System), notified by the Ministry of Finance (Department of Economic Affairs) vide their O.M No. 5/7/2003-ECB & PR dated 22.12.2003. Orders were issued for payment of gratuity on provisional basis in respect of employees covered under National Pension System on their retirement from Government service on invalidation or death in service, vide this Department's OM No. 38/41/2006-P&PW(A) dated 5.5.2009.

2. The issue of grant of gratuity in respect of government employees covered by the National Pension System has been under consideration of the Government. It has been decided that the government employees covered by National Pension System shall be eligible for benefit of 'Retirement gratuity and Death gratuity' on the same terms and conditions, as are applicable to employees covered by Central Civil Service (Pension) Rule, 1972.

3. These orders issue with the concurrence of Ministry of Finance, Department of Expenditure, vide their I.D. Note No. 1(4)/EV/2006-II dated 29.07.2016.

4. In their application to the persons belonging to the Indian Audit and Accounts Department, these orders issue after consultation with Comptroller and Auditor General of India.

5. These orders will be applicable to those Central Civil Government employees who joined Government service on or after 1.1.2004 and are covered by National Pension System and will take effect from the same date i.e. 1.1.2004.

*Sd/-*

(Harjit Singh)  
 Director (Pension Policy)



Office of Controller General of Accounts  
Ministry of Finance, Department of Expenditure  
7<sup>th</sup> floor, Lok Nayak Bhawan, Khan Market, New Delhi  
Vigilance Section

No. C-11021/AI/15/CGA/CVO/100/Combined/Pt.I /351

dated 26/8/16

OFFICE MEMORANDUM

Subj- Awarding of contract for supply of vehicle to the government - reg.

The undersigned is directed to enclose OM No. 16/CEX/036/322446 dated 12-08-2016 received from CVC on the subjected cited above.

2. In this connection, it is stated that CVC vide their OM has invited attention on growing undesirable trend of the officers of the Government entitled to hire a vehicle either for operational use or as staff car have been hiring such vehicles from the near and dear of Government servants, either without following the due processes of tendering or by following such procedure as an empty formality by getting three or more quotes from interested parties at pre-determined prices. It is further mentioned that majority of vehicle so hired are not registered as taxi/transport vehicles but are registered as private vehicles. There are also allegations that some officers are buying high end expensive cars in the names of their near or dear or persons known to them and are taking such vehicles on lease allegedly for official purposes. It is further been stated that these are certainly undesirable practices and virtually amount to carrying on private business by the officers which is a prohibited conduct.

3. It is therefore, requested to follow all due procedure while hiring a vehicle either for operational use or as staff car as per instructions mentioned in the said OM and also review the existing arrangements in order to ensure the compliance of the instructions mentioned in above said OM while hiring the vehicles.

4. This issue may be included in the Internal Audit inspection conducted by the Ministries.

5. A compliance report in this regard may be submitted to this office by 30-09-2016.

This issues with the approval of Controller General of Accounts.

541-  
(G. Ramegh)

Assistant Controller of Accounts(Vig.)

To

1. Pr.CCA/CCAs/CAs of all the Ministries of Government of India.
2. Jt.CGA (IAD), O/o CGA, Lok Nayak Bhawan, New Delhi to include the issue in their inspection.
3. Dy.CGA(PFMS), 3<sup>rd</sup> Floor, Shivaji Stadium, Delhi.
4. Sr.AO(Admin.), O/o CGA, Lok Nayak Bhawan, New Delhi
5. Sr.AO(ITD), O/o CGA, 3<sup>rd</sup> Floor, Shivaji Stadium, Delhi for uploading the same on website of CGA.

संलग्नक संख्या/Annexure No.....

मद संख्या/Item No.....

ई.सी. की तिथि/Date of EC.....

(52)



सत्यमेव जयते

Confidential



केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi 110023

सं./No. 016/CEX/036-32244

दिनांक / Dated 12/08/2016

Telegraphic Address :  
"SATARKTA: New Delhi

E-Mail Address  
cenvigil@nic.in

Website  
www.cvc.nic.in

EPABX  
24600200

फैक्स/Fax : 24651186

OFFICE MEMORANDUM

Sub: Awarding of contract for supply of vehicle to the government offices-reg.

\*\*\*\*\*

It is noticed in a few cases as well as complaints received from time to time in the Commission that there is a growing undesirable trend of the officers of the Government entitled to hire a vehicle either for operational use or as staff car have been hiring such vehicles from the near and dear of Government servants, either without following the due processes of tendering, or by following such procedure as an empty formality by getting three or more quotes from interested parties at pre-determined prices. It is further seen that majority of the vehicles so hired are not registered as taxi/transport vehicles but are registered as private vehicles. There are also allegations that some officers are buying high end expensive cars in the names of their near or dear or persons known to them and are taking such vehicles on lease allegedly for official purposes.

2. These are certainly undesirable practices and virtually amount to carrying on private business by the officers which is a prohibited conduct. Hence, DoPT may prescribe guidelines and procedure to ensure that such undesirable practices are not followed in hiring vehicles and there is an open, transparent tendering procedure through which vehicles registered as taxi or public transport vehicle are hired. This is communicated for improving the systems and to prevent corrupt/undesirable practices.

*Sd/-*  
(Rakesh Desai)  
Director

Ministry of Finance  
Department of Expenditure,  
Controller General of Accounts,  
(Shri Alok Ranjan, Jt. CGA/CVO),  
7<sup>th</sup> floor, Room No. 701,  
Lok Nayak Bhawan, Khan Market,  
New Delhi.

संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

Dated, November 14, 2005

OFFICE MEMORANDUM

Subject: Facility of telephone (landline and/or mobile connection) at the residence  
in respect of entitled categories of Government employees.

The undersigned is directed to refer to this Department's O.M no. 7(8)-E.Coord/82 dated 8.6.1982 regarding ceiling on number of calls allowed on official account to officers in the telephone provided at their residence. Since the last OM was issued, there have been many changes in the field of telecommunications and major technological advancements have taken place. This has brought internet, mobile facilities to the domain of the common people. Many service providers, with various schemes, have also entered into the market. Further, usage of telecommunication services has proliferated. Therefore, it is imperative that Government officers adapt to the changing trends in communication. In this regard, OM No.7(2)/E.Coord/2005 dated Nov. 23, 2005 on Budget/Expenditure Management, economy measures, rationalization of expenditure and measures for augmentation of revenues, mentions to avail the services of providers other than MTNL/BSNL to curtail the expenditure on telephones and also exhorts that the increased use of information and communication technology should be further encouraged. Though tariff rates have come down, unit duration of calls has decreased and not necessarily resulting into lower call rates. Keeping this in view and the technology available in the field of communication, the existing instructions on the subject have been reviewed. The existing entitlement regarding reimbursement of telephone charges of residential telephones provided to the officers as also on the mobile phones to the entitled officers to the Government of India, and broadband facility at home has been converged into a single package. Accordingly, in supersession of OM No.7(8)-E.Coord/82 dt. 8.6.1982, OM No.5(3)/E.Coord/2002 dt. 1.1.2003, OM Nos. 7(3)/E.Coord/2003 dt. 14.1.2004, 26.2.2004 and 5.4.2004, the following decisions have been taken:

2. The maximum amount reimbursable to a category of officer will be regulated as given in the table below:

S.No.	Rank/Designation	Ceiling Amount
1.	Secretary to the Government of India and equivalent rank	Rs. 2800 per month
2.	Additional Secretary and Joint Secretary to the Government of India	Rs. 2000 per month
3.	Equivalent rank to Additional Secretary and Joint Secretary to the Government of India	Rs. 1800 per month
4.	Director and Deputy Secretary to the Government of India and equivalent rank	Rs. 1500 per month
5.	Below the rank of Deputy Secretary to the Government of India (restricted to 25% of Group 'A' Officers below the rank of Deputy Secretary)	Rs. 800 per month

No. 7(14)/C&V/2006, Dated, November 14, 2006

- (i) The amount will be reimbursed within the prescribed ceiling on submission of bill/receipt by the concerned officer. There will not be any separate ceilings for landline/mobile/broad-band.
- (ii) The amount reimbursable will cover landline and/or mobile connection.
- (iii) The amount reimbursable is exclusive of all taxes, if any.
- (iv) Officers are at liberty to choose the service provider and avail any options for payment within the maximum monetary ceiling.
- (v) It will also include broadband facility or such facilities through which data, voice or image is transferred.
- (vi) STD facility may be provided in the residential telephones. However, there would be no enhancement of ceilings as prescribed above.
- (vii) No instruments would be provided by the office, except to the Secretary and Secretary level officers of the Government of India, for which the cost of handset for mobile phone would be limited to Rs. 10,000/- in each case.
- (viii) The amount reimbursable will be reduced by Rs. 400/- if the officer of the rank of Deputy Secretary and above does not have broadband facility at his residence.
- (ix) All the offices are instructed to bear the extra cost from their 'Office Expenses-Telephone' and no additional fund will be provided in this regard.

*sd/-*

(MANISH KUMAR)

DEPUTY SECRETARY TO THE GOVT. OF INDIA

To:

All Ministries/Departments of the Government of India

संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

No.4(4)/E.Coord/2015  
Government of India  
Ministry of Finance  
Department of Expenditure  
\*\*\*\*\*

New Delhi, the 5<sup>th</sup> January, 2016

OFFICE MEMORANDUM

Subject: Instructions for processing foreign visits of officers of the Government of India for approval of Screening Committee of Secretaries (SCoS).

