

**OSD & UNDER SECRETARY OFFICE**  
**GOVERNMENT OF WEST BENGAL**

This is a compilation of relevant orders for IAS officers of West Bengal cadre. Most orders are provided with background orders and application forms.

This would not have been possible without the help of Mr. Tanmay Chakrabarty, IAS.

Dhaval Jain  
OSD & Under Secretary

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प्रदीप कुमार त्रिपाठी  
P. K. TRIPATHI  
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भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्र  
नॉर्थ ब्लॉक, नई दिल्ली - 110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001

D.O. No. 6(1)/2014-EO (PR)

Dated the 22<sup>nd</sup> December, 2017

Dear Sir / Madam,

As per Rule 16(2) of AIS (Conduct) Rules, 1968, all the members of the IAS are required to submit their Immovable Property Returns (IPRs) (on 1<sup>st</sup> January) every year, latest by 31<sup>st</sup> January.

2. You would be aware that online filing of IPR was introduced since last year in respect of IAS officers. An IPR Module has been designed for the purpose which is already operational w.e.f 01.1.2017. The officer also has the option to upload the hard copy of the IPR by 31<sup>st</sup> January in the IPR Module.

3. Those officers who file their IPR online or have uploaded the hard copy in the IPR Module by 31<sup>st</sup> January are not required to send a hard copy either to their Cadre or to DoPT.

4. In view of the DoPT's instructions dated 04.4.2011, it is reiterated that failure to ensure timely submission of IPR would result in denial of Vigilance Clearance.

5. I would, therefore, request you to kindly issue necessary instructions to all IAS officers belonging to your Ministry/Department in this regard.

With regards,

Yours sincerely,

  
(P.K. Tripathi)

All the Secretaries to the Government of India

✓ Copy also to:

- (i) The President's Secretariat, New Delhi.
- (ii) The Prime Minister's Office, New Delhi.
- (iii) The Cabinet Secretariat, New Delhi.
- (iv) The Rajya Sabha Secretariat, New Delhi.
- (v) The Lok Sabha Secretariat, New Delhi.
- (vi) Election Commission, New Delhi.
- (vii) UPSC, New Delhi.
- (viii) Central Vigilance Commission, New Delhi.
- (ix) O/o Comptroller & Auditor General, New Delhi.
- (x) Additional Secretary, UT, MHA, North Block, New Delhi.
- (xi) JS (Admn.), DoPT, North Block, New Delhi.
- ✓ (xii) NIC, DoPT for uploading the letter in the Department's website.

50 (108) / Sn RA-  
28/12/17



सूचना  
का अधिकार

please provide a scanned copy for circulation  
28/12/17

**Government of West Bengal**  
**Department of Personnel & Administrative Reforms and e-Governance Department**  
**I.A.S. Cell, Nabanna, Howrah**

No.3302 –PAR (IAS)/Comnr-34/2016

Dated, Howrah, the 27<sup>th</sup> December, 2017

**Memorandum**

**Subject: Submission of Declaration of Assets by IAS officers of the State Cadre under relevant Rules of AIS (Conduct) Rules, 1968**

A copy of DO No. 6(1)/2014-EO (PR) dated: 22-12-2017 of Shri P. K. Tripathy, EO and Addl. Secretary, DOPT is attached herewith for information of all concerned.

2. It may be noted that DOPT introduced a module for on-line submission of IPR (Immovable Property Return) under 16(2) of AIS (Conduct) Rules, 1968 with effect from 01-01-2017 in the Home page of SPARROW for all the serving IAS officers and IAS officers submitted their IPR for 2016 (as on 01-01-2017) accordingly.

2. Like last year, all the IAS officers of the State Cadre are requested to take urgent necessary action for filing their IPR on-line by 31<sup>st</sup> January, 2018 in the SPARROW module mentioned above, for the year 2017 (as on 01-01-2018).

3. In addition to this, the concerned officers will continue with the existing system of filing the yearly return of Immovable & Movable Properties by the IAS officers in Form 'A' and Form 'B' respectively within 31<sup>st</sup> January, 2018 in hard copy for record in the Department.

Sd/-  
(P. K. Mishra)  
Principal Secretary

No. 3302/1(6) –PAR (IAS)/Comnr-34/2016

Dated, Howrah, the 27<sup>th</sup> December, 2017

Copy for kind information and necessary action to

1. \_\_\_\_\_
2. The Commissioner (IT Cell) of this Department for uploading on the Department Website
3. Under Secretary, Home and Hill Affairs Department with request to inform the officers from his level as well
4. Sr. PS to the Chief Secretary
5. Vigilance Section, P&AR and e-G Department
6. Guard File

  
Commissioner in the Department

**FORM-A: STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR \_\_\_\_\_ / ON FIRST APPOINTMENT AS ON \_\_\_\_\_**

1. Name of Officer (in full):

3. Cadre & Batch:

2. Service to which the officer belongs: Indian Administrative Service

4. Present Pay:

5. Present Post held:

Name of District, Sub-Division, Taluk & Village or City in which property is situated (full location & postal address)	(1)	(2)	(3)	Present Value *	(4)	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	(5)	How acquired, whether by purchase, lease **, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	(6)	Annual Income from property	(7)	Remarks

Date:

Signature.....

Note: Please read the notes overleaf before filling up the form.

Designation.....

NOTES

- 1) \* In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2) \*\* Includes short term leases also.
- 3) The declaration form is required to be filled in and submitted by every member of Class I and Class II services under relevant provisions of Conduct Rules and the first appointment to the Service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government Servant.
- 4) The wording 'No Change or No Addition or As in previous year' may be avoided and all details filled up.
- 5) AIS Officers are requested to fill the form in duplicate.

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STATEMENT OF MOVABLE PROPERTY FOR THE YEAR \_\_\_\_\_ / ON FIRST APPOINTMENT AS ON \_\_\_\_\_

- 1) Name of the Officer (in full) .....
- 2) Present Post held .....
- 3) Service and Cadre .....
- 4) Present Pay .....
- 3) Cash, Bank Balance, Credit, Insurance Policies, Shares, Debentures etc.

Sl. No.	Description of the item	Value (Rs)	If not in own name state in whose name (wife, child dependant, other relation or benamdar) the asset is.	Date & manner of acquisition	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

\*Inapplicable clause to be struck off.

Signature : .....

Date : .....

FORM - 'B'

(i) Other movable (including jewellery and other valuables, motor vehicles, refrigerators and other articles worth two months' basic pay of the officer and over for each item). In all returns, the value of items of movable property worth less than two months basic pay in value may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery and books need not be included in such returns.

Sl. No.	Description of the item	Value (Rs)	If not in own name state in whose name (wife, child dependant, other relation or benamdar) the asset is.	Date & manner of acquisition	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

\*Inapplicable clause to be struck off.

Signature : .....

Date : .....



  
सत्यमेव जयते

# भारत का राजपत्र

# The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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नई दिल्ली, शुक्रवार, अप्रैल 10, 2015/चैत्र 20, 1937

No. 225]

NEW DELHI, FRIDAY, APRIL 10, 2015/CHAITRA 20, 1937

**कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय**

**(कार्मिक और प्रशिक्षण विभाग)**

**अधिसूचना**

नई दिल्ली, 10 अप्रैल, 2015

सा.का.नि.280 (अ).-केंद्र सरकार, अखिल भारतीय सेवा अधिनियम, 1951 (1951 का 61) की धारा 3 की उप-धारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, राज्य सरकारों के परामर्श से अखिल भारतीय सेवा (आचरण) नियमावली, 1968 में और संशोधन के लिए निम्नलिखित नियम बनाती है, नामतः :-

1. (i) इन नियमों का नाम अखिल भारतीय सेवा (आचरण) संशोधन नियमावली, 2015 है।  
(ii) ये शासकीय राजपत्र में प्रकाशन की तारीख से प्रवृत्त होंगे।
2. अखिल भारतीय सेवा (आचरण) नियमावली, 1968 में नियम 11 में  
(क) उप-नियम (1) में "पांच हजार रुपए" के लिए "पच्चीस हजार रुपए" शब्दों को प्रतिस्थापित किया जाएगा;  
(ख) उप-नियम (2) में "एक हजार रुपए" के लिए "पांच हजार रुपए" शब्दों को प्रतिस्थापित किया जाएगा;

[फा. सं. 11017/31/1999-अ.भा.से.-III]

दिवाकर नाथ मिश्रा, निदेशक (सेवाएं)

**टिप्पणी :** मुख्य नियम भारत के राजपत्र, भाग-II, खंड-3, उपखंड-(i) में सा.का.नि.3 दिनांक 4 जनवरी, 1969 के तहत प्रकाशित तथा तदन्तर संशोधित किए गए थे।

- (i) सा.का.नि. 878, दिनांक 6 जून, 1970
- (ii) सा.का.नि. 417, दिनांक 23 जुलाई, 1971
- (iii) सा.का.नि. 405, दिनांक 7 अप्रैल, 1973
- (iv) सा.का.नि. 834, दिनांक 10 अगस्त, 1974
- (v) सा.का.नि. 1017, दिनांक 17 जुलाई, 1976
- (vi) सा.का.नि. 1766, दिनांक 25 दिसम्बर, 1976
- (vii) सा.का.नि. 678, दिनांक 4 जून, 1977
- (viii) सा.का.नि. 1717, दिनांक 31 दिसम्बर, 1977
- (ix) सा.का.नि. 151, दिनांक 28 जनवरी, 1978
- (x) सा.का.नि. 583, दिनांक 6 मई, 1978
- (xi) सा.का.नि. 1122, दिनांक 8 सितम्बर, 1979
- (xii) सा.का.नि. 1103, दिनांक 25 अक्टूबर, 1980
- (xiii) सा.का.नि. 1134, दिनांक 1 नवम्बर, 1980
- (xiv) सा.का.नि. 1009, दिनांक 2 नवम्बर, 1985
- (xv) सा.का.नि. 34, दिनांक 17 जनवरी, 1987
- (xvi) सा.का.नि. 189
- (xvii) सा.का.नि. 657, दिनांक 2 अगस्त, 1988
- (xviii) सा.का.नि. 52, दिनांक 4 फरवरी, 1995
- (xix) सा.का.नि. 228, दिनांक 28 नवम्बर, 1998
- (xx) सा.का.नि. 363, दिनांक 5 मई, 2011
- (xxi) सा.का.नि. 573(अ), दिनांक 8 अगस्त, 2014.

## MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

### (Department of Personnel and Training)

#### NOTIFICATION

New Delhi, the 10th April, 2015

**G.S.R. 280(E).**—In exercise of the powers conferred by sub-section (1) of section 3 of the All India Services Act, 1951 (61 of 1951), the Central Government, after consultation with the State Governments, hereby makes the following rules further to amend the All India Services (Conduct) Rules, 1968, namely:—

1. (i) These rules may be called the All India Services (Conduct) Amendment Rules, 2015.
- (ii) They shall come into force on the date of their publication in the Official Gazette.
2. In the All India Service (Conduct) Rules, 1968, in rule 11, -
  - (a) in sub-rule (1) for the words “rupees five thousand”, the words “twenty five thousand rupees” shall be substituted;
  - (b) in sub-rule (2) for the words “rupees one thousand”, the words “five thousand rupees” shall be substituted;

[F.No.11017/31/1999-AIS-III]

DIWAKAR NATH MISRA, Director (Services)

**Note:-**The principal rules were published in the Gazette of India, Part II, Section 3, Sub-section (i), vide number G.S.R. 3, dated the 4th January, 1969 and subsequently amended:-

- (i) G.S.R. 878, dated the 6th June, 1970
- (ii) G.S.R. 417, dated the 23rd July, 1971
- (iii) G.S.R. 405, dated the 7th April, 1973
- (iv) G.S.R. 834, dated the 10th August, 1974
- (v) G.S.R. 1017, dated the 17th July, 1976
- (vi) G.S.R. 1766, dated the 25th December, 1976
- (vii) G.S.R. 678, dated the 4th June, 1977
- (viii) G.S.R. 1717, dated the 31st December, 1977
- (ix) G.S.R. 151, dated the 28th January, 1978
- (x) G.S.R. 583, dated the 6th May, 1978
- (xi) G.S.R. 1122, dated the 8th September, 1979
- (xii) G.S.R. 1103, dated the 25th October, 1980
- (xiii) G.S.R. 1134, dated the 1st November, 1980
- (xiv) G.S.R. 1009, dated the 2nd November, 1985
- (xv) G.S.R. 34, dated the 17th January, 1987
- (xvi) G.S.R. 189,
- (xvii) G.S.R. 657, dated the 2nd August, 1988
- (xviii) G.S.R. 52, dated the 4th February, 1995
- (xix) G.S.R. 228, dated the 28th November, 1998
- (xx) G.S.R. 363 dated the 5th May, 2011
- (xxi) G.S.R. 573(E) dated the 8th August, 2014.

TO BE PUBLISHED IN PART II, SECTION 3, SUB SECTION (i) OF THE GAZETTE OF INDIA,  
EXTRAORDINARY]

Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
\*\*\*\*\*


New Delhi, dated the 5<sup>th</sup> May, 2011.

Notification

GSR.....(E) - In exercise of the powers conferred by sub-section (1) of section 3 of the All India Services Act, 1951 (61 of 1951), the Central Government, after consultation with the State Governments, hereby makes the following rules further to amend the All India Services (Conduct) Rules, 1968, namely:-

1. (1) These rules may be called the All India Services (Conduct) Amendment Rules, 2011.  
  
(2) They shall come into force on the date of their publication in Official Gazette.
2. In the All India Services (Conduct) Rules, 1968, in rule 16,-
  - (a) in sub-rule (4), for the letters and figures "Rs.15,000/-" , the words "two months' basic pay of the member of Service" shall be substituted;
  - (b) in Explanation I, in clause (a), for the words "fifteen thousand rupees or one sixth of the total annual emoluments received by the member of the Service from the Government, whichever is less", the words "two months' basic pay of the member of Service" shall be substituted.

[F.No.11017/5-A/2011]P.D.S.

  
(Deepti Umashankar)  
Director (Services)

NOTE: Principal rules published vide notification No. 8/91/62 AIS(III) dated 18.12.68 in the Gazette of India Part I Section 3 of sub-section (1) as G.S.R. No.3, dated 4.1.69 subsequently amended by:-

1. Notification No. 9/2/70-AIS(III) dated 23.5.70.  
GSR No. 878 dated 6.6.70.
2. Notification No. 9/32/70-AIS(III) dated 10.3.71.  
GSR No. 417 dated 23.7.71.
3. Notification No. 5/20/72-AIS(III) dated 7.4.73.
4. Notification No. 5/23/72-AIS(III) dated 27.7.74.  
GSR No. 834 dated 10.8.74.
5. Notification No. 11017/35/75-AIS(III) dated 29.6.75.  
GSR No. 1017 dated 17.7.76.
6. Notification No. 11017/49/76-AIS(III) dated 8.12.76.  
GSR No. 1766 dated 25.12.76.
7. Notification No. 11017/64/76-AIS(III) dated 12.5.77.  
GSR No. 678 dated 4.6.77.
8. Notification No. 11017/41/77-AIS(III) dated 11.1.77.  
GSR No. 1717 dated 31.12.77.
9. Notification No. 11017/41/77-AIS(III) dated 11.1.77.  
GSR No. 151 dated 28.1.78.
10. Notification No. 11017/23/77-AIS(III) dated 19.4.77.  
GSR No. 583 dated 6.5.78.
11. Notification No. 11017/2/79-AIS(III) dated 24.10.78.  
GSR No. 1122 dated 8.9.79.
12. Notification No. 11017/8/80-AIS(III) dated 13.10.80.  
GSR No. 1103 dated 25.10.80.
13. Notification No. 11017/56/78-AIS(III) dated 16.11.80.  
GSR No. 1134 dated 1.11.80.
14. Notification No. 11017/85/84-AIS(III) dated 15.11.85.  
GSR No. 1009 dated 2.11.85.
15. Notification No. 11017/39/86-AIS(III) dated 2.1.87.  
GSR No. 34 dated 17.1.87.
16. Notification No. 11017/40/87-AIS(III) dated 22.1.87.  
GSR No. 189.
17. Notification No. 11017/23/88-AIS(III) dated 2.3.88.  
GSR No. 657.
18. Notification No. 11017/27/93-AIS-III dt  
G.S.R. No. 52 dt 4.2.95
19. Notification No. 11017/18/96-AIS-I dt  
G.S.R. No. 228 dt 28.11.1998

To

The Manager,  
Govt. of India Press,

Ring Road

[F.No.11017/5-A/2011] PIS-III

dated the 5<sup>th</sup> May, 2011.

Copy to:-

1. Chief Secretaries to the Govt. of All States.
2. Ministries/Departments of the Government of India
3. Ministry of Home Affairs (I) IPS Section (II) UTS Section, North Block, New Delhi
4. Ministry of Environment and Forests, Paryavaran Bhawan, New Delhi
5. The Lok Sabha Sectt. (Committee Branch), New Delhi
6. The Rajya Sabha Sectt. (Committee Branch), New Delhi
7. The C & AG, New Delhi (with 50 spare copies)
8. The UPSC, Shahjahan Road, New Delhi

INTERNAL DISTRIBUTION

P.S to Secretary and JS(AT&A)/P.S to Director (S)

All Officers/Section in DOP&T  
Spare copies - 50

(Deepti Umashankar)  
Director (Services)

# 10. <sup>1</sup>THE ALL INDIA SERVICES (CONDUCT) RULES, 1968

In exercise of the powers conferred by sub-section (1) of section 3 of the All India Services Act, 1951 (61 of 1951), the Central Government after consultation with the Governments of the State concerned, hereby makes the following rules, namely:—

## 1. Short title and commencement. —

- 1(1) These rules may be called the All India Services (Conduct) Rules, 1968.
- 1(2) They shall come into force on the date of their publication in the Official Gazette.

## 2. Definitions—In these rules, unless the context otherwise requires—

### 2.(a) “Government” means—

- (i) in the case of a member of the Service serving in connection with the affairs of the Union, the Central Government; or
- (ii) in the case of a member of the Service serving under a Foreign Government or outside India (whether on duty or on leave), the Central Government; or
- (iii) in the case of a member of the Service serving in connection with the affairs of a State, the Government of that State;

*Explanation*—A member of the Service whose services are placed at the disposal of a company, corporation or other organisation or a local authority by the Central Government or the Government or the Government of a State shall for the purpose of these rules, be deemed to be a member of the Service serving in connection with the affairs of the Union or in connection with the affairs of that State, as the case may be, notwithstanding that his salary is drawn from the sources other than the Consolidated Fund of India or the Consolidated Fund of that State;

### 2.(b) ‘member of family’, in relation to a member of the service, includes—

- (i) the wife or husband as the case may be of such member, whether residing with (such member)<sup>2</sup> or not, but does not include a wife or husband separated from the member of the Service by a decree or order of competent court;
- (ii) the son or daughter or the step-son or step-daughter of such member and wholly dependent <sup>1</sup>(on such member) but does not include a child or step-child who is no longer in any way dependent (on such member) or of whose custody the member of the Service has been deprived by or under any law; and
- (iii) any other person related, whether by blood or marriage, to such member or to his or her wife or husband, as the case may be, and wholly dependent on such member.

<sup>1</sup>Published vide Notification No.8/91/62—AIS(III) dated 18.12.1968 (GSR No.3 dt. 04.01.1969)

<sup>2</sup>Substituted vide DP&AR Notification No.11017/23/77—AIS(II) dated 19.04.78 (GSR No.583 dt. 06.05.1978)

2.(c) “**member of the Service**” means a member of an All India Service as defined in section 2 of the All India Services Act, 1951 (61 of 1951)

<sup>3</sup>(cc)**Non—Governmental Organisation (NGO)** means any organization other than an Organisation owned or controlled by the Central Government, a State Government or an International Organisation or agency;

*Explanation:—* International Organisation in this rule will include a multilateral body at the International level in which India is a member.

<sup>4</sup>(d) “Private undertaking” includes a company, firm or association or body of individuals.

3. **General.**— 3(1)Every member of the Service shall at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a member of the Service.

3(2) Every member of the Service shall take all possible steps to ensure integrity of, and devotion to duty by, all Government servants for the time being under his control and authority.

<sup>5</sup>(2A)Every member of the service shall in the discharge of his duties act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.

3(3) <sup>6</sup>(i) No member of the Service shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his own best judgment to be true and correct except when he is acting under the direction of his official superior.

(ii) The direction of the official superior shall ordinarily be in writing. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.

(iii) A member of the Service who has received oral direction from his official superior shall seek confirmation of the same in writing, as early as possible and in such case, it shall be the duty of the official superior to confirm the direction in writing.