In order to regulate foreign visits of Government of India officers and delegations and to make these visits more effective, the existing sets of guidelines/instructions on the subject have been comprehensively reviewed. The revised guidelines, as follows, are hereby circulated for strict compliance by all Ministries/Departments:-

- (1) Ministries/Departments shall upload the data related to foreign visits on the online Foreign Visit Management System (FVMS) which has been developed and can be accessed at the URL notified at the Department of Expenditure website. Each Ministry/ Department has been provided with an user ID and Password for this purpose.
- (2) To optimize the outcome from foreign tours of officers, each Ministry/Department shall prepare a Quarterly Rolling Plan (QRP) of proposed programmes/ visits for the next 3 months. Such a QRP will be uploaded on the FVMS and will be reviewed every month with one additional month being added to it. Only the essential foreign visits which cannot be avoided may be included.
- (3) The level of officers and the strength of the delegation be worked out keeping in view factors such as expertise and manpower available with our Missions abroad, leveraging modern technology of tele-conferencing or video conferencing, etc. so as to keep the delegation size to the bare minimum. In respect of objectives that can be achieved through exchange of letters, tele/video conferencing or representation from our Missions abroad, no foreign visit need be undertaken.
- (4) Duration of the visit shall also be kept to the absolute minimum. The administrative Secretary shall ensure in every case, that officers of appropriate functional level dealing with the subject are sponsored/ deputed instead of those at higher levels.

- (5) Foreign visits shall not exceed 05 working days. Any delegation for foreign travel (irrespective of the level of officers), exceeding 05 working days or 05 members, shall be placed before the SCoS for approval.
- (6) No officer shall undertake more than 04 official visits abroad in a year. For visits exceeding 04 by Secretary/equivalent, proposal shall be submitted for approval of the Prime Minister through SCoS. For visits exceeding 04 by officers below Secretary level, proposal shall be submitted to SCoS for approval. Ministries/Departments shall make efforts to ensure that at least two to three officers at appropriate levels are trained and made adept on concerned subjects so as to avoid repetitive visits of the same officers.
- (7) Participation of officials in international fairs/exhibitions/workshops and conferences shall be discouraged. If considered essential, only the officer directly dealing with the subject shall be deputed. In such international events, if required to do so, a coordinated presence and projection of 'Brand India' should be attempted instead of individual Departments/ Ministries setting up individual stalls. For this purpose, depending on the nature of the exhibition, a nodal Department should be identified to take the lead in consultation with the Ministry of External Affairs.
- (8) In an outgoing Indian delegation, there need not be any Ministry of External Affairs' official from India. Instead, services of the Indian Mission situated in the destination country could be utilised. Also, the practice of mobilisation of personnel by the host Mission from other Missions situated in other countries should not be resorted to. For any exceptional requirements, prior approval of the Cabinet Secretary should be obtained.
- (9) Secretaries to Government shall travel abroad only when their presence is required and no one else can be deputed instead.
- (10) Secretaries shall not undertake any foreign visits during the Parliament Session unless it is absolutely unavoidable.
- (11) The Minister and the Secretary shall not, normally, be away from the headquarters at the same time. If however, both are required to be deputed abroad, the necessity for deputing the Secretary at the same time as the Minister may be brought out clearly for consideration of Prime Minister through SCoS.
- (12) Proposals relating to foreign visits/deputation abroad of officers of the rank of Secretary and Additional Secretary shall continue to be sent to SCoS except visit to SAARC countries (including Myanmar).

- (13) The proposals for the visit to SAARC countries (including Myanmar) will be decided by the Ministries concerned in consultation with their Financial Advisers (FAs). However, proposals of foreign tour of Secretary accompanying the Minister to SAARC countries will require to be submitted to the SCoS for approval.
- (14) In respect of foreign visits of officers, all cases which require approval of the SCoS shall be submitted to Department of Expenditure after obtaining the approval of competent authority viz. Minister-in-Charge with the concurrence of FA.
- (15) Composite delegation led by Secretary/Additional Secretary comprising officers of the level of Joint Secretary and below including non-officials (visiting at Government cost), is to be submitted for SCoS approval. The proposal shall not be split and details of the entire delegation shall be sent to the SCoS.
- (16) Visits of officers of Public Sector Undertakings (PSUs)/Autonomous Bodies (ABs) are exempted from SCoS procedure unless they form part of a composite delegation from the administrative Ministry.
- (17) Expenditure on the foreign visit of officers of Ministries/Departments shall be borne by Government only, even if the visit of the officer(s) is in his capacity as ex-officio member of PSUs/ABs or otherwise, and in connection with affairs of PSUs/ABs. Any proposal for relaxation in this regard shall be referred to Secretary (Expenditure).
- (18) Visit of non-officials at Government cost will require approval of PM. Their visits are to be routed through SCoS only if they form a part of a composite delegation. In other cases, the PM is to be approached (through PMO) by the administrative Ministry directly.
- (19) There shall be no objection in accepting international air travel costs and hospitality from an international body of which India is a member or the visit abroad is covered under bilateral/multilateral agreement or under a regular exchange programme. The terms and conditions on deputation shall not be supplemented with the terms and conditions on deputation offered by the Government of India viz. the mode and class of travel. Payment of cash allowance and other allowances including local travel and stay in hotel would be as per the terms offered by the foreign Government/ sponsors.
- (20) Invitations received directly by the officers by virtue of expertise in a particular field and where no particular Government of India business is to be transacted will be treated as personal visits. Such visits in respect of Additional Secretary

and above level officers require SCoS approval. The officer would have to take leave for the period of such visits and such visits are not to be undertaken at government costs.

- (21) Proposals shall be submitted along with deputation proforma containing all relevant details (including political clearance from MEA and FCRA clearance from MHA, if required). Only those proposals are to be referred to SCoS where funds are available to bear the expenditure on the foreign visit.
  - (22) Proposals, complete in all respects, seeking approval of SCoS shall be submitted to Department of Expenditure 15 days prior to departure date of delegation.
  - (23) Deputation abroad of officers of the level above Director upto Joint Secretary will be decided by Ministries/Departments, under delegated powers, in consultation with their FA and with the approval of the Minister-in-charge. Foreign visits of officers upto the level of Director and equivalent will be decided by the administrative Secretaries in consultation with the concerned FA.
  - (24) Deputations of officers upto the level of Joint Secretaries in Ministries/Departments and officials from PSUs/ Autonomous Bodies, etc. shall also be regulated in accordance with the spirit of these guidelines.
  - (25) The leader of the delegation shall upload the tour report in the requisite format on FVMS and also submit the same to the Minister containing, inter-alia, the major achievements from the tour and post-visit outcomes. A copy of the report shall also be marked to Department of Expenditure and Ministry of External Affairs.
2. These instructions are in supersession of all earlier instructions on the subject.
  3. This issues with the approval of Finance Minister.

*sdl-*  
(Annie G. Mathew)

Joint Secretary to the Government of India

All Secretaries to the Govt of India  
All Financial Advisers of Ministries/ Departments  
Private Secretaries to all Ministers

Copy for information to:

- (i) Additional Secretary, PMO
- (ii) Staff Officer to Cabinet Secretary
- (iii) PSO to Finance Secretary



संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

No.7/4/2014-E-III A  
Government of India  
Ministry of Finance  
(Department of Expenditure)

North Block, New Delhi  
Dated the 29<sup>th</sup> August, 2016

Office Memorandum

**Subject:** Grant of Productivity Linked Bonus (PLB) and non-Productivity Linked Bonus (Ad-hoc bonus) in case of Central Government employees for the accounting year 2014-15- enhancement of the calculation ceiling- Regarding.

The undersigned is directed to invite attention to this Ministry's OM No: 7/24/2007/E-III.A dated 16.10.2015 regarding grant of non-Productivity Linked Bonus (Ad-hoc Bonus) to the Central Government employees for the accounting year 2014-2015, whereby the calculation ceiling for the purpose of payment of ad-hoc bonus was monthly emoluments of Rs. 3500. The Productivity Linked Bonus (PLB) in case of Central Government employees working under certain Ministries/Departments, where such PLB was in operation in 2014-15, was also paid by the respective Ministries/Departments for the accounting year 2014-15 based on the concurrence of this Ministry with the calculation ceiling at monthly emoluments of Rs. 3500.

2. The question of enhancement of the calculation ceiling for the purpose of payment of PLB and non-PLB (ad-hoc bonus), as the case may be, to the Central Government employees has been considered and the President is pleased to decide that the calculation ceiling of monthly emoluments for the purpose of payment of PLB and ad-hoc bonus, as the case may be, shall be revised to Rs. 7000 w.e.f. 01.04.2014, i.e., for the accounting year 2014-15.

3. Accordingly, the PLB or ad-hoc bonus, as the case may be, as already paid to the eligible Central Government employees for the accounting year 2014-15 in terms of the above OM dated 16.10.2015 pertaining to ad-hoc bonus and the respective sanctions issued by the concerned Ministries/Departments in respect of PLB under the respective schemes in operation during 2014-15 based on the specific concurrence of this Ministry, shall be re-worked out based on the calculation ceiling of monthly emoluments of Rs. 7000 instead of Rs. 3500.

4. While re-working out payment of PLB or ad-hoc orders, as the case may be, under these orders for the accounting year 2014-15, all the other terms and conditions under which the payment was made shall remain unchanged.
5. In respect of their application to the employees working in the Indian Audit and Accounts Departments, these orders are issued in consultation with the office of the Comptroller and Auditor General of India.
6. Hindi version of this order will follow.



(Amar Nath Singh)  
Director

संख्या/Item No. (23)  
ई.सी. की तिथि/Date of EC

No. 31011/7/2014-Estt.(A-IV)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Establishment A-IV Desk  
\*\*\*

North Block, New Delhi-110 001

Dated: June 15, 2016

OFFICE MEMORANDUM

Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 —  
Relaxation to travel by private airlines to visit Jammu & Kashmir-  
Extension reg.

The undersigned is directed to refer to this Ministry's O.M. of even no. dated 01.06.2016 on the above noted subject and to say that travel by private airlines has been extended only in case of LTC journey(s) to visit Jammu & Kashmir region. This scheme is valid till 25.09.2016. Terms and conditions with regard to the LTC travel shall be the same as notified in this Department's O.M. dated 28.11.2014.

2. Conditions related to air travel for LTC journey to North-East Region and Andaman & Nicobar Islands shall be the same as prescribed in DoPT's O.M. No. 31011/3/2014-Estt.(A-IV) dated 26.09.2014.

*Sd/-*  
(Mukesh Chaturvedi)  
Director (Establishment)

To

All Ministries/ Departments of the Government of India.

संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

F.No. 44011/9(s)/2016-Estt.(B)

GOVT. OF INDIA

Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
(Estt. (B) Section)

\* \* \* \*

North Block, New Delhi  
Dated the 7<sup>th</sup> October, 2016.

Office Memorandum

**Subject:** Receipt of monetary benefits in the form of sitting fees, bonus, share in profits, stock options etc by the employees of CPSEs (Including Chief Executive and Functional directors) and Government officers nominated as part-time Directors on the Boards of CPSEs, subsidiary/joint Venture of CPSEs and any other companies".

The undersigned is directed to say that vide OM No. 2(15)/06- DPE (WC)-GL-XV/08 dated 17.11.2008 (copy enclosed), D/o Public Enterprises has issued clarification regarding "receipt of monetary benefits in the form of sitting fees, bonus, share in profits, stock options etc by the employees of CPSEs (including Chief Executive and Functional directors) and Government officers nominated as part-time Directors on the Boards of CPSEs, subsidiary/Joint Venture of CPSEs and any other companies".

2. All Ministries/Departments are requested to circulate the said OM of Department of Public Enterprises for wide awareness amongst its officers and also ensure compliance of the instructions.

Encl: As above

(P K Jaiswal)

Under Secretary to the Govt. of India

Ph. 23093175

To,

The Secretaries of all the Ministries/Department of Government of India.

संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

F.No. 44011/9(s)/2016-Estt.(B)

GOVT. OF INDIA

Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
(Estt. (B) Section)

\* \* \* \*

North Block, New Delhi  
Dated the 7<sup>th</sup> October, 2016.

Office Memorandum

**Subject:** Receipt of monetary benefits in the form of sitting fees, bonus, share in profits, stock options etc by the employees of CPSEs (Including Chief Executive and Functional directors) and Government officers nominated as part-time Directors on the Boards of CPSEs, subsidiary/joint Venture of CPSEs and any other companies".

The undersigned is directed to say that vide OM No. 2(15)/06- DPE (WC)-GL-XV/08 dated 17.11.2008 (copy enclosed), D/o Public Enterprises has issued clarification regarding "receipt of monetary benefits in the form of sitting fees, bonus, share in profits, stock options etc by the employees of CPSEs (including Chief Executive and Functional directors) and Government officers nominated as part-time Directors on the Boards of CPSEs, subsidiary/Joint Venture of CPSEs and any other companies".

2. All Ministries/Departments are requested to circulate the said OM of Department of Public Enterprises for wide awareness amongst its officers and also ensure compliance of the instructions.

Encl: As above

sd/-

(P K Jaiswal)

Under Secretary to the Govt. of India

Ph. 23093175

To,

The Secretaries of all the Ministries/Department of Government of India.

No. 2(15)/06-DPE (WC)-SL-XV/08  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Public Enterprises  
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Public Enterprises Bhavan,  
Block-14, CGO Complex,  
Lodhi Road, New Delhi-110003

Dated: 17<sup>th</sup> November, 2008

OFFICE MEMORANDUM

**Sub: Receipt of monetary benefits in the form of sitting fees, bonus, share in profits, stock options etc. by the employees of CPSEs (including Chief Executive and Functional Directors) and Government officers nominated as part-time Directors on the Boards of CPSEs, subsidiary/Joint Venture of CPSEs and any other companies.**

This Department has been receiving references on the afore mentioned subject and the following clarifications are issued in this regard.

- (i) The whole time of a Government officer/ CPSE employee (including Chief Executive and Functional Director) is at the disposal of the Government/CPSE, which pays him/her. Therefore, he/she may be employed in any manner required by the Government/CPSE, without claim for any additional remuneration.
- (ii) In case, any monetary benefits in the form of sitting fees, bonus, share in profits, stock options etc. are received by the employees of CPSEs (including Chief Executive and Functional Director) from their subsidiary/joint venture and any other companies, the same are required to be deposited with the CPSE that has nominated him/her as part-time Director in such companies.
- (iii) Similarly, the Government officers nominated by the Government/CPSE as part-time Directors on the Boards of CPSEs, subsidiary/joint venture of CPSEs and any other companies are also required to deposit with the Government, any monetary benefits received by them in the form of sitting fees, bonus, share in profits, stock options etc. from such companies.

-2-

2. Administrative Ministries/ Departments are requested to bring the foregoing to the notice of the officers working in the Ministries/Departments and Central Public Sector Enterprises (CPSEs), under their administrative control for strict compliance, under intimation to this Department.

*Sd/-*  
(Rajendra Kumar)  
Deputy Secretary to the Government of India  
Tel: 24360624

To

1. All Administrative Ministries/Departments of the Government of India (Secretaries by name).
2. The Chief Executives of Central Public Sector Enterprises.

Copy to :

1. Chairman, PESB/Member(s), PESB/Secretary, PESB w.r.t. their letter No. 1/16/2008-PESB dated 30.09.2008.
2. The Comptroller & Auditor General of India, 10- Bahadur Shah Zafer Marg, New Delhi.
3. Department of Expenditure, North Block, New Delhi (Smt. Sushma Nath, Secretary).
4. Department of Personnel & Training, North Block, New Delhi (Dr. Rahul Sareen, Secretary).
5. Ministry of Petroleum & Natural GAs (Shri R.S. Randey, Secretary) w.r.t. their OM No. C-36011/23/05-Vig/ CA dated October, 2008.
6. All Financial Advisors in the Administrative Ministries/Departments.
7. Chairman, SCOPE, Scope Complex, New Delhi.
8. NIC Cell, DPE for hosting on website of DPE.

*Sd/-*  
(Rajendra Kumar)  
Deputy Secretary to the Government of India

**Internal Distribution**

AS & FA/Advisor/Director(R)/Director(B)/Director(N)/JA/DS(B)/JD(F)

No. 31011/ 3/ 2014-Estt.(A-IV)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

Establishment(A-IV) Desk

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North Block, New Delhi-110 001

Dated: September 9, 2016

OFFICE MEMORANDUM

Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 —  
Relaxation to travel by air to visit NER, J&K and A&N.

The undersigned is directed to refer to this Department's O.M. of even no. dated 26.09.2014 on the subject noted above and to say that relaxation of CCS (LTC) Rules, 1988, to allow Government servants to travel by air to North East Region (NER), Jammu and Kashmir (J&K) and Andaman & Nicobar Islands (A&N) is extended for a further period of two years, w.e.f. 26<sup>th</sup> September, 2016 subject to the following conditions:

- (a) Travel by air to continue to be performed by Air India in Economy class at LTC-80 fare or less.
  - (b) For journey by air to Jammu & Kashmir, travel by any airline is allowed, however, the journey should be undertaken in Economy class at a fare less than or equal to LTC-80 fare of Air India.
  - (c) The condition that air tickets can be purchased either directly from the airlines (booking counters/website) or through authorized agents only viz., 'M/s Balmer Lawrie and Co. Ltd.', 'M/s Ashok Travels and Tours Ltd.' and 'IRCTC' (to the extent IRCTC is authorized as per DoPT's O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009), shall necessarily apply.
  - (d) Efforts should be made by the Government servants to book the air tickets at the cheapest fare possible. All the Ministries/ Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/ Departments are advised to randomly get some of the air tickets submitted by the officials verified from the Airlines concerned with regard to the actual cost of air travel vis-a-vis the cost indicated on the air tickets submitted by the officials.
2. All other conditions prescribed in this Department's O.M. of even no. dated 26.09.2014 shall continue to apply.
  3. In their application to the staff serving in the Indian Audit and Accounts Department, this order issues after consultation with the Comptroller and Auditor General of India.

*sd/-*  
(Mukesh Chaturvedi)  
Director(Establishment)  
Ph: 23093176

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

Contd...



No. 31011/ 3/ 2014-Estt.(A-IV)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

Establishment (A-IV) Desk

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North Block, New Delhi-110 001

Dated: September 19, 2016

OFFICE MEMORANDUM

Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 —  
Relaxation to travel by air to visit NER, J&K and A&N.

The undersigned is directed to refer to this Department's O.M. of even no. dated 09.09.2016 on the subject noted above regarding extension of the scheme to travel by air to North East Region (NER), Jammu and Kashmir (J&K) and Andaman & Nicobar Islands (A&N). As clarifications have been sought from many quarters, it is clarified that the following schemes have been extended for a further period of two years, w.e.f. 26<sup>th</sup> September, 2016:

- (i) LTC for visiting NER, J&K and A&N in lieu of a Home Town LTC.
- (ii) Facility of air journey to non-entitled government servants for visiting NER, J&K and A&N.
- (iii) Permission to undertake journey to Jammu and Kashmir by private airline.