<sup>7</sup>*Explanation I.*— A member of the Service who habitually fails to perform a task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of the sub-rule (1);

*Explanation II:*— Nothing in clause (i) of sub-rule (3) shall be construed as empowering a Government servant to evade his responsibilities by seeking instructions from or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

<sup>3</sup> Inserted vide Notification No. 11017/18/96—AIS(III), dated 16.11.1998 (GSR No.228 dt.28.11.1998)

<sup>4</sup> Inserted Vide DP&T Notification No. 11017/27/93—AIS(III) dated 13.01.1995(GSR No.52 dt. 04.02.1995)

<sup>5</sup> Substituted vide DP&AR Notification No. 11017/27/93-AIS(III) dated 13.01.1995 (GSR No. 52 dt. 04.02.1995)

<sup>6</sup> Inserted vide DP&AR Notification No. 11017/2/79—AIS(III) dated 24.08.1979 (GSR No. 1122 dt. 08.09.1979)

<sup>7</sup> Substituted vide DP&AR Notification No. 11017/39/86—AIS(III) dated 01.01.1987 (GSR No. 34 dt. 17.01.1987)



<sup>8</sup>(iv) **Prohibition regarding employment of children below 14 years of age:—** No member of the Service shall employ to work any child below the age of 14 years.

**4. Employment of near relatives in companies or firms.—** 4.(1) No member of the Service shall use his position or influence directly or indirectly to secure employment for any member of his family with any private undertaking or <sup>9</sup>Non- Government Organisation.

4(2)(a) No member of the Service shall, except with the previous sanction of the Government, permit (a member of his family) to accept employment with any private undertaking or <sup>10</sup>NGO having official dealings with the Government.

Provided that where the acceptance of such employment cannot await the sanction of the Government or is otherwise considered urgent, the matter shall be reported to the Government, and the employment may be accepted provisionally subject to the sanction of the Government.

4(2)(b) A member of the Service shall, as soon as he becomes aware of the fact of acceptance by a member of his family of an employment with any private undertaking or <sup>11</sup>NGO report to the Government the fact of such acceptance and also whether he has or has had any official dealings with that private undertaking or <sup>12</sup>NGO

Provided that no such report shall be necessary if the member of the Service has already obtained sanction of, or sent a report to, the Government under clause (a).

4(3)(a) No member of the Service shall in the discharge of his official duties, deal with any matter relating to, or award any contract in favour of a private undertaking NGO or any other person, if any members of his family is employed in that private undertaking or NGO under that person or if he or any member of his family is interested in such private undertaking or NGO or other person in any other manner.

4(3)(b) In any case referred to in clause (a), the member of the Service shall refer the matter to his official superior and the case shall thereafter be disposed of according to the instructions of the official superior.

**5. Taking part in politics and elections.—** 5(1) No member of the Service shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he take part in, or subscribe in aid of, or assist in any other manner, any political movement or political activity.

5(2) It shall be the duty of every member of the Service to endeavour to prevent any member of his family from taking part in or subscribing in aid of or assisting in any other manner, any movement of, activity which is, or

<sup>8</sup> Inserted vide DOP&T Notification No. 11017/25/99—AIS(III) dated 01.02.2000 (GSR No. 51 dt. 12.02.2000)

<sup>9</sup> Inserted vide Notification No. 11017/18/96—AIS(III) dated 16.11.9198 (GSR No.228 dated 28.11.1998)

<sup>10</sup> Inserted vide Notification No. 11017/18/96—AIS(III) dated 16.11.1998 (GSR No. 228 dated 28.11.1998)

<sup>11</sup> Inserted vide Not. No. 11017/18/96—AIS(III) dated 16.11.1998 (GSR No.228 dated 28.11.1998)

<sup>12</sup> Inserted vide Not. No. 11017/18/96—AIS(III) dated 16.11.1998 (GSR No.228 dated 28.11.1998)

tends directly or indirectly to be subversive of the Government as by law established, and where a member of the Service is unable to prevent member of his family from taking part in or subscribing in aid of, or assisting in any other manner, any such movement of activity, he shall make a report to that effect to the Government.

- 5(3) If any question arises whether any movement or activity falls within the scope of this rule, the question shall be referred to the Government for its decision.
- 5(4) No member of the Service shall canvass or otherwise interfere with, or use his influence in connection with, or take part in, an election to any legislature or local authority:—

Provided that —

- (i) a member of the Service qualified to vote at any such election may exercise his right to vote but where he does so he shall give no indication of the manner in which he proposes to vote or has voted, and
- (ii) a member of the Service shall not be deemed to have contravened the provisions of this sub-rule by reason only that he has assisted in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

*Explanation*— The display by member of the Service, on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election, within the meaning of this sub-rule.

<sup>13</sup>**6. Connection with press or radio**—Previous sanction of the Government shall not be required when the member of the service, in the bonafide discharge of his duties or otherwise, publishes a book or contributes to or participates in a public media.

Provided that he shall observe the provisions of rules and at all times make it clear that the views expressed, are of his own and not those of the Government.

**7. Criticism of Government.**—No member of the Service shall, in any radio broadcast <sup>14</sup>or communication over any public media or in any document published anonymously, pseudonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion,—

- i. Which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government; or
- ii. which is capable of embarrassing the relations between the Central Government and any State Government; or
- iii. which is capable of embarrassing the relations between the Central Government and the Government of any Foreign State:

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<sup>13</sup> Substituted vide Notification No.11017/27/93—AIS(III) dated 13.01.1995 (GSR No. 52 dt. 04.02.1995)

<sup>14</sup> Inserted vide Notification No. 11017/27/93—AIS(III) dated 13.01.1995 (GSR No. 52 dt. 04.02.1995)

Provided that nothing in this rule shall apply to any statement made or views expressed by a member of the Service in his official capacity and in the due performance of the duties assigned to him.

(GOI Instructions: D.P. & A.R. letter No. 11017/9/75—AIS(III), dated the 2nd March, 1976, reproduced under Miscellaneous Executive Instructions at the end of these Rules)

**8. Evidence before committees, etc.—**

- 8(1) Save as provided in sub-rule (3), no member of the Service shall except with the previous sanction of the Government, give evidence in connection with any inquiry conducted by any person, committee or other authority.
- 8(2) Where any sanction has been accorded under sub-rule (1) no member of the Service giving such evidence shall criticize the policy or any action of the Central Government or of a State Government.
- 8(3) Nothing in this rule shall apply to—
- 8(3) (a) evidence given at any inquiry before an authority appointed by the Government, or by Parliament or by a State Legislature; or
- 8(3) (b) evidence given in any judicial inquiry; or
- 8(3) (c) evidence given at departmental inquiry ordered by any authority subordinate to the Government.
- 8(4) No member of the Service giving any evidence referred to in sub-rule (3) shall give publicity to such evidence.

**9. Unauthorised communication of information.—** No member of the Service shall except in accordance with any general or special order of the Government or in the performance in good faith of duties assigned to him, communicate directly or indirectly any official document or part thereof or information to any Government servant or any other person to whom he is not authorised to communicate such document or information.

*Explanation.*—Quotation by a member of the Service (in his representations to the Head of Office or Head of Department or President) of, or from, any letter circular or office memorandum or from the notes on any file to which he is not authorised to have access, or which he is not authorised to keep in his personal custody or for personal purposes, shall amount to authorised communication of information within the meaning of this rule.

**10. Subscriptions.—**No member of the Service shall, except with the previous sanction of the Government or of such authority as may be empowered by it in his behalf ask for, or accept, contributions to or otherwise associate himself with the raising of any fund or other collections in cash or in kind in pursuance of any object whatsoever.

<sup>15</sup>**11. Gifts**

- 11(1) A member of the service may accept gifts from his **near** relatives or from his **personal** friends **having no official dealings** with them, on occasions **such as** wedding, anniversaries, funerals and religious functions when the

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<sup>15</sup> Inserted vide Notification No. 11017/27/93—AIS(III) dated 13.01.1995 (GSR No. 52 dt. 04.02.1995)

making of gifts is in conformity with the prevailing religious and social practice, but he shall **make a report to the Government** if the value of such gift exceeds Rs.5,000/— **.25,000 as per 2015 amendment**

*Explanation*—For the purposes of this rule “gift” includes free transport, free boarding, free lodging or any other service or pecuniary advantage when provided by a person other than a near relative or personal friend having no official dealings with the member of the Service but does not include a casual meal, casual lift or other social hospitality.

11(2) Save as otherwise provided in sub-rule (1), no member of the service shall accept **any gift without the sanction of the Government** if the value of gift exceeds Rs.1,000/— **.5,000 as per 2015 amendment**

11(3) Member of the Service shall avoid accepting lavish hospitality or frequent hospitality from persons having official dealings with them or from industrial or commercial firms or other organisations.

**11—A. Giving or taking of dowry.**— No member of the Service shall—

- (i) give or take or abet the giving or taking of dowry; or
- (ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

*Explanation.*— For the purpose of the rule, “dowry” has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).

## **12. Public demonstrations in honour of Government Servants.—**

12(1) No member of the Service shall except with the previous sanction of the Government, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other Government Servant.:

Provided that nothing in this rule shall apply to—

- (i) a farewell entertainment of a substantially private and informal character held in honour of a member of the Service or any other Government servant on the occasion of his retirement or transfer or of any person who has recently quit service of Government; or
- (ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

12(2) No member of the Service shall exercise pressure of any sort on any Government servant to induce him to subscribe towards any farewell entertainment even if it is of a substantially private and informal character.

**13. Private trade or employment.**—<sup>16</sup>13(1) Subject to the provisions of sub-rule (2), no member of the Service shall except, with the previous sanction of the Government,—

- (a) engage directly or indirectly in any trade or business, or
- (b) negotiated for or undertake, any other employment, or

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<sup>16</sup> Substituted vide DP&T Notification No.11017/39/86—AIS(III), dated 01.01.1987 (GSR No. 34 dt. 17.01.1987) & 25.01.1989

- (c) hold an elective office, or canvass for a candidate or candidates for an elective office, in any body, whether incorporated or not, or
- (d) canvass in support of any business of insurance agency, commission agency etc. owned or managed by any member of his family, or
- (e) take part, except in the discharge of his official duties, in the registration, promotion or management of any bank or other company registered or required to be registered under the Companies Act, 1956 (1 of 1956), or any other law for the time being in force, or of any co-operative society for commercial purposes.
- <sup>17</sup>(f) Participate in, or associate himself in any manner, in the making of:—
  - (i) a sponsored media (including radio, television programme, or
  - (ii) a media programme commissioned by Government media, but produced by an outside agency, or
  - (iii) a privately produced radio or television or other media programme including a video magazine.

Provided that no previous permission shall be necessary in the case a member of the service participates in a programme produced by the Doordarshan on a subject dealt with by him in his official capacity.