2. The above special dispensation is subject to the following terms & conditions:

- (i) All eligible Government servants may avail LTC to visit any place in NER/ A&N/ J&K against the conversion of their one Home Town LTC in a four year block.
- (ii) Government servants whose Home Town and Headquarters/place of posting are the same are not allowed the conversion.
- (iii) Fresh Recruits are allowed conversion of one of the three Home Town LTCs in a block of four years applicable to them.
- (iv) Government servants entitled to travel by air can avail this LTC from their Headquarters in Economy class at LTC-80 fare or less. While travelling to North-East region and Port Blair, journey has to be performed by Air India only. However, while availing LTC to Jammu & Kashmir, service of any airlines may be availed.
- (v) Government servants not entitled to travel by air are allowed to travel by air in the following sectors:
  - (a) Between Kolkata/ Guwahati and any place in NER by Air India only in Economy class at LTC-80 fare or less.

Contd...

: 2 :


From pre-page:

- (b) Between Kolkata/ Chennai/ Bhubaneswar and Port Blair by Air India only in Economy class at LTC-80 fare or less.
- (c) Between Delhi / Amritsar and any place in J&K by any airlines in Economy class at LTC-80 fare or less.

Journey for these non-entitled employees from their Headquarters up to Kolkata/ Guwahati/ Chennai/ Bhubaneswar/ Delhi/ Amritsar will have to be undertaken as per their entitlement.

- (vi) Air travel by non-entitled officers to NER, J&K and A&N is allowed whether they avail the normal anywhere in India LTC or in lieu of the Home Town LTC as permitted.
- (vii) Air Tickets are to be purchased directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC' (to the extent IRCTC is authorized as per DoPT's O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009) while undertaking LTC journey. Booking of tickets through other agencies is not permitted.

3. Efforts should be made by the Government servants to book the air tickets at the cheapest fare possible. All the Ministries/ Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/ Departments are advised to randomly get some of the air tickets submitted by the officials verified from the Airlines concerned with regard to the actual cost of air travel vis-a-vis the cost indicated on the air tickets submitted by the officials.

  
(Mukesh Chaturvedi)  
Director (Establishment)  
dire-dopt@gov.in

F.No.11013/4/2016-Estt (A-III)

Government of India

Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

सं. संख्या/Item No.....

ई.सी. की तिथि/Date of EC.....

North Block, New Delhi-110 001

Dated : 20<sup>th</sup> July, 2016OFFICE MEMORANDUM**Subject : Clarification of the Definition of "Members of Family"  
in the context of Rule 4 regarding.**

The undersigned is directed to say that as per rule 4 (1) of CCS (Conduct) Rules, 1964, no Government servant shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm. Further, rule 4(3) reads as follows:

"No Government servant shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Government servant shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made."

2. As per rule 2 of the CCS (Conduct) Rules, 1964, the definition of "Members of Family" may differ from that given in the rule 2, sub clause (c) in the context of a rule. For removal of doubts it is clarified that in the context of rule 4(1) and 4(3) "Members of family" in relation to a Government servant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on the Government servant or not.

3. All Ministries/ Departments/Offices are requested to bring the above guidelines to the notice of all Disciplinary Authorities under their control.

4. Hindi Version follows.

sd/-  
(Mukesh Chaturvedi)

Director (E)

Tel No.23093176

To

All Ministries/ Departments of the Government of India.

No. 12(1)/E.II(A)/2016  
Government of India  
Ministry of Finance  
Department of Expenditure

New Delhi, the 7<sup>th</sup> October, 2016

OFFICE MEMORANDUM

Subject: Grant of advances - Seventh Pay Commission recommendations- Amendment to Rules of Compendium of Rules on Advances to Government Servants.

The undersigned is directed to say that in pursuance of the decision taken by the Government on the Seventh Pay Commission's recommendations relating to advances, all the interest free advances stand discontinued as per attached annexure, with the exception that the interest free Advances for Medical Treatment, Travelling Allowance for family of deceased, Travelling Allowance on tour or transfer and Leave Travel Concession shall be retained.

2. In addition, the advance for training in Hindi through Correspondence Course, which is not mentioned in the Compendium of Rules on Advances to Government Servants, also stands abolished in pursuance of the decision of Government on 7<sup>th</sup> CPC recommendation.
3. These orders will take effect from the date of issue of this O.M. The cases where the advances have already been sanctioned need not be reopened.
4. In so far as persons serving in Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.
5. All the Ministries/Departments are requested to bring the amendments to the notice of all its attached and subordinate offices for their information.

Hindi version of this O.M. is enclosed.

*Sd/-*  
(Pankaj Hazarika)  
Director, E.II(A)

To

All the Ministries/Departments of the Government of India, etc.

Copy (with usual number of spare copies) forwarded to C&AG, UPSC, etc. as per standard endorsement list.

AMENDMENT TO COMPENDIUM OF RULES ON ADVANCES TO  
GOVERNMENT SERVANTS, 2005.

Sl.No	Name of Advance	Gov Decision on 7 <sup>th</sup> CPC recommendations
1.	Bicycle Advance	Abolished
2.	Warm Clothing Advance	Abolished
3.	Advance of Pay on Transfer	Abolished
4.	Festival Advance	Abolished
5.	Natural Calamity Advance	Abolished
6.	Advance of Leave Salary	Abolished
7.	Advance for Law Suits	Abolished

No. 19024/1/2009-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

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New Delhi, dated the 26<sup>th</sup> July, 2016Office Memorandum

Sub:- Delegation of powers to Financial Advisers of administrative Ministry/ Department to accord exemption for air travel in airlines other than Air India in individual cases of autonomous bodies- reg.

Reference is invited to Para '2' of Department of Expenditure's O.M. of even number dated 07.06.2016, which provides that powers, which were vested with Ministry of Civil Aviation to accord exemption for Air travel, both domestic and international, by Airlines other than Air India because of operational or other reasons or on account of non-availability, have been delegated to the Financial Advisers (FA) of the administrative Ministries/Departments and that in respect of the individual cases of Autonomous bodies, the FAs of the concerned Ministry/Department will accord exemption for Air travel by Airlines other than Air India.

2. Several references are being received in this Department seeking further delegation of powers to FAs of Autonomous bodies/statutory organisations, to accord approval to travel in any Airlines other than Air India, in individual cases covering that Autonomous body/statutory organisation.

3. It is hereby clarified that the powers to accord exemption for air travel by airlines other than Air India, including individual cases of Autonomous bodies, are vested only in the Financial Advisers of the Ministries/Departments, exercising administrative control over the Autonomous body/statutory organisation and that these powers cannot be further delegated to FAs of the Autonomous body/statutory organisation under the administrative control of the Ministry/Department concerned.

*Sd/-*  
(Nirmala Dev)

Deputy Secretary to the Government of India  
Tel.23093276

To

All Financial Advisers (As per list)

Copy to: Secretary, All Ministries/Departments (As per list)

No.49014/2/2014-Estt(C)  
 Government of India  
 Ministry of Personnel, P.G. & Pensions  
 Department of Personnel & Training

सहायक संख्या/Annexure No.	20
मद संख्या/Item No.	
ई.सी. की तिथि/Date of EC.	

North Block, New Delhi,  
 Dated the 28<sup>th</sup> July, 2016

OFFICE MEMORANDUM

Subject: Casual labourers with temporary status – clarification regarding contribution of GPF and Pension under the Old Pension Scheme.

The undersigned is directed to refer to this Department's OM of even number dated 26<sup>th</sup> February, 2016 on the above subject and to say that some references have been received in this Department from various Ministries/Departments seeking a clarification with regard to the Para 7 of the referred OM.

2. The OM was issued in consultation with Department of Expenditure and the Department of Pension and PW. It was clarified vide that OM that this Department's O.M dated 26<sup>th</sup> April, 2004 had been quashed in a series of Orders/Judgements. The OM dated 26<sup>th</sup> February, 2016 restores the provisions of the Scheme as it existed prior to the OM dated 26<sup>th</sup> April, 2004. The benefit of GPF and Old Pension Scheme is applicable to all those casual labourers who are covered under the Scheme of the 10<sup>th</sup> September, 1993 even if they have been regularized on or after 01/01/2004.
3. As the benefit of Old Pension Scheme and GPF is admissible only to those Casual workers who are covered under the Scheme of 1993, all Ministries/ Department may strictly ensure that it does not lead to demand by regularly recruited fresh employees appointed on or after 1.1.2004 for similar benefit in place of NPS.
4. This issues with the concurrence of Department of Expenditure vide their I.D.No.1(15)/E-V/2015 dated 27.07.2016

  
 (Mukesh Chaturvedi)  
 Director(E)  
 Tele: 23093176

To  
 All Ministries/Departments.

संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

No. F. 49019/1/95-Estt-(C)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
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New Delhi, North Block  
Dated 14<sup>th</sup> June, 2016

OFFICE MEMORANDUM

Subject: Recruitment of casual workers and persons on daily wages.

The undersigned is directed to refer to the provisions of the of Department of Personnel and Training OM No. 49014/2/86-Estt (C) dated 7<sup>th</sup> June, 1988 on recruitment of Casual Workers and daily wages. Attention is invited to the provisions of the referred O.M at para 1(iii) which lays down " that work presently being done by regular staff should be reassessed by the administrative Departments concerned for output and productivity so that the work being done by the casual workers could be entrusted to the regular employees".

2. It has been observed that in spite of strict guidelines on engagement of Casual Labour vide the above referred O.M, various Ministries/ Departments continue to engage casual workers for attending work of regular nature against the Government's policies. It is, therefore, reiterated that all Ministries/ Departments may ensure strict compliance of the guidelines on engagement of Casual Labours. Negligence in the matter of implementing these guidelines should be viewed seriously and brought to the notice of the appropriate authorities for taking prompt and suitable action against the defaulters.

  
(Mukesh Chaturvedi)  
Director (E)  
Telefax: 23093176

To  
All Secretaries of Ministries / Departments.

Contd.P.2/-



No.49014/2/2014-Estt (C)  
Government of India  
Ministry of Personnel, Public Grievances and PG  
Department of Personnel and Training  
Establishment Division

New Delhi, North Block,  
February 26<sup>th</sup>, 2016

OFFICE MEMORANDUM

Subject: Casual Labourers with temporary status-clarification regarding contribution to GPF and Pension under the old pension scheme

Undersigned is directed to refer to this Department's OM No. 51016/2/90-Estt (C) dated the 10<sup>th</sup> September, 1993 vide which a scheme for grant of temporary status to the casual employees was framed. The scheme applied to those casual labourers who were in employment on the date of the issue of the OM and had rendered one year of continued service in Central Government offices, which meant that they must have been engaged for a period of at least 240 days (206 days in the case of offices observing 5 days week). The scheme did not apply to Departments of Telecom & Posts and Ministry of Railways.

2. As per the scheme, after rendering three years' continuous service after conferment of temporary status, the casual labourers were to be treated at par with temporary Group 'D' employees for the purpose of contribution to the General Provident Fund. Further, after their regularisation, 50% of the service rendered under temporary status would be counted for the purpose of retirement benefits.

3. As per para 8 of the scheme, two out of every three vacancies in Group 'D' cadres in respective offices where the casual labourers have been working would be filled up as per extant recruitment rules and in accordance with the instructions issued by Department of Personnel and Training from amongst casual workers with temporary status. However, regular Group 'D' staff rendered surplus for any reason will have prior claim for absorption against existing/future vacancies. In case of illiterate casual labourers or those who fail to fulfill the minimum qualification prescribed for post, regularisation will be considered only against those posts in respect of which literacy or lack of minimum qualification will not be a requisite qualification. They would be allowed age relaxation equivalent to the period for which they have worked continuously as casual labourer.

4. Vide the O.M. No.49014/1/2004 -Estt (C) dated the 26<sup>th</sup> April, 2004, the above scheme was reviewed in the light of introduction of New Pension Scheme in respect of persons appointed to the Central Government service on or after 1.1.2004 as under:

(i) As the new pension scheme is based on defined contributions, the length of qualifying service for the purpose of retirement benefits has lost its relevance, no credit of casual service, as specified in para 5 (v), shall be available to the casual labourers on their regularisation against Group 'D' posts on or after 1.1.2004.

.....2/-

-2-

(ii) As there is no provision of General Provident Fund in the new pension scheme, it will not serve any useful purpose to continue deductions towards GPF from the existing casual employees, in terms of para 5 (vi) of the scheme for grant of temporary status. It is, therefore, requested that no further deduction towards General Provident Fund shall be effected from the casual labourers w. e. f. 1.1.2004 onwards and the amount lying in their General Provident Fund accounts, including deductions made after 1.1.2004, shall be paid to them.

2. The existing guidelines contained in this Department's OM No. 49014/2/86-Estt.(C) dated 7.6.88 may continue to be followed in the matter of engagement of casual workers in the Central Government Offices.

5. The OM dated 26<sup>th</sup> April, 2004 has been quashed by various benches of CAT/High Courts who have decided that the scheme could not be modified retrospectively. The SLPs filed in the Hon'ble Supreme Court have been dismissed by the Apex Court in *UOI & Ors v Rameshwar Singh*, CC 1829/2014, *UOI & Ors v Ramsaran & Ors*, SLP (C) No. 25360-25362 of 2008, SLP 17358/2008, SLP 25360-62/09, *Union of India etc v Ajay Kumar & Ors*, SLP No.19673-19678/2009.

6. The position has been reviewed in the light of the Court judgements in consultation with the Department of Expenditure. It has now been decided that the casual labourers who had been granted temporary status under the scheme, and have completed 3 years of continuous service after that, are entitled to contribute to the General Provident Fund.

7. 50% of the service rendered under temporary status would be counted for the purpose of retirement benefits in respect of those casual labourers who have been regularised in terms of para 8 of the OM dated 10.09. 1993.

8. It is emphasised that the benefit of temporary status is available only to those casual labourers who were in employment on the date of the issue of the OM dated 10<sup>th</sup> September, 1993 and were otherwise eligible for it. No grant of temporary status is permissible after that date. The employees erroneously granted temporary status between 10.09.1993 and the date of Hon'ble Supreme Court judgement in *Union Of India And Anr vs Mohan Pal*, 2002 (3) SCR 613, delivered on 29 April, 2002, will however be deemed to have been covered under the scheme of 10.09.93.

9. Ministries/Departments are also requested to identify cases where temporary status has been granted wrongly to those not covered under the OM dated 10.09.1993 and fix responsibility for the same.

*Sd/-*  
(Mukesh Chaturvedi)  
Director (E)

To  
All Secretaries of Ministries/ Departments.

No.4(1)/E.Coord-2014  
Government of India  
Ministry of Finance  
Department of Expenditure

संलग्नक संख्या/Annexure No.....

मद संख्या/Item No.....

ई.सी. की तिथि/Date of EC.....

North Block, New Delhi,

2<sup>nd</sup> July, 2014Office Memorandum

**Subject :- Deputation/Tours abroad – revised deputation proforma reg.**

Reference is invited to this Department's OM No. 23(2)/E.Coord./2006 dated 11<sup>th</sup> December 2007 on the above subject.

2. The deputation proforma prescribed under the above cited reference has been revised and the revised proforma is enclosed. The administrative Ministries/Departments and their Internal Finance Wing may ensure that proposals for consideration of the Screening Committee of Secretaries are submitted as per the enclosed revised deputation proforma. While submitting the proforma to this Department it may be ensured that all the points contained therein have been addressed/replied upon satisfactorily, failing which proposals will be returned unprocessed by D/o Expenditure.

*sd/-*  
(Sudha Krishnan)

Joint Secretary to the Government of India

1. All Secretaries to the Government of India
2. All the Financial Advisers

Copy for kind information to :

1. Cabinet Secretary
2. Finance Secretary

PROFORMA FOR APPROVAL OF DEPUTATION/TOUR ABROAD

1. Sponsoring Ministry /Department:

2.

S.No.	Names of Officers with Designation	Ministry/ Department	Scale of pay(Rs.)/ Grade pay	Date of Superannuation /Completion of tenure	Source of funding
i)					
ii)					
iii)					
3.	(i) Purpose of Visit in brief. Detailed justification, Copies of the Agenda etc. to be enclosed as separate Annexure.				
	(ii) Tasks proposed to be undertaken/ accomplished & Outcome to be achieved by the proposed visit. Please indicate exact outcomes and tangible / non tangible benefits in quantified terms, wherever possible.				
4.	Country/countries to be visited (city/country) all places				
5.	Duration of Visit (excluding journey time)		From	To	Days
6.	(a) Actual expenditure in the previous financial year (FY) in the Foreign Travel Expenses Head (FTE)				
	(b) Budget provision under FTE head for the current FY				
	(c) Budget provision for the current FY after 10% cut in the FTE head				
7.	Actual expenditure incurred in the current FY under FTE (Visits to be stated chronologically with progressive total of expenditure as annexure to be enclosed)				
8.	Commitment made for the current year (Visits planned/approved excluding items included in S. No. 7) (including hotel charges/bills not received etc.)				
9.	Balance funds available for the current financial year under FTE head [6(b or c)-(7+8)]				
10	(a) Budget for the ongoing quarter in the current fiscal under FTE				
	(b) Expenditure incurred so far in the ongoing quarter under FTE				
	(c) Whether the expenditure on the proposed visit falls within the half yearly/Quarterly ceiling? If not, full justification may be given.				

11.	Estimated expenditure on the proposed visit:	Amount(Rs.)
	(a) Air Fare & Airport tax (Class of travel)	
	(b) D.A. @ US \$ ___/ day for ___ days = US\$	
	(c) Entertainment, if any	
	Contingency, if any	
	Hotel accommodation USD ___/day x ___ days =	
	(f) Excess Baggage*	
	(g) Gifts *	
	(h) Transport*	
	(i) Mobile Phone*	
	(j) Lunch/dinner to be hosted*	
	(k) Any other (Please specify with justification thereof)*	
	(A) Estimated expenditure - rupees component	
	(B) Foreign Exchange component in US\$ & its equivalent in rupees	
	(C) Total Expenditure for this visit (A)+ (B) in rupees	
12.	Full details of the foreign visits undertaken by the Officer(s) during the last three Calendar years (to be enclosed as a separate annexure)	
13.	(i) Whether deputations/delegations sent in the past for similar purpose? If so, the name of officers deputed together with period of deputation.	
	(ii) Is an increase proposed in the number of delegates vis a vis that approved/deputed on the last occasion? If so, justification for increasing the delegation size may be furnished. Justification for participation of each member of the delegation to be brought out in a separate Annexure.	
14	(i) Whether tour report was submitted after the last visit abroad. (a copy of the previous tour report indicating quantified outcomes including tangible and/or non tangible benefits of that visit to be enclosed)	
	(ii) Details of efforts made by the Ministry/ Department during the interregnum to fully realize the intended outcome of the earlier visits. A copy of follow up action taken thereon to be enclosed.	
15.	Why can not the purpose be served by:	
	(i) Deputing officers at the functional level viz. Director/ Dy. Secretary, instead of deputing officers of higher level(s).	