- <sup>18</sup>(g) Involve or engage himself in the registration, promotion, management of other kinds of activities of any non-Governmental organization if the same is aided by the Central Government, State Government or an international organization or agency;

13 (2) A member of the Service may, without the previous sanction of the Government,—

- (a) undertake honorary work of a social or charitable nature, or
- (b) undertake occasional work of a literary, artistic or scientific character, or
- (c) participate in sports activities as an amateur, or
- (d) take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society, or of a club, or similar organisation, the aims or objectives of which relate to promotion of sports, cultural, or recreation activities, registered under the Societies Registration Act, 1860 (21 of 1860), or any other law for the time being in force; or
- (e) take part in the registration, promotion or management (not involving the holding of an elective office) of a co-operative society substantially for the benefit of the members of the Service or government servants

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<sup>17</sup> Inserted vide Notification No. 11017/27/93—AIS(III) dated 13.01.1995 (GSR No. 52 dt. 04.02.1995)

<sup>18</sup> Inserted vide Notification No. 11017/1/86—AIS(III) dated 16.11.1998 (GSR No. 229 dt. 28.11.1998)

registered under the Co-operative Societies Act, 1912 (2 of 1912), or any other law for the time being in force in any State :

Provided that,—

- (i) he shall discontinue taking part in such activities if so directed by the Government; and
  - (ii) in a case falling under clause (d), or clause (e) of this sub-rule, his official duties shall not suffer thereby and he shall, within a period of one month of his taking part in such activity, report to the Government giving details of the nature of his participation.
- <sup>19</sup>13(3) Every member of the Service shall, if any member of his family is engaged in a trade or business, or owns or manages an insurance agency or commission agency, report that fact to the Government.
- 13(4) No member of the Service shall accept any fee for any work done for any public body or for any private person without the sanction of the Government.

*Explanation:*—Fee means a recurring or non-recurring payment made, whether directly or indirectly to a member of the Service from a source other than the Consolidated Fund of India or the Consolidated Fund of a State, but does not include :—

- (a) unearned income such as income from property, dividends and interest on securities; and
  - (b) Income from literary, cultural, artistic, scientific, or technological efforts and income from participation in sports activities as an amateur.
- <sup>20</sup>13(5) Contesting election to sports bodies etc.:— Subject to the provisions of sub-rule (2) of rule 13, no member of the service shall, except with the previous sanction of the Central Government:—
- (i) hold an elective office in any sports association/ federation/ body, by whatever name known at State/ National level for a term of more than 4 years or for one term, whichever is less: provided that this restriction will not apply to functionaries like the District Magistrate, Superintendent of Police etc. when they hold posts in ex-officio capacity at Divisional/ District/ Sub-divisional/ Taluk levels;
  - (ii) Canvass either for his own candidature or for any other person for holding elective office in such sports bodies is mentioned in clause (i) above.
  - (iii) While canvassing for contesting elections either on his own behalf or any other person, indulge in conduct and becoming a member of the service.
  - (iv) Shall proceed on travel abroad in connection with the work or other activities of any sports bodies described in clause (i) above without prior cadre clearance from the Central Government

<sup>19</sup> Substituted vide DP&T Notification No. 11017/39/86—AIS(III) dated 01.01.1987 (GSR No. 34 dt. 17.01.1987) & 25.01.1998

<sup>20</sup> Inserted vide Notification No. 11017/9/92—AIS(III) dated 27.09.1995 (G.S.R. No. 452 dt. 14.10.1995)

<sup>21</sup>**13—A Use of Government accommodation:—** No member of the service shall sub-let, lease or otherwise allow occupation by any other person, of Government accommodation which has been allotted to him.

**14. Investment, lending and borrowing.—**

<sup>22</sup>14 (1) No member of the Service shall speculate in any stock, share or other investments but this provision will not apply to occasional investment made through Stock-brokers or other persons duly authorised on licence under the relevant law.

*Explanation.—* Frequent purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

14 (2) No member of the service shall make or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties. For this purpose, any purchase of shares from out of the quotas reserved for Directors or their friends and associates, shall be deemed to be an investment which is likely to embarrass the Government Servant.

14 (3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2), it shall be referred to the Government for its decision.

14 (4) (i) No member of the Service shall **save in the ordinary course of business with a bank or a public limited company**, himself or through any member of his family or any person acting on his behalf.

- (a) lend or borrow or deposit money as a principle or agent, to, or from, or with, any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under pecuniary obligation to such person or firm; or
- (b) lend money to any person at interest or in manner whereby return in money or kind is charged or paid;

**Provided that a member of the Service may give to, or accept from a relative or a personal friend a purely temporary loan of small amount free of interest** or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee :

Provided further that nothing in this sub-rule shall apply in respect of any transaction, entered into by a member of the Service with the previous sanction of the Government.

14(4)(ii) When a member of the Service is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-rule (2) or sub-rule (4), he shall, forthwith report the circumstances to the Government and shall thereafter act in accordance with such order as may be made by the Government.

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<sup>21</sup> Inserted vide Notification No. 11017/27/93—AIS(III) dated 13.1.95

<sup>22</sup> Inserted vide Notification No. 11017/27/93—AIS(III) dated 13.1.95

**15. Insolvency and habitual indebtedness.—**

- 15 (1) A member of the Service shall so manage his private affairs as to avoid habitual indebtedness or insolvency.
- 15 (2) A member of the Service against whom any legal proceedings is instituted for recovery of any debt due from or for adjudging him as an insolvent, shall forthwith report the full acts of such legal proceedings to the Government.
- 15 (3) The burden of proving that indebtedness or insolvency is the result of circumstances which, with the exercise of ordinary diligence, the member of the Service could not have foreseen or over which he had no control, and has not proceeded from extravagant or dissipated habits, shall be upon him.

**16. Movable, immovable and valuable property.—**

- 16 (1) Every person shall, where such person is a member of the Service at the commencement of these rules, before such date after such commencement as may be specified by the Government in this behalf, or where such person becomes a member of the Service after such commencement, on his first appointment to the Service, submit a return of his assets and liabilities in such form as may be prescribed by the Government giving the full particulars regarding :—
- (a) the immovable property owned by him, or inherited or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;
  - (b) shares, debentures, postal Cumulative Time Deposits and cash including bank deposits inherited by him or similarly owned, acquired or held by him;
  - (c) other movable property inherited by him or similarly owned, acquired or held by him; and
  - (d) debts and other liabilities incurred by him directly or indirectly

NOTE I. In all returns, the values of items of movable property worth less than<sup>23</sup> ~~Rs.15,000~~ in value may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery and books need not be included in such return **Double of Basic Pay as per 2011 amendment**

NOTE II. Where a member of an All India Service is appointed as a member of another All India Service, he shall not be required to submit a fresh return under this sub-rule.

- <sup>24</sup>16(2) Every member of the Service shall submit an annual return in such form as may be prescribed by the Government in this regard, giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

<sup>23</sup> Substituted vide Notification No.11017/27/93—AIS(III) dated 13.01.1995 (GSR No. 52 dt. 04.02.1995)

<sup>24</sup> Substituted vide Notification No.11017/45/76—AIS(III) dated 11.01.1978 (GSR No.151 dt. 28.01.1978)



16(3) No member of the Service shall, except with the **previous knowledge** of the Government,—

- (a) acquire any immovable property by lease, mortgage, purchase, gift or otherwise, either in his own name or in the name of any member of his family; or
- (b) dispose of by lease, mortgage, sale gift or otherwise any immovable property owned by him or held by him either in his own name or in the name of any member of his family:

<sup>25</sup>Provided that the **previous sanction** of the Government shall be obtained if any such transaction is with a person having official dealings with the member of the Service.

16 (4) Every member of the Service shall **intimate** the Government in respect of each transaction, whose value exceeds <sup>26</sup>Rs.15,000/— **within a month** of the **completion of such transaction.** **Double of Basic Pay as per 2011 amendment**

<sup>27</sup>Provided that the **previous sanction** of the Government shall be obtained if any such transaction is with a person having official dealings with the member of the Service.

16 (5) The Government or any authority empowered by it in this behalf may, at any time, by general or special order, require a member of the Service to furnish within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order and such statement shall if so required by the Government or by the authority so empowered, include details of the means by which, or the source from which such property was acquired.

<sup>28</sup>*Explanation I.*— For the purpose of this rule, the expression movable property includes inter alia the following property, namely :—

- (a) jewellery, insurance policies the annual premia of which exceeds a fifteen thousand rupees or one sixth of the total annual emoluments received by the member of the Service from the Government, whichever is less, shares, securities and debentures;
- (b) loans advanced by or to such member of the Service, whether secured or not;
- (c) motor cars, motor cycles, horses, or any other means of conveyance; and
- (d) refrigerators, radiograms and television sets.

*Explanation II.*— For the purpose of this rule, 'lease' means, except where it is obtained from, or granted to, a foreign national or foreign mission or a foreign organisation controlled by, or associated with, foreign missions, or a person having official dealings with the member of the Service, a lease of immovable property from year to year or for any term exceeding one year or receiving a yearly rent.

<sup>25</sup> Substituted vide DP&T Notification No. 11017/85/84—AIS(III) dated 15.10.1985 (GSR No. 1009 dt. 02.11.1985)

<sup>26</sup> The figure Rs.15,000/—in the rule is inserted vide Notification No.11017/27/93—AIS(III) dated 13.01.1995 (GSR No. 52 dt. 04.02.1995)

<sup>27</sup> Substituted vide DP&T Notification No. 11017/85/84—AIS(III) dated 15.10.1985 (GSR No. 1009 dt. 02.11.1985)

<sup>28</sup> Explanation renumbered as Explanation, words "and radiograms" Substituted by words "radiograms and televisions sets" and Explanation II inserted vide DP&T Not.No.5/23/72 AIS(III) dt.27.07.1774 (GSR No.834 dt. 10.08.1974)

**16A. Transaction in immovable property outside India:**—Notwithstanding anything contained in sub-rule (3) of rule 16, no member of the Services shall except with the previous sanction of the Government,—

- 16A (a) acquire by lease, mortgage, purchase, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India; or
- 16A (b) dispose of by mortgage, sale, gift or otherwise, or grant any lease in respect of, any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family; or
- 16A (c) enter into any transaction with any foreigner, foreign Government, foreign organisation or concern,—
  - (i) for the acquisition, by lease, mortgage, purchase, gift or otherwise, either in his own name or in the name of any member of his family, or any immovable property.
  - (ii) for the disposal of, by mortgage, sale, gift or otherwise, or the grant of any lease in respect of any, immovable property which was acquired or is held by him either in his own name or in the name of any member of his family

**17. Vindication of acts and character of members of the Service:**—No member of the Service shall, except with the previous sanction of the Government have recourse to any court or to the press for the vindication of official act which has been the subject matter of adverse criticism or attack of a defamatory character.

<sup>29</sup>Provided that if no such sanction is conveyed to by the Government within 12 weeks from the date of receipt of the request, the member of the service shall be free to assume that the sanction sought for has been granted to him.

*Explanation.*—Nothing in this rule shall be deemed to prohibit a member of the Service from vindicating his private character or any act done by him in his private capacity. Provided that he shall submit a report to the Government regarding such action.

<sup>30</sup>**17A. Observance of cultural norms:**— Every member of the service in his personal capacity or otherwise shall —

- (i) observe strictly, the existing policies regarding age of marriage, preservation of the Environment, Wild Life and Cultural heritage:
- (ii) observe the existing policies regarding crime against women and
- (iii) observe the two children family norms.

**18. Canvassing.**— No member of the Service shall bring or attempt to bring any political or other influence to bear upon any superior authority to further interests in respect of matters pertaining to his service under the Government

<sup>31</sup>**19. Restriction regarding marriage.**—

- 19 (1) No member of the Service shall enter into, or contract a marriage with a person having a spouse living; and

<sup>29</sup> Inserted vide Notification No.11017/27/93—AIS(III) dated 13.01.1995 (GSR No. 52 dt. 04.02.1995)

<sup>30</sup> Inserted vide Notification No. 11017/27/93—AIS(III) dated 13.01.1995 (GSR No. 52 dt. 04.02.1995)

<sup>31</sup> Substituted/Added vide DP&AR Notification No. 9/32/70—AIS(III) dated 10.03.1971 (GSR No. 419 dt. 27.03.1971)

19 (2) no member of the Service having a spouse living, shall enter into, or contract, a marriage with any person:

Provided that the Government may permit a member of the Service to enter into or contract, any such marriage as is referred to in clause (1) or clause (2) if it is satisfied that—

- (a) Such marriage is permissible under the personal law applicable to such member of the Service and the other party to the marriage and
- (b) there are other grounds for so doing.

19 (3) A member of the Service who has married or marries a person other than of Indian Nationality shall forthwith intimate the fact to the Government.

**20. Consumption of intoxicating drinks and drugs.**—A member of the Service shall—

20(a) strictly abide by any law relating in intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;

<sup>32</sup>20(b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;

<sup>33</sup>20.(bb) not consume any intoxicating drink or drug in a public place;

20(c) not appear in a public place in a state of intoxication;

20(d) not use such drinks or drugs to excess.

<sup>34</sup>*Explanation.*— For the purpose of this rule, 'public place' means any place or premises (including a conveyance) to which the public have or are permitted to have, access whether on payment or otherwise.

**21. Interpretation.**— If any doubt arises as to the interpretation of these rules, the Central Government shall decide the same.

**22. Delegation of powers.**— The Government may, by general or special order, direct that any power exercisable by it under these rules (except the power under rule 21 or the power under this rule) shall, subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

**23. Ceaser and saving.**— The All India Services (Conduct) Rules, 1954 (hereinafter referred to as the said rules), shall cease to be in force:

Provided that the ceaser shall not affect—

- (a) the previous operation of, or anything duly done or suffered under, the said rule; or
- (b) any right, privilege, obligation, liability acquired, accrued or incurred under the said rules; or
- (c) any penalty or punishment incurred under the said rules; or

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<sup>32</sup> Substituted vide MHA Notification No. 9/2/70—AIS(III) dated 23.05.1970 (GSR No. 876 dt. 10.08.1974)

<sup>33</sup> Inserted vide DP&AR Notification No.5/23/72—AIS(III) dated 27.07.1974 (GSR No. 834 dt. 10.08.1974)

<sup>34</sup> Inserted vide DP&AR Notification No.5/23/72—AIS(III) dated 27.07.1974 (GSR No. 834 dt. 10.08.1974)

- (d) any investigation, legal proceeding or remedy in respect of any such right, privilege, obligation, liability penalty or punishment as aforesaid; and any such investigation, legal proceeding or remedy may be instituted, continued or enforced and any such penalty or punishment may be imposed as if the said rules had not ceased to be in force.

[No. 8/91/62—AIS(III), dated 18-12-1968. (GSR No. 3, dt. 4-1-69)].

## MISCELLANEOUS EXECUTIVE INSTRUCTIONS

### I. FORMS USED TO PROVIDE INFORMATION/RETURNS UNDER VARIOUS RULES

#### FORM I

[See Government of India's Instructions (1) and (2) below rule 16.]

#### Statement of Immovable property on appointment for the year.....

1. Name of Officer (in full) and Service .....

to which the officer belongs.

2. Present post held .....

3. Cadre of the state on which borne.....

4. Present Pay: .....

Inapplicable clause to be struck out.

Name of districts, sub-Division, Taluk and village in which property is situated	Name and details of Property	Present Value	If not in own name, state in whose name held and his/her relationship to the members of the Service	How acquired whether by purchase, lease, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of person/ persons from whom acquired.	Annual income from property	Remarks
	1. Housing and other buildings 2. Lands					

Signature .....

Date .....

Note.— This declaration form is required to be filled in and submitted by every member of the IAS/I.P.S. under rule 16(5) of the All India Services (Conduct) Rules, 1968 on first appointment to the Service, and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own or in the name of any member of his family or in the name of any other person.

#### FORM—II

[See Government of India's Instruction 27 below Rule 16.]

#### **Form for giving prior intimation of seeking previous sanction under Rule 16(3) of the AIS (Conduct) Rules, 1968 for transactions in respect of immovable property.**

1. Name and designation :

2. Scale of pay and present pay :
3. Purpose of application—  
sanctions for transaction/prior  
intimation of transaction: :
4. Whether property is being acquired or disposed of :
5. Probable date of acquisition/disposal of property :
6. Mode of acquisition/disposal :
7. (a) Full details about location, viz, municipal  
No., Street/Village, Taluk, District and  
State in which situated :
- (b) Description of the property, in the case  
of cultivable land, dry or irrigated land :
- (c) Whether freehold or lease hold :
- (d) Whether the applicant's interest in the  
property is in full or part. (In case of  
partial interest, the extent of such interest  
must be indicated) :
- (e) In case the transaction is not exclusively  
in the name of the Government servant,  
particulars of ownership and share of  
each member :
8. Sale/purchase price of the property,  
(Market value in the case of gifts) :
9. In case of acquisition, source or sources from  
which financed/proposed to be financed:— :
- (a) personal savings :
- (b) other source giving details.
10. In the case of disposal of property, was  
requisite sanction/intimation obtained/given for  
its acquisition (A copy of the sanction/  
acknowledgement to be attached) :
- 11.(a) Name and address of the party with whom  
transaction is proposed to be made. :
- (b) Is the party related to the applicant?  
If so, state the relationship. :
- (c) Did the applicant have any dealings with  
the party in his official capacity at any time,  
or is the applicant likely to have any dealings  
with him in the near future? :
- (d) How was the transaction arranged?  
(Whether through any statutory body  
or a private agency through advertisement  
or through friends and relatives.

- Full particulars to be given) :
12. In the case of acquisition by gifts, whether sanction is also required under Rule 11 of the AIS (Conduct) Rules, 1968. :
13. Any other relevant fact, which the applicant may like to mention. :

Declaration

I,.....hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above form/ to the party whose name is mentioned in item 11 above.

OR

I,.....hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station :	Signature:
Date :	Designations:

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- Note: 1. In the above form, different portions may be used according to requirement.
2. Where previous sanction is asked for, the application should be submitted at least 30days before the proposed date of the transaction.

**FORM—III**

[See Government of India's Instruction 27 below Rule 16.]

***Form for giving intimation or seeking previous sanction under Rule 16(4) of AIS (Conduct) Rules, 1968 for transaction in respect of movable property.***

1. Name of the Government servant :
2. Scale of pay and present pay :
3. Purpose of application-sanction for transaction/ intimation of transaction :
4. Whether property is being acquired or disposed of :
5. (a) Probable date of acquisition/disposal of property:  
(b) If property is already acquired/disposal of, Actual date of transaction. :
6. (a) Description of the property e.g. Car/Scooter/ Motorcycle/Refrigerator/Radio/ Radiogram/ jewellery/loans/insurance policies etc.) :  
(b) Make, model (and also registration number, in case of vehicles), where necessary :
7. Mode of acquisition/disposal(purchase, sale, gift, mortgage, lease or otherwise). :
8. Scale/purchase price of the property (market value in the case of gifts) :

9. In case of acquisition, source or sources from which financed/proposed to be financed :  
 (a) personal savings :  
 (b) other source giving details. :
10. In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition, a copy of the sanction / acknowledgement to be attached :
- 11.a. Name and address of the party with whom transaction is proposed to be made. :  
 b. Is the party related to the applicant? If so, state the relationship. :  
 c. Did the applicant have any dealings with the party in his official capacity at any time, or is the applicant likely to have any dealings with him in the near future? :  
 d. Nature of official dealing with the party. ;  
 e. How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends and relatives Full particulars to be given). :
12. In the case of acquisition by gifts, whether sanction is also required under Rule 11 of the AIS (Conduct) Rules, 1968. :
13. Any other relevant fact, which the applicant may like to mention. :

Declaration

I,.....hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described the above form/ to the party whose name is mentioned in item 11 above.

OR

I,.....hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station :

Signature:

Date :

Designations:

Note:1. In the above form, different portions may be used according to requirement.

2. Where previous sanction is asked for, the application should be submitted at least 30days before the proposed date of the transaction.

(DP&T Letter No. 11017/14/95—AIS(III)dated 16.5.1995.)



**FORM—IV**

[See Govt. of India's decision No. 4 below rule 16].

***Form of report/application for permission of the Govt. for the building of or addition to, a house.***

Sir,

This is to report to you that I propose to build a house/make an addition to my house.

This is to request that permission may be granted to me for the building of a house/making addition to my house.

The estimated cost of the land and materials for the construction/extension of the house is given below:—

**LAND :**

- (1) Location (Survey numbers, village, district, State).
- (2) Area.
- (3) Cost.

**BUILDING MATERIALS ETC:**

- (1) Bricks (Rate/quantity/cost).
- (2) Cement (Rate/quantity/cost).
- (3) Iron and Steel (Rate/quantity/cost)
- (4) Timber (Rate/quantity/cost).
- (5) Sanitary Fittings (cost).
- (6) Electrical Fittings (Cost).
- (7) Any other special fittings (Cost).
- (8) Labour Charges.
- (9) Other charges, if any.

**TOTAL COST OF LAND AND BUILDING:**

2. The construction will be supervised by myself/The construction will be done by..... I do not have any official dealings with the contractor, nor did I have any official dealings with him in the past.