	(ii)	Our Mission abroad/officer of the Ministry/Department already stationed abroad ; or	
	(iii)	Any other officer already abroad/or being deputed in the same or neighbouring country ; or	
	(iv)	Video conferencing. Justification to be given as to why this facility cannot be utilized.	
16.		Whether FCRA clearance from MHA and Political clearance from MEA have been obtained? (copies to be enclosed)	
17.	i)	Whether the proposal attracts ban imposed under the economy instructions of the Department of Expenditure i.e. study tours, workshops, conferences, seminars, presentation of papers abroad etc.	
	ii)	If so, justification for the proposed visit.	
18.	i)	Whether the number of visits by the officers(s) in a year is within the norms laid down in this regard i.e. four in a Calendar year.	
	ii)	If not, reasons/justification therefor.	
19.		In case the proposal is being sent less than 15 days before the date of departure whether condonation of delay has been obtained from Cabinet Secretary in terms of instructions of D/o Expenditure.	

Note:\* Sr.No. 10: The cost for each item including expenditure to be incurred by Embassies/Missions should be clearly stated after ascertaining the prevailing rates from the Indian Mission/Embassy.

Joint Secretary (Admn)

Joint Secretary & Financial Advisor

No. 7(1)/E.Coord/2014  
 Government of India  
 Ministry of Finance  
 Department of Expenditure

Appendix-CXV (xiii)

संलग्नक संख्या/Annexure No.....

मद संख्या/Item No.....

ई.सी. की तिथि/Date of EC.....

North Block, New Delhi  
 10<sup>th</sup> November 2014

## OFFICE MEMORANDUM

**Subject: International travel – clarification regarding.**

Guidelines/instructions on the subject of international travels have been issued by this Department from time to time. Latest instructions on the subject have been issued vide this Department's O.M. of even number dated 29.10.2014 [Paragraph 2.4 refers]. In order to clarify the subject further, following instructions on international travels are reiterated for compliance –

- (i) Proposals for participation in conferences/ seminars/ conventions/ workshops/study tours/presentation of papers abroad at Government cost will not be entertained except those that are fully funded by sponsoring/inviting organizations which may be considered keeping in mind the public interest and Government business at home.
- (ii) No officer should undertake more than four (4) official visits abroad in a calendar year. For visits exceeding four by an officer, detailed justification would need to be furnished and such visit would be allowed **only in exceptional** cases depending on functional need.
- (iii) The size of the delegation and the duration of visit shall be kept to the absolute minimum. The Administrative Secretary shall make sure that in every case officers of appropriate functional level dealing with the subject are sponsored / deputed instead of those at higher levels. **Visits at the level of Secretaries should be planned only if their presence is essential and officers of or the level of Additional Secretary/Joint Secretary cannot substitute them for the purpose of enunciating Government policies/standpoint.**

Contd...



-2-

(iv) Foreign travel of Government officers at the cost of PSUs/PSEs is discouraged, unless the journey is undertaken specifically in connection with the affairs of the PSU/PSE. Specific reasons for charging the expenditure to the PSU/PSE on account of foreign travel must be spelt out in the proposal. Wherever expenditure on the visit of Government officers is borne by PSU/PSE, the entitlements of the officers shall remain same as his entitlements under Government Rules/regulations/norms/instructions.

2. This issues with the approval of Secretary (Expenditure).

*sdl/-*  
(N. Radhakrishnan)  
Director

1. All Secretaries to the Government of India.
2. All the Financial Advisers

Copy for kind information to -

1. Cabinet Secretary
2. Principal Secretary to the PM
3. Finance Secretary



F. No. 11013/7/2014-Estt.(A-III)

Government of India

Ministry of Personnel, Public Grievances &amp; Pensions

Department of Personnel &amp; Training

Establishment Division

\*\*\*\*

North Block, New Delhi — 110001

Dated July 23<sup>rd</sup>, 2015

## OFFICE MEMORANDUM

Subject: Central Civil Services (Conduct) Rules, 1964 and the Lokpal and Lokayuktas Act, 2013 - Submission of Declaration of Assets and Liabilities by the Public Servant for each year - Regarding

The undersigned is directed to refer to this Department's OM No. 11013/3/2014-Estt.(A) dated the 17<sup>th</sup> February, 2015 regarding submission of declaration of assets and liabilities by the public servants under the Central Civil services (Conduct) rules, and the Lokpal and Lokayuktas Act, 2013 and to say that as per the rule 18 (1) (i) of the Central Civil Services (Conduct) Rules, 1964, every Government servant shall on his first appointment to any service or post submit a return of his assets and liabilities, in the form prescribed by the Government, giving the full particulars of movable, immovable and valuable property and debts and other liabilities, etc.. Similarly, Government servants other than newly appointed, belonging to Group 'A' and Group 'B' are required to submit an annual return in prescribed form giving full particulars of the immovable property inherited/ owned/ acquired by him/ her or held by him/her on lease/ mortgage either in his/ her own name or in the name of any member of his/ her family or in the name of any other persons.

2. The Lokpal and Lokayuktas Act, 2013 (Lokpal Act) notified by the Government requires all public servants to declare, on first appointment and subsequently every year, a declaration of his/ her assets & liabilities. In exercise of powers conferred by sub-section (1), clause (k) and clause (l) of sub-section (2) of Section 59 read with section 44 and 45 of the Act, this Department has notified the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Rules, 2014. The form for declarations is at Annexure-I. All Government servants i.e., belonging to Group A, Group B, Group C and erstwhile Group D, are now required to furnish the declaration of their assets & liabilities in the enclosed format.

3. Vide D. O. No. 407/12/2014-AVD-IV-B dated the 30<sup>th</sup> April, 2015, this Department has informed all concerned the time-lines for filing the returns regarding assets and liabilities under the Lokpal Act, which are as follows:

- (i) The first return under the Lokpal Act (as on 1<sup>st</sup> August, 2014) should be filed on or before 15<sup>th</sup> October, 2015;
- (ii) The next annual return under the Lokpal Act, for the year ending 31<sup>st</sup> March, 2015 should be filed on or before 15<sup>th</sup> October, 2015; and
- (iii) The annual returns for subsequent years as on 31<sup>st</sup> March every year should be filed on or before 31<sup>st</sup> July of that year.

Contd.....2/-

-2-

4. It is, therefore, requested that all concerned may be suitably advised to file the return within the time indicated in paragraph 3. It is relevant to state here that as per section 45 of the Lokpal Act, if any public servant wilfully or for reasons which are not justifiable, fails to (a) to declare his assets; or (b) gives misleading information in respect of such assets and is found to be in possession of assets not disclosed or in respect of which misleading information was furnished, then, such assets shall, unless otherwise proved, be presumed to belong to the public servant and shall be presumed to be assets acquired by corrupt means.

*scd/-*  
(Mukesh Chaturvedi)  
Director (E)  
Tel: 23093176

To

The Secretaries of All Ministries/Departments  
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
16.  NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → Conduct Rules).
17. Hindi Section, DoP&T

APPENDIX-I  
[ Rule 3(1)]

**Return of Assets and Liabilities on First Appointment or as on the 31<sup>st</sup> March, 20.....\***  
(Under Sec 44 of the Lokpal and Lokayuktas Act, 2013.)

1. Name of the Public servant in full.....  
(in block letters)
- 2.(a) Present public position held .....  
(Designation, name and address .....  
of organisation) .....
- (b) Service to which belongs .....  
( if applicable) .....

Declaration:

I hereby declare that the return enclosed namely, Forms I to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013.

Date.....

Signature.....

\* In case of first appointment please indicate date of appointment.

Note 1. This return shall contain particulars of all assets and liabilities of the public servant either in his/her own name or in the name of any other person. The return should include details in respect of assets/ liabilities of spouse and dependent children as provided in Section 44 (2) of the Lokpal and Lokayuktas Act, 2013.

(Section 44(2):A public servant shall, within a period of thirty days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, furnish to the competent authority the information relating to—

- (a) the assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;  
(b) his liabilities and that of his spouse and his dependent children.)

Note 2. If a public servant is a member of Hindu Undivided Family with co-parcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. III the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

Note 3:— "dependent children" means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. (Explanation below Section 44(3) of Lokpal and Lokayuktas Act, 2013)

APPENDIX-II  
[Rule 3(1)]

FORM No. I

Details of Public Servant, his/ her spouse and dependent children

SL No.		Name	Public Position held, if any	Whether return being filed by him/her, separately
1	Self			
2	Spouse			
3	Dependent-1			
4	Dependent-2			
5.*	Dependent-3			

\* Add more rows, if necessary.

Date.....

Signature.....

"FORM No. II

Statement of movable property on first appointment or as on the 31<sup>st</sup> March, 20...

(Use separate sheets for self, spouse and each dependent child.)

of public servant/spouse/dependent child: \_\_\_\_\_

No	Description	Remarks, if any
*	Cash and bank balance:	
(i)**	Insurance (premium paid) :	
	Fixed /Recurring Deposit(s) :	
	Shares/Bonds :	
	Mutual Fund(s) :	
	Pension Scheme/Provident Fund	
	Other investments, if any :	
(iii)	Personal loans/advance given to any person or entity including firm, company, trust, etc. and other receivables from debtors and the amount (exceeding two months basic pay or Rupees one lakh, as the case may be):	
(iv)	Motor Vehicles (Details of Make, registration number, year of purchase and amount paid):	
(v)	Jewellery [Give details of approximate weight (plus or minus 10 gms. in respect of gold and precious stones; plus or minus 100 gms. in respect of silver).]	
	Gold:	
	Silver:	
	Precious metals and precious stones:	
	Composite items: (indicate approximate value)***	
(vi)	Any other assets [Give details of movable assets not covered in (i) to (v) above]	
	(a) Furniture	
	(b) Fixtures	
	(c) Antiques	
	(d) Paintings	
	(e) Electronic equipments	
	(f) Others	
	[Indicate the details of an asset, only if the total current value of any particular asset in any particular category (e.g. furniture, fixtures, electronic equipments, etc.) exceeds two months' basic pay or Rs. 1.00 lakh, as the case may be.]	

Date .....

Signature.....

\* Details of deposits in the foreign Bank(s) to be given separately.

\*\* Investments above Rs. 2 lakhs to be reported individually. Investments below Rs.2 lakhs may be reported together.

\*\*\* Value indicated in the first return need not be revised in subsequent returns as long as no new composite item had been acquired or no existing items had been disposed of, during the relevant year. \*\*;

FORM NO. III

Statement of immovable property on first appointment or as on the 31<sup>st</sup> March, 20....  
(e.g. Lands, House, Shops, Other Buildings, etc.)

[Held by Public Servant, his/her spouse and dependent children]

Sl. No.	Description of property (Land/ House/ Flat/ Shop/ Industrial etc.)	Precise location (Name of District, Tahuk and Village in which the property is situated and also its distinctive number, etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in name of public servant, state in whose name held and his/her relationship, if any to the public servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned) (Please see Note 1 below) and cost of acquisition.	Present value of the property (If exact value not known, approx value may be indicated)	Total annual income from the property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Date.....

Signature.....

Note (1) For purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this Column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

"FORM No. IV

Statement of Debts and Other Liabilities on first appointment or as on 31<sup>st</sup> March,  
20.....

Sl. No.	Debtor (Self/ Spouse or dependent children)	Name and address of Creditor	Nature of debt/ liability and amount	Remarks
1	2	3	4	5

Date .....

Signature.....

Note 1: Individual items of loans not exceeding two months basic pay (where applicable) and Rs. 1.00 lakh in other cases need not be included.

Note 2. The statement should include various loans and advances (exceeding the value in Note 1) taken from banks, companies, financial institutions, Central/State Government and from individuals."

सलग्नक संख्या/Annexure No.....

मद संख्या/Item No.....

ई.सी. की तिथि/Date of EC.....

No. 41/21/2000-P&PW-(D)  
 GOVERNMENT OF INDIA  
 MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS  
 DEPARTMENT OF PENSION & PENSIONERS WELFARE

LOK NAYAK BHAVAN, KHAN MARKET,  
 NEW DELHI, DATED THE 26<sup>th</sup> October, 2016

OFFICE MEMORANDUM

Sub:- Issue of Pensioners' Identity Card to pensioners –reg.

The undersigned is directed to say that instructions for issue of Identity Card to pensioners have been issued from time to time. In this Department's OM of even numbers dated 25.7.2013, it was inter alia mentioned that it would not be necessary to have the National Emblem on the Identity Card of pensioners.

2. The matter has been reconsidered in consultation with the Ministry of Home Affairs keeping in view the provisions of State Emblem of India (Regulation of Use) Rule, 2007. Ministry of Home Affairs have indicated that they have no objection to the issue of Identity Card to retired Government personnel/pensioners with State emblem. The instructions/clarifications issued by this Department's OM in this regard stand modified to this extent.

3. All Ministries/Departments are requested to keep the above in view while issuing Identity Cards to pensioners who retired from the Central Government Civil Service. This provision will not be applicable in respect of the pensioners retired from the Autonomous Bodies, etc. Such autonomous bodies can, however, use their own logo on the Identity Cards, in accordance with the relevant instructions.

*sd/-*  
 (Harjit Singh)  
 Director  
 #24624752

To

All Ministries/Departments of Government of India  
 (as per mailing list)



NO. 22011/1/2011-Estt(D)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block, New Delhi - 110001  
Dated- October 27, 2016

OFFICE MEMORANDUM

Subject:- Timely and advance action in convening of Departmental Promotion Committee meeting in terms of Model Calendar-regarding.

The undersigned is directed to state that with a view to having the approved select panels for promotion ready in advance in a time-bound manner, this Department has issued a Model Calendar for DPCs vide OM No. 22011/9/98-Estt. (D) dated 8<sup>th</sup> September, 1998 as modified vide OM No. 22011/4/2013-Estt.(D) dated 28.01.2015. An indicative pattern has been provided in the Model Calendar for various events involved in the pre/ post DPC related actions. All the Ministries/Departments have been impressed upon from time to time by this Department to adhere to the prescribed time-line so as to ensure that the panel is ready in time and is utilised as and when the vacancies arise during the course of the vacancy year.

2. It has been brought to the notice that many promotion posts are lying vacant due to abnormal delay in convening DPCs. The objective of timely promotions of employees in various Ministries/Departments can be achieved only by holding DPC meetings.

3. In view of above, all Ministries/Departments are again advised to ensure strict compliance of instructions in order to achieve the desired objectives of timely convening of DPCs/preparation of approved select panels within the prescribed time frame.

*sd/*  
(Rajesh Sharma)

Under Secretary to the Govt. of India  
Tele. No. 23040340

No. 1/3/2008-E.II(B)  
Government of India  
Ministry of Finance  
Department of Expenditure

मद संख्या/Item No.....

ई.सी. की तिथि/Date of EC.....

\*\*\*

New Delhi, dated the 9<sup>th</sup> November, 2016.

## OFFICE MEMORANDUM

**Subject:- Rate of Dearness Allowance applicable w.e.f.1.7.2016 to employees of Central Government and Central Autonomous Bodies continuing to draw their pay in the pre-revised pay scale/grade pay as per 6<sup>th</sup> Central Pay Commission**

Consequent upon acceptance of the recommendations of the Seventh Central Pay Commission by the Government, this Department vide O.M.No. 1/2/2016-E.II(B) dated 4<sup>th</sup> November, 2016 had issued orders on rate of Dearness Allowance (DA) payable to Central Government employees based on the revised pay structure that came into effect from 01.01.2016.

2. The above rate, however, is not applicable to those Central Government employees who had exercised an option to continue in the pre-revised scales of pay based on 6<sup>th</sup> CPC's recommendations or to those whose pay and allowances had not been revised, for different reasons.

3. Further, as the recommendations of 7<sup>th</sup> CPC have not been made applicable to the employees of Central Autonomous Bodies as of now, they continue to draw their pay in the pre-revised pay band/grade pay as per 6<sup>th</sup> CPC recommendations. Therefore, the above rate of DA is also not applicable to these employees also.

4. The rate of DA w.e.f.01.01.2016 for Central Government employees and employees of Central Autonomous Bodies in pre-revised scale of pay, were issued by Department of Expenditure vide O.M.No. 1/1/2016-E.II(B) dated 7th April, 2016.

5. Accordingly, the rate of DA admissible to employees of Central Government and Central Autonomous Bodies who continue to draw their pay in the pre-revised pay band/grade pay as per 6<sup>th</sup> CPC recommendations, shall be enhanced from the existing 125% to 132% w.e.f.01.07.2016.

6. The contents of this Office Memorandum may also be brought to the notice of the Organisations under the administrative control of the Ministries/Departments which have adopted the Central Government scales of pay.

*Sd/-*  
(Nirmala Dev)

Deputy Secretary to the Govt. of India

To

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

Copy to: C&amp;AG, UPSC, etc., as per standard list, (with usual number of spare copies).

(40)

F.No.35034/3/2015-Estt.(D)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

North Block,

New Delhi

Dated the September 27, 2016

28

**OFFICE MEMORANDUM**

**Subject: Modified Assured Career Progression Scheme (MACPS) for the Central Government Civilian Employees- Implementation of seventh CPC recommendations.**

The Modified Assured Career Progression Scheme was introduced with effect from 01.09.2008 in pursuance of the recommendations of the Sixth Pay Commission by this Department's OM No.35034/3/2008-Estt(D) dated 19<sup>th</sup> May, 2009. Subsequently, clarifications/ FAQs were issued vide OM dated 16.11.2009, 09.09.2010, 01.04.2011, 13.06.2012, 04.10.2012 and 10.12.2014. These instructions are in force with effect from 01.09.2008.

2. The 7<sup>th</sup> Central Pay Commission (CPC) in para 5.1.44 of its report has recommended inter-alia as follows:

*"MACP will continue to be administered at 10, 20 and 30 years as before. In the new Pay Matrix, the employee will move to immediate next level in hierarchy. Fixation of pay will follow the same principle as that for a regular promotion in the Pay Matrix. MACPS will continue to be applicable to all employees up to Higher Administrative Grade (HAG) level except members of Organised Group 'A' Services."*

3. The Government has considered the above recommendation and has accepted the same. In the light of the recommendations of the 7<sup>th</sup> CPC accepted by the Government, the Modified Assured Career Progression Scheme (MACPS) will continue to be administered at 10, 20 and 30 years as before. Further, Para 1 and 2 of the existing Scheme (Annexure to this Department's OM No. 35024/3/2008-Estt.D dated 19<sup>th</sup> May, 2009) will be substituted by the following words:-

"1. There shall be three financial upgradations under the MACPS as per 7<sup>th</sup> CPC recommendations, counted from the direct entry grade on completion of 10, 20 and 30 years services respectively or 10 years of continuous service in the same level in Pay Matrix, whichever is earlier.