I have/had official dealings with the contractor and the nature of my dealings with him is/was as under:

3. The cost of proposed construction will be met as under:—

Amount

- (i) Own Savings
- (ii) Loans/Advances with full details.
- (iii) Other sources with full details.

Yours faithfully

**FORM—V**

[See Govt. of India's decision No.4 below rule 16.]

**Form of report to the Government after completion of the building of a house/addition of the house.**

Sir,

In my letter No ..... dated ..... I had reported that I proposed to build a house or make addition to my house/Permission was granted to me in Order No..... dated the..... for the building of house or making addition to my house. The construction of the house or the addition to the house has since been completed and I enclosed a Valuation Report duly certified by

2. The cost of construction indicated in the enclosed valuation report was financed as under:—

Amount

- (i) Own Savings.
- (ii) Loans/Advances with full details.

Yours  
faithfully,  
( )

Dated:

(Note— Variation, if any, between the figures given above and the figures given in Form II may be explained suitably).

*Valuation Report*

I/We hereby certify that I/We have valued House ..... constructed by Shri/Shrimati ..... and I/We give below the value at which we estimate the cost of the house under the following headings:—

Cost

- | Rs.                            | N.P. |
|--------------------------------|------|
| 1. Bricks.                     |      |
| 2. Cement.                     |      |
| 3. Iron and Steel              |      |
| 4. Timber.                     |      |
| 5. Sanitary fittings.          |      |
| 6. Electrical fittings.        |      |
| 7. All other special fittings. |      |
| 8. Labour charges.             |      |

9. All other charges.

Total cost of the building:

(Signature of the valuation authority)

Date:

## **II. INSTRUCTIONS REGARDING CONTACT OF MEMBERS OF THE ALL INDIA SERVICES WITH FOREIGN NATIONAL/MISSIONS**

**1. *Utmost discretion should be exercised in contacts with foreign nationals:*** - Officers should exercise the utmost discretion in their contact with foreign correspondents, members of foreign missions/organisations and other foreign nationals in India. They should also avoid any conversation likely to reveal, even inadvertently, information on matters of secret nature. They should scrupulously avoid over-patronisation and indiscriminate and frequent acceptance of hospitality, particularly of an informal nature, from foreign nationals or Indian nationals employed by foreign missions. Such excessive hospitality could place the recipient under obligation to the host and may thus impair the impartial and judicious exercise of his functions in the eyes of others.

**2. *Private Correspondence with foreign missions etc. should be avoided:*** - Private correspondence with foreign Embassies/ Missions/High Commissions should be avoided. Similarly, no private or personal correspondence on matters of an official nature should be entered into directly with members of foreign missions in India.

**3. *Rules should be kept in mind in exchange of gifts with foreign nationals/Missions:*** - In the matter of exchange of gifts with foreign national/ members of a foreign mission or acceptance of foreign articles from them the relevant provisions of the A.I.S. (Conduct) Rules, 1968, should be borne in mind and prior permission taken wherever necessary under the rules. It is to be noted that it would be illegal to bring foreign exchange into this country save as provided for in the foreign Exchange Regulations.

**4. *Prior permission is required for attendance at National Day Receptions by foreign Missions:-*** Officers shall attend National Day Receptions by foreign Missions only after obtaining the prior permission of the Government.

**5. *Invitations/Hospitality may be accepted only when these are from an officer of equivalent higher diplomatic status; prior permission for Under Secretaries/Deputy Secretaries:-***

(i) Officers should normally accept invitations for formal or informal entertainment offered by foreign diplomats only when the invitations is from an officer of a corresponding or higher diplomatic status.

(ii) Officers of the Ranks of Under Secretary and Deputy Secretary and comparable ranks should not accept any invitations except with the prior and specific approval of the Secretary concerned.

**6. *Official and social calls should not be initiated and kept limited to appropriate official level:*** - Officers shall not initiate action for paying official/social calls on Heads of Missions/Consulates of other countries or members of the staff.

2. Officers should particularly ensure that the contacts with representatives of other countries limited to their appropriate officials level.

**7. Report of conversations at social functions:-** All officers who accept or are permitted to accept invitations to social functions from foreign diplomats/representatives of foreign mission should report to their senior officers any conversation with diplomats/representative of foreign missions, on matter of interest and importance to Government, on such occasions.

**8. Return of hospitality accepted from foreign Mission/Consulates by local officers is limited and not a quid pro quo basis:-** It is well recognised everywhere that diplomats are specially paid to enable them to entertain local officials and that the local officer's capacity to return their hospitality is limited. There need not, therefore, be anything like a quid pro quo basis maintained in the matter entertainment between diplomats and local officers.

**9. Supply of information to members of Missions/Consulates and nationals of other countries should not be made by the officer on his own:** The Supply of information to foreign Mission/Consulates or their members or foreign nationals is the responsibility of the Central Government. Any officer, on his own, should not do this directly or by implication. The contacts by junior officers with Personnel Assistants and Secretaries in foreign diplomats or foreign national abroad with the permission should on any account maintain contacts with junior diplomats personnel in foreign Missions/Consulates except with the express approval of the Government.

**10. Officers should not stay with foreign diplomats/national as guests in India and should not invite diplomats to stay with them:-**

(a) Officers should not stay as guest with foreign diplomats or foreign nationals in India. They could, however, stay with foreign diplomats or foreign national abroad with the permission of the Government.

(b) Officers should not invite foreign diplomats to stay with them as their guests in India.

**11. Permission should be obtained before seeking employment of wives/dependants of officers in foreign mission:** - An officer whose wife or dependant intends to take up employment under a foreign mission in India or with any foreign organisation (including a commercial concern) should apply to Government for permission.

**12. Lifts in aircraft belonging to foreign Embassies in India or foreign Governments abroad should normally not be accepted:** - No officer should accept, or permit his wife or dependants to accept passage money or free air transport from a foreign Mission/Government organisation. Exceptional cases where humanitarian or compassionate grounds are involved should be referred to Government for grant of permission.

2. Relaxation of this rule is permissible only in cases which are covered by specific agreements or memoranda of understanding entered into by the Government of India with foreign Governments or organisations and which might still be in force. In regard to invitations to visits abroad, which may be accepted only after consultation with the Ministry of External Affairs, the convention in respect of senior officers is that while local hospitality offered by foreign Governments may be accepted from the host such hospitality is not accepted from non-Government societies ,organisations, private parties etc.

3. There would, however, be no objection to the acceptance of the cost of passage in the case of officers who are invited by foreign Governments and organisations to participate

in conferences, seminars, etc. if the invitation is extended to a particular officer by name with a view to benefit from the expertise of the officer invited. In other cases, in which participation in conferences etc. is considered desirable in the interests of the officer concerned or the Department sponsoring his deputation, the cost of passage should continue to be met by the sponsoring Department.

4. Within the foreign country, an officer could accept a free flight in connection with his official duties only. When an officer and his family are in a foreign country as State guests, it would be permissible for them to accept free flights from foreign Governments.

**13. Previous knowledge of the Government is required for Disposal of immovable property by lease to foreign nationals:** - Under rule 16(3) of the AIS (Conduct) Rules, 1968, no officer shall, except with the previous knowledge of the Government acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift otherwise, either in his own name or in the name of any member of his family, provided that the previous sanction of the competent authority shall be obtained by the officer, if any such transaction is with a person having official dealings with the officer or otherwise than through a regular or a reputed dealer the term 'lease' occurring in this rule covers letting out accommodation on rent, either by written or oral agreement whether for a short period or for a long one. It is clarified that prior permission should be taken or prior intimation given, as the case may be, in regard to all transactions in immovable properties, including lease as explained above with foreign nationals/ member of foreign Missions/ organisations controlled by or associated with foreign Mission.

**14. Prior permission of the Government is required for joining of foreign language classes:** - Officers who are desirous of joining foreign language classes conducted by foreign Missions and Embassies in India or organizations controlled by, or associated with foreign Missions or Indo—foreign cultural organisation should seek prior permission from the Government.

### III. ASSOCIATION WITH INDO-FOREIGN CULTURAL ORGANISATIONS

**1. Officer should not associate with Indo-foreign cultural organisations without the permission of the Government:** - Officers should not be members of, or actively participate in the activities of Indo—foreign cultural organisation without the permission of the Government.

[M.H.A. letter No. 9/31/69—AIS(III), dated 14-1-1970 read with M.H.A. O.M. No. 25/34(S)/67—Estt.(A), dated 22-5-1969].

**2. State Governments should obtain prior approval of the Central Government for granting permission to AIS officers for association with Indo-foreign cultural organisations:** - In accordance with item 15 of extracts from Ministry of Home Affairs Office Memorandum No. 25/34(S)/67—EStt. (A), dated the 22nd May, 1969 officers should not be members of, or actively participate in the activities of Indo-foreign cultural organisation without the permission of the Government. In view of the fact that Foreign Affairs is the subject matter of the Central Government, a question arose whether permission as envisaged in the said Office Memorandum should be granted by the Central Government or the State Government.

2 It has been decided after careful consideration of the matter that so far as members of All India Services working in connection with the affairs of the State are concerned, permission should not be granted by the State Government without the prior approval of

the Central Government. It is accordingly requested that individual cases of IAS/IPS/IFS Officers be referred to the Department of Personnel and Administrative Reforms, Ministry of Home Affairs and the Ministry of Environment & Forests respectively for approval of the Central Government.

[DP & AR letter No. 5/21/72—AIS(III), dated 4-12-1972]

**3. Association of moS with Indo-Foreign cultural organization would normally be avoided:** - It has been decided that, while Indo-Foreign cultural organization, may in suitable cases, be looked upon with favour and assisted, the association of member of the Service with such organizations, would be avoided.

[DP & AR letter No. 11017/9/75—AIS(III), dated 2-3-1976]

**4. A moS should obtain prior permission of the government before he becomes a member of a book club run by a foreign agency and accept books as gift:** - It has been decided that a member of the Service should obtain prior permission of the government before he becomes a member of a book club run by a foreign agency if the membership of the book club entitles such a member of the service to receive books as gift. A member of the service while holding a post has been given permission, to become a member of such book club, should consequent upon his transfer or appointment to any other post, intimate the Government about his membership of the book club concerned and thereafter act in accordance with such order as may be made by the Government. For receiving books by way of gifts the question of acceptance of such gifts would be governed by rule 11 of the All India Service (Conduct) Rules, 1968.

[D.P. & A.R. No. 5/17/72—AIS(III), dated 23-4-1973 and dt. 16-9-74.]