2. The MACPS envisages merely placement in the immediate next higher level in the Pay Matrix as given in PART A of Schedule of the CCS (Revised Pay) Rules, 2016. Thus, the level in the Pay Matrix at the time of financial upgradation under the MACPS can, in certain cases where regular promotion is not between two successive levels in the Pay Matrix, be different than what is available at the time of regular promotion. In such cases, the higher level in the Pay Matrix attached to the

next promotion post in the hierarchy of the concerned cadre/organisation will be given only at the time of regular promotion."

4. The 7<sup>th</sup> Central Pay Commission (CPC) in para 5.1.45 of its report has interalia recommended as follows:

*"Benchmark for performance appraisal for promotion and financial upgradation under MACPS to be enhanced from 'Good' to 'Very Good'."*

5. The Government has considered the above recommendation and has accepted the same. In the light of the recommendations of the 7<sup>th</sup> CPC accepted by the Government, para 17 of the Scheme (Annexure to OM No: 35024/3/2008-Estt.D dated 19<sup>th</sup> May, 2009) shall be substituted by the following words:-

*"17. For grant of financial upgradation under the MACPS, the prescribed benchmark would be 'Very Good' for all the posts."*

6. These changes will come into effect from 25<sup>th</sup> July, 2016, i.e., from the date of resolution notified by Department of Expenditure, Ministry of Finance regarding acceptance of the recommendations of the 7<sup>th</sup> CPC.

7. The comprehensive MACP Scheme on acceptance of Seventh Central Pay Commission recommendations will be issued separately.

541-  
(Jayanthi G.)  
Director(E.I)  
Tel: 23092479

To

All Ministries/Departments of Government of India.

41

No. 25(6)/E.Coord-2014  
 Government of India  
 Ministry of Finance  
 (Department of Expenditure)

North Block, New Delhi.  
 Dated the 30<sup>th</sup> November, 2016.

OFFICE MEMORANDUM

Subject: Economy in use of paper - Digitisation of publications to save on stationery and expenditure.

Ministry of Finance has been issuing instructions from time to time on expenditure management, fiscal discipline and on the need for economy and rationalisation of Government expenditure. Instructions on use of judicious use of paper have been issued by this Department in the past and similar instructions are also contained in the Manual of Office Procedure published by Department of Administrative Reforms and Public Grievances.

2. Expenditure Management Commission has also recommended that publications should be digitised wherever possible, to save on stationery and expenditure. Considering that electronic publications (e-publications) are environment friendly, all Ministries / Departments may review the utilisation of their different publications and, to start with, e-publish some of their non-Statutory publications while considerably reducing use of paper e-publications would also serve as a good digital repository for posterity that can be accessed anywhere unlike manual publications.

3. All Ministries / Departments may issue suitable instructions in this regard in respect of organisations / entities and field organisations under their administrative control.

4. This issues with the approval of FS and Secretary Expenditure.

sd/-

(N. Radhakrishnan)  
 Director (E. Coord)

All Secretaries to the Government of India  
 All the Financial Advisers

Copy for kind information to :

Cabinet Secretary  
 Finance Secretary

Copy also to : NIC --- With a request to upload the O.M. on official website of Deptt. of Expenditure.

संलग्नक संख्या/Annexure No.....

मद संख्या/Item No.....

ई.सी. की तिथि/Date of EC..... **IMMEDIATE**

F.No. 25 (30)/E.Coord/2016  
**Ministry of Finance**  
**Department of Expenditure**

New Delhi, 01<sup>st</sup> December 2016**OFFICE MEMORANDUM****Subject:** Encouraging usage of Debit Cards among Government employees

In the recent years advancements in banking technology, progress in mobile banking and innovative technologies to facilitate digital payments have enabled large number of small denomination transactions to be handled smoothly in electronic mode. The Government of India has taken policy decisions encouraging cashless/electronic transactions.

2. In its endeavour on moving towards electronic payments, Central Government Ministries/Departments have been crediting the salary and other payments for the majority of its employees electronically, direct into the designated bank accounts of the employees. Given the progress made in banking technology, it is assumed that each employee would be in possession of a Debit/ATM card linked to his/her bank account. Ensuring and encouraging government employees to maximise the usage of Debit cards for personal related transactions instead of cash would go a long way serving with the employees serving as 'ambassadors' for the digital push and also motivate, encourage the general public in taking up the cause.

3. All Ministries/Departments are requested to encourage their employees to make use of Debit Cards for personal related transactions instead of cash. Ministries/Departments should liaise with their accredited banks and set up special camps to facilitate obtaining of and ensure that all its employees are in possession of Debit Cards. Ministries/Departments may also issue similar advisories to their attached/subordinate offices, PSUs, Autonomous Bodies etc.

*sd/-*  
 (H. Athai)  
 Director

**To:**

The Secretaries of all Ministries/Departments  
 (Government of India)

संलग्नक संख्या/Annexure No.....

मद संख्या/Item No.....

ई.सी. की तिथि/Date of EC.....

43

No. 19016/1/2015-E.IV  
 Government of India  
 Ministry of Finance  
 Department of Expenditure

\*\*\*

North Block, New Delhi  
 Dated the 21<sup>st</sup> December, 2016

Office Memorandum

**Sub:- Applicability of provision below SR-147 to the family of deceased Govt. servant, in special circumstances- clarification regarding.**

Various references are being received in this Department seeking clarification from this Department as to whether Rule below SR-148 for admitting Travelling Allowance (TA) claim by family of deceased employees beyond one year period of the death of the employee is also covered under Gol decision 2(iii) below Rule SR-147 which provides that 'TA to Central Government servant on retirement may be availed of by a Government servant who is eligible for it, at any time during his leave preparatory to retirement, or within one year of the date of his retirement and powers to extend the time-limit of one year will be exercised by the Administrative Ministries/ Departments with the approval of the FA concerned, in individual cases attendant with special circumstances.'

2. The matter has been considered in this Department and it has been decided that the above provision below SR-147 for extension of time limit of one year with the approval of FA of the concerned Ministry, will also be applicable in case of family of the deceased Govt. servant.

3. This is issued with the approval of Joint Secretary (Personnel).

sd/-

(Himala Dev)

Deputy Secretary (EG)

Copy to :- All Ministries/Departments (As per list)

सलग्नक संख्या/Annexure No.....	
मद संख्या/Item No.....	44
ई.सी. की तिथि/Date of EC.....	

No.20/2/2016-E-II(B)  
Government of India  
Ministry of Finance  
Department of Expenditure  
\*\*\*

North Block, New Delhi.  
Dated:17.01.2017

**OFFICE MEMORANDUM**

**Subject:- Grant of Transport Allowance at double the normal rates to deaf and dumb employees of Central Government.**

\*\*\*\*\*

In supersession of this Department O.M.No.21(2)/2011-E-II(B) dated 19.02.2014 regarding admissibility of Transport Allowance at double the normal rates to employees who are deaf and dumb, the undersigned is directed to say that the matter has been re-examined and it has been decided with the approval of Competent Authority that Transport Allowance at double the normal rates is admissible to Hearing Impaired employees also in addition to employees who are both deaf and dumb.

2. Transport Allowance at double the normal rates would be admissible to the 'Hearing Impaired employees having loss of sixty decibels or more in the better ear in the conversation range of frequencies' as per Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

3. The admissibility of Transport Allowance at double the normal rates to above categories of employees is subject to recommendation of the Head of ENT Department of a Government Civil Hospital and fulfilment of other conditions applicable in respect of other disabilities mentioned in D/o Expenditure's O.M. No. 19029/1/78-E-IV (B) dated 31<sup>st</sup> August, 1978 read with O.M.No.21(2)/2008-E.II(B) dated 29.08.2008.

4. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, this order issues in consultation with the Comptroller And Auditor General of India.

5. These orders would be effective from 19.02.2014.

6. Hindi version is attached.

*sd/-*  
(Nirmata Dev)  
Deputy Secretary (EG)  
Telefax. 23093276

All Ministries/Departments of the Govt. of India( as per standard distribution list)

Copy to C&AG and U.P.S.C.



संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

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No.31011/3/2015-Estt.(A.IV)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

Establishment A-IV Desk

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North Block, New Delhi-110001

Dated February 9, 2017

OFFICE MEMORANDUM

**Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 –  
Fulfillment of procedural requirements- Clarification reg.**

The undersigned is directed to refer to para 8 and 9 of the Guidelines enclosed in this Department's O.M. of even number dated 18.2.2016 on the above noted subject and to say that the issues have been revisited. It has been decided that the cases where a Government servant travels on LTC upto the nearest airport/railway station/ bus terminal by authorized mode of transport and undertakes rest of the journey to the declared place of visit by private transport/ own arrangement (such as personal vehicle or private taxi etc.), may be dealt with as follows:-

- In all such cases the Government servant may be required to submit a declaration that he and the members of the family in respect of whom the claim is submitted have indeed travelled upto the declared place of visit.
- If a public transport is available in a particular area, the Government servant will be reimbursed the fare admissible for journey by otherwise entitled mode of public transport from the nearest airport/railway station/bus terminal to the declared place of visit by shortest direct route.
- In case, there is no public transport available in a particular stretch of journey, the Government servant may be reimbursed as per his entitlement for journey on transfer for a maximum limit of 100 Kms covered by the private/personal transport based on a self-certification from the Government servant. Beyond this, the expenditure shall be borne by the Government servant.
- Furnishing of false information will attract disciplinary action under the CCS(CCA) Rules, 1965.

**Note:** For the purpose of these rules, the expression 'Public Transport' means all vehicles, including trains and airplanes operated by the Tourism Development Corporations in the Public Sector, State Transport Corporations and Transport services run by other Government or local bodies.

sd/-

(Surya Narayan Jha)