**5. A moS should obtain prior permission of the Government before he becomes a member of a foreign centre with multifaceted activities which includes Library or book club facility:** - It was clarified in the Department of Personnel and A.R. letter No. 5/17/72—AIS(III), dated the 23rd April, 1973 that a Member of All India Services should obtain prior permission of the Government before he becomes a Member of a book club run by a foreign agency. It was further clarified in the Department of Personnel and A.R. letter No. 5/17/72—AIS(III), dated the 6th September, 1974 that prior permission for accepting membership of a book club or Library run by a foreign agency would be necessary only if the membership entitles such a member of the service to receive books as gifts.

2. A question has now been raised whether a member of an All India Service should obtain permission from Government for accepting membership of a foreign centre, which extends book club facility in addition to providing cultural and other activities. It is clarified that a member of an All India Service should obtain prior permission of the Government before he becomes a member of a foreign centre with multifaceted activities which includes Library or book club facility.

#### **IV. PROCEDURE TO BE FOLLOWED IN ACCEPTING OFFERS OF SCHOLARSHIPS/ FELLOWSHIPS AND OTHER KINDS OF GRANTS FROM FOREIGN/ INTERNATIONAL INSTITUTIONS.**

- (i) Offers from correspondence with foreign Governments/institutions for visits abroad/grant of scholarships/fellowships or grants.—

The State Governments or the members of the All India Services individually should not negotiate directly with foreign Governments/institutions/agencies

and international organisations including Indo-Foreign Cultural Organisations for the grant of Scholarships/fellowships/grants to the members of the All India Services or offers to visit abroad. When such offers of fellowships etc., or offers to visit abroad are received by the State Governments not meant for a particular member of the Service directly from the foreign Governments or organizations the State Government should forward the communication together with the names of the members of All India Services, whom the State Government would like to sponsor for the scholarships, fellowships, etc., to the Ministry/Department of the Government of India who are concerned with the particular Service. (At the same time the State Government should acknowledge receipt of the offers from the foreign Government of organisation concerned and inform them that all future correspondence in the matter should be addressed by them to the Government of India, Ministry of External Affairs). In other words, such invitations are not to be processed by the State Government or accepted by the members of the All India Services without the approval of the Ministry of External Affairs through the (i) Department of Personnel and Administrative Reforms in the case of the members of the Indian Administrative Service, (ii) the Ministry of Home Affairs in the case of the members of the Indian Police Service and (iii) the Ministry of Environment & Forests in the case of the members of the Indian Forest Service.

If however, such offers of fellowship, etc. or offers to visit abroad are addressed to a member of the Service direct or addressed to the State Government intended for a particular member of the Service by the foreign Government, foreign organisation etc., the State Government should straightaway reject the offer made by the foreign Government or foreign organisations, without approaching the Central Government seeking the concurrence for permitting the members of the service concerned to accept the offer. The question of selection of a member of the Service for fellowship or travel a grant should be left to the Government to decide and not the foreign Governments, foreign organisations etc. The intention behind this restriction is to discourage the possibility of foreign Governments, foreign organisations etc. exercising patronage by means of travel grants etc., and conversely the possibility of members of the Service compromising their positions in some way as a result of these facilities. The names of the members of the All India Services whom the State Government would like to recommend for such fellowships, training courses or travel grants in response to such offers should be sent to the concerned Ministry/Department referred to above who would process the case in consultation with the other Ministries of the Government of India.

- (ii) Open advertisements by Central Ministries for foreign fellowships.— Applications of members of the All India Services response touch advertisements may be forwarded by the State Governments to the concerned Ministries direct.
- (iii) Open advertisements by foreign agencies for foreign fellowships.— Applications of the members of the All India Services in response to such advertisements should be routed through (i) the Department of Personnel and Administrative Reforms in the case of the members of the Indian Administrative Service, (ii) the Ministry of Home Affairs in the case of the Members of the Indian Police Service, and (iii) the Ministry of Environment and Forest in the case of the members of the Indian Forest Service.

- (iv) Officers who wish to go abroad for higher studies at their own cost.—Members of the All India Services who wish to go abroad for higher studies at their own cost may be permitted to seek admission in foreign educational institutions for higher studies in subjects which are advantageous for, or directly relevant to, the discharge of the duties usual to the service to which they belong, provided they do not apply for financial assistance in the form of fellowships, scholarships, travel grants etc. from the educational institutions. If they want to make any request for financial assistance they should route their requests through (i) the Department of Personnel and Administrative Reforms in the case of the members of the Indian Administrative Service, (ii) the Ministry of Home Affairs in the case of the Indian Police Service and (iii) the Ministry of Environment & Forests in the case of the member of the Indian Forest Service.

2. Whenever a member of an All India Service goes abroad for a fellowship, training course etc., a copy of the orders issued by the State Governments may be endorsed to the (i) Secretary to the Government of India, Department of Personnel and Administrative Reforms and the Establishment officer to the Government of India, in the case of a member of the Indian Administrative Service, (ii) Secretary to Government of India, Ministry of Home Affairs in the case of a member of the Indian Police Service, and (iii) Secretary to Government of India, Ministry of Environment & Forests in the case of members of the Indian Forest Service.

3. The present procedure has been reviewed in the light of the Government's policy to encourage higher studies in specialized areas by officers in order to gain greater knowledge and exposure to the international environment and also to special areas of learning. In view of the fact that the present system is far too stringent and causes difficulties and delays in the processing of applications because by which officer might miss the opportunity of getting admission etc. The procedure has been simplified as under:-

- (i) A member of the service applying for higher studies to a reputed foreign university/training institution would require no prior permission of the Government but would be required to keep Government informed of his intention to apply to such universities and also indicate the subjects of study he proposes to pursue.
- (ii) In case the member of the service is applying for financial assistance to the concerned university which is of standard nature and is available on open merit based criteria, namely, university fellowships, teaching assistantship research assistantship or tuition waiver, Government may only be kept informed.
- (iii) In case the member of the service proposes to receive financial assistance from any other foreign source which is not of the type mentioned in (ii) above, prior permission of the Government would have to be taken.
- (iv) The question of taking leave or study leave is a separate issue and would have to be dealt with after the officer obtains admission and applies for the leave.

4. The Government may, however, at any time disallow the officer from pursuing his application for admission of financial assistance in cases where Govt. is of the view that



a member of the service has utilized his official influence to obtain the same or if the Government feels that such course of action is not in the interest of the Government.

[Letter No. 11017/18/91-AIS(III)dated 1.7.91.]

5. The above instructions are issued in super session of Ministry of Home Affairs letter No. 6/14/69—AIS(III), dated 21-7-1970 and letter of the same number dated the 6th July, 1971 of the (Deptt of Personnel).

[Deptt. of Personnel and A.R. letter No. 9/26/71—AIS(III), dated 25-7-1973].

## V. PARTICIPATION IN CONFERENCES/SEMINARS ETC.

1. **State Governments can permit a member of the Service working under them to attend programmes organised by the various foreign cultural centres in India which are properly scrutinised by MEA:** — A question has been raised as to the procedure to be followed and the authority competent to give permission to members of All India Services for participating in conferences/seminars organised by United States information Service/British Council similar “Cultural” Organisation of foreign mission etc. in India.

2. This Department have examined this matter carefully. The programmes organised by the various foreign cultural centres in India such as the United States information Service and British Council etc. are properly scrutinised by the Ministries of External Affairs, Home Affairs and Education and Social Welfare. In view of this, the State Government can permit a member of the Service working under them to attend such conferences or seminars without a reference to this Department. While giving the permission to a member of the Service to participate in any such seminar or conference, he should be asked to keep in mind the provisions contained in the All India Services (Conduct) Rules, 1968, particularly rule 7 thereof.

3. As regards members of the Service who are working under the Central Government, the Ministry or Department in which the officer is working can give such permission without obtaining the concurrence of this Department.

[D.P. & A.R. letter No. 11017/9/75—AIS(III) dt. 2.3.1976].

2. **Clearance of MHA under FCRA Act, 1976 is required to visit abroad to participate international seminars:** - In the case of visits abroad by Government servants to participate in international seminars etc., it is necessary, among other things to obtain the clearance of the Ministry of Home Affairs, Government of India under the provisions of the Foreign Contribution (Regulation) Act, 1976. For this purpose, a format has been prescribed in which the particulars of the officers sponsored for the visit abroad are required to be furnished to the Ministry of Home Affairs. A copy of the format, form FC-2, is annexed.

2. While forwarding proposals for participation of Members of the All India Services in international seminars etc. in foreign countries, the particulars in form FC-2, should invariably be sent along with the proposal.

[G.I. DP&AR letter No. 11017/66/81—AIS(III), dated 23rd January, 1982].

*ANNEXURE to DP & AR Letter No. 11017/66/81—AIS(III), dated 23rd January, 1982].*

**FORM FC—2**

[See rule 3 (b)].

Application for seeking prior permission of the Central Government to accept foreign hospitality.

[Section 9 read with sections 10(a) and 11(l) of the Foreign Contribution (Regulation) Act, 1976].

1. Name in full (in block letters)
2. Date of Birth
3. Name of father.
4. Present address.
5. Permanent address.
6. Passport Particulars (if already in possession of)
7. Status.
  - Member of a Legislature.
  - Office bearer of a political party.
  - Employee of a Company/Corporations
  - Any person or class of person specified in Section 9.
8. Names of countries/places to be visited with duration of stay.
9. The countries and places where foreign hospitality is to be accepted.
10. Duration and purpose of visit to the country (ies)/ place(s) mentioned in column 9.
11. Particulars of host(s):—
  - (a) If an individual, his personnel particulars including name, present address, permanent address, nationality, profession.
  - (b) If an Organisation/ Institution/ Association/ Trust/ Foundation Trade Union, etc. full particulars thereof including:—
    - i. Full Name and complete Address.
    - ii. Address of head Officer-Principal officer.
    - iii. Aims and objects.
    - iv. Particulars of important office bearers.
12. Full particulars as in serial II (a) & (b) of the foreign source in case the actual source extending the hospitality is located in the country other than actually proposed to be visited.
13. Nature and duration of hospitality proposed to be accepted (give specific details).

14. Nature of connection/dealings with the host and/or foreign source extending the hospitality.
15. Approximate expenditure to be incurred on hospitality.
16. Any other information of significance, which the applicant may like to furnish.

#### DECLARATION

I hereby declare that the above particulars furnished by me are true and correct.

Place:

Date:

Signature of the Applicant.

**3. Conditions for acceptance of invitations from Foreign Bodies/International organizations to attend studies/seminars etc.:** - In some cases Central Government officers are receiving invitations from foreign governments/foreign/organizations/international organizations etc., for delivering lectures or presenting 'papers' at Conference/Seminars/Workshops etc. For this purpose, these foreign organizations/bodies are meeting expense on airfare, boarding and lodging but also giving remuneration or honorarium to these officers. In large number of such cases, the Screening Committee of Secretaries has been taking a view that these officers should take leave as they are going abroad in their personal capacity. However, since there are no guidelines in this regard, the matter has been considered and it has now been decided that in cases where: —

- (a) the invitation is received by the Government of India and the Government of India selects an officer to attend such a workshop/ to present papers/ to deliver lectures etc.; the officer may be treated as on official deputation;
- (b) in cases where the invitation is received by the officer directly in his personal capacity, the officer should be treated as on a personal visit and he may be asked to proceed on leave.

2. In this connection, it becomes imperative to reiterate the guidelines mentioned in Cabinet Secretariat's O.M. No. 21/1/7/94—Cab, dated 30<sup>th</sup> March, 1995, that generally no Government of India officer will accept free passage or hospitality, the approval of the Screening Committee of Secretaries or PM should be ensured to be taken before accepting invitation in this connection.

3. As regard accepting remuneration honorarium, the orders given in SR—II and SR—12(FR—SR—Part—I) and Government of India orders printed below them should be strictly followed.

4. Proposals be regulated accordingly.

[OM No. 19036/1/2000-E-IV dated 21<sup>st</sup> March, 2000 of Ministry of Finance, Department of Expenditure]

## VI. EMIGRATION OF MEMBERS OF ALL INDIA SERVICE TO OTHER COUNTRIES

1. ***No member of the service should apply for or seek emigration to any other country so long as he is in Government service:*** - A question has been raised as to whether a member of the service can correspond with foreign missions in regard to emigration and whether they can be granted 'no-objection-certificate' for seek such emigration to foreign countries. The matter has been considered carefully and decided that no member of the service should apply for or seek emigration to any other country so long as he is in Government service. Issuing a no-objection-certificate to any member of the service, who wishes to migrate to a foreign country does not arise.

[Letter No.11017/70/93—AIS(III) dated 30.12.93.]

## VII. APPLYING FOR JOBS AGAINST ADVERTISEMENTS:

1. ***Cadre clearance is not required for applying jobs in response to advertisements, however, prior permission is required after selection under respective Cadre rules:*** - A question has been raised as to whether the members of the All India Services can be permitted to apply for posts advertised in the Press by the Government, Public Sector Undertakings etc. The Govt. of India are of the view that applications should be forwarded only in case where Government servants in lower services with inadequate prospects seek further advancement. In the Indian conditions, the All India Services offer the best available prospects for regular advancement and a fair share of deputation posts in the Public Sector Undertakings etc. Therefore, the members of the All India Services should not be permitted to apply for any post advertised in the Press. Members of the Indian Police Service and in the Indian Forest Service may, however, be permitted to apply for the combined competitive examination for appointment to the Indian Administrative Service and Central Civil Services Class I.

[D.P. & A.R. letter No. 5/21/72—AIS(III), dated 4-12-1972.]

2. The aforesaid instruction has, affected the prospects for regular advancement in career of the members of the Service; therefore it has been decided that in response to advertisements issued in the press by UPSC etc. the applications of the members of the All India Services may be forwarded for consideration for the said posts. If the Recruitment Rules for the post so advertised provide for 'transfer on deputations' also as one of the methods of recruitment in the event of the selection, the officer may be allowed to proceed on deputation if it is administratively feasible for the State Government to spare the officer. In case the Recruitment Rules for the post do not have any provision for 'transfer on deputations' the member of the service may be requested to give an undertaking at the time of making a request for forwarding the application to the effect that, in the event of selection, he/she is willing to seek retirement or resignation, as the case may be.

3. The deputation of the members of the All India Services to a post which has 'transfer on deputations' as one of the methods of recruitments, will be subject to the conditions laid down in rule 6 of respective Cadre Rules of IAS, IPS and IFS, which requires all deputations to be made with the concurrence/approval of the Central Government.

[DP&T letter Nos. 11017/9/91—AIS(III) dated 7.2.91 and 11017/9/91—AIS(III) dated 19.7.94]

## VIII. JOIN CORRESPONDENCE/EVENING COURSES

1. **Permission to join correspondence/evening courses may be given if it is not detrimental to official duties and can be withdrawn at any time:** - References are being received in the Department from various Ministries/Departments of the Government of India regarding requests of members of all India Services for Government's permission for joining correspondence courses, evening classes, language classes etc.

2. The Ministry/Department may examine case on merits and grant necessary permission subject to the following conditions:—

- (i) The permission does not ipso facto confer any right on the member of the service for his continued posting at a particular station for the duration of the course.
- (ii) Pursuit of studies by the member of the service should be without detriment to the efficient discharge of his official duties.
- (iii) The grant of permission will not entitle the member of the service to leave office by any particular time every day. On occasions requiring his presence in office beyond the office hours, he will stay in office till the time required.
- (iv) The Government will accept no responsibility for his failure to complete the percentage of compulsory attendance prescribed for the course if any, of this account.
- (v) The permission will not entitle the member of the service to claim leave either for preparation or for the duration of examination. Leave, if any, required for this purpose will be sanctioned subject to title of any exigencies of work.
- (vi) The Government reserves the right to withdraw the permission at any time without assigning any reason.

[DP & AR O.M. No. 11017/44/77—AIS(III), dt. 29-12-77.]

## IX. LEGAL ASSISTANCE TO ALL INDIA SERVICE OFFICERS IN CONNECTION WITH LITIGATION ACTION TAKEN BY THEM IN THE CASE OF THEIR OFFICIAL DUTIES

1. **Government can provide assistance to a moS in public interest, with litigation action taken by them in the cases of their official duties:** - I am directed to refer this Department's letter No. 45/5/53—Estt. (A) dated 8.1.59 on the above subject and to say that an increasing tendency has been observed among certain sections to lodge legal complaints against members of the All India Services in their personal name for official acts done by these officials in the case of their official duties.

2. While State Governments and the Central Government vide DP&AR letter No. 45/5/53—Estt(A) dated 8.1.59 do have provisions to undertake the defence of such government servants in case it is in the public interest, whereupon all arrangements are made by the Government, there is often a tendency for the State Governments to ask the officer to undertake the defence on his own and consider reimbursement of the legal expenses only in case such officer is successful in the legal proceedings. In other cases, the State Governments may agree to provide legal expenses but subject to the condition that in case is lost, the officer has to bear the entire cost of litigation. The practice of

asking officers to defend themselves in such legal proceedings in bound to cause harassment for such officers in addition to expense, the reimbursement of which by the State Government and the extent thereof being uncertain.

3. In the performance of the official acts, the officer usually is only implementing the decision of the Government and it is not unjust to expect that the Government would undertake the defence of all government servants who have been impleaded in such legal action. For this purpose, there appears no need to make a distinction as to whether the complaint has been filed against the officers in their official designation or in their individual name.

4. While the State Governments are themselves the best judge of the public interest in respect of acts done by officers working for them the above may please be kept in mind while examining the case in which officers are subjected to harassment through such legal action.

[Letter No.11017/17/93—AIS(II) dated 15/9/93]

#### **X. ACCEPTANCE OF 'FREE COMPANION TICKET' BY GOVERNMENT SERVANTS AND MEMBERS OF THEIR FAMILIAR UNDER THE 'COMPANION FREE SCHEME' INTRODUCED FROM TIME TO TIME BY VARIOUS AIRLINES.**

**1. *Government servants may be permitted to accept the Free Companion Tickets if benefits are restricted to travel by the national carriers:*** - The undersigned is directed to refer to this Department's O.M. No. 11013/13/93—Estt.(A) dated 9.12.93 and dated to say that in the light of the representations received from various quarters, and the fact that such a scheme is part of normal sales promotion and is not confined to Government servants alone, the Government have reviewed these instructions. It has been decided to withdraw these instructions with immediate effect. Accordingly, the Government servants may be permitted to accept the Free Companion Tickets or variations thereof, provided that such benefits are restricted to travel by the national carriers (Indian Airlines and Air India.)

[O.M. No. 11013/2/97—Estt. (A) of Government of India, Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) dated the 5<sup>th</sup> March, 1997]

**2. *No objection to Government servants accepting the free tickets earned by them under Flying Returns scheme of Air India/Indian Airlines:*** - The undersigned is directed to refer to this Department's O.M if even number dated 5<sup>th</sup> March, 97 on the subject mentioned above wherein it was provided that Government servants may be permitted to accept the Free Companion Tickets or variations thereof provided that such benefits are restricted to travel by the national carriers (Indian Airlines and Air India). References have been received seeking clarification whether Government servant may be permitted to accept the 'Free Tickets' earned under the 'Flying Returns' Schemes of Air India/Indian Airlines. It is clarified that since the O.M. dated 5.3.97 permits acceptance of Free Companion Tickets or variations thereof, there would be no objection to Government servants accepting the free tickets earned by them under Flying Returns scheme of Air India/Indian Airlines.

[O.M. No—11013/2/97—Estt.(A) of Government of India, Ministry of Personnel, Public Grievances and Pensions(Department of Personnel & Training) dated the 5<sup>th</sup> March, 1997) dated the 15<sup>th</sup> September, 1998.]

**3. No objection to Government servants availing of the benefit of “Frequent Flier Programme” of Flying Return Programmers” of other Airlines:** - The undersigned is directed to refer to this Department’s O.M. of even number dated the 19<sup>th</sup> August, 1997 on the above subject wherein it has been clarified that there would be no objection to Government servants accepting the free tickets earned by them under “Flying Return Scheme” of Air India/Indian Airlines. References have been received seeking permissions to avail such “Frequent Flier/Flying Return Programmers” of other Airlines including foreign airlines.

3.2 The matter has been considered in this Department and it has been decided that there would be no objection to Government servants availing of the benefit of such “Frequent Flier Programme” of Flying Return Programmers” of other Airlines also. In so far as the “Free Companion Scheme” is concerned, the availing of this facility should remain confined to National Carriers only.

[O.M. No. 11013/2/97—Estt.(A) of Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) dated the 15<sup>th</sup> Sept., 1998.]

## **XI. BRINGING POLITICAL OR OUTSIDE INFLUENCE TO FURTHER SERVICE INTERESTS**

**Action should be taken against Government servants approaching Members of Parliament or State Legislature for sponsoring individual cases:** - Rule 20 of the CCS (CONDUCT) Rules, 1964 provides that no Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interest in respect of matters pertaining to his/her service under the Government. The Government of India has, from time to time, emphasized that Government servants should not approach Members of Parliament or State Legislatures or other political/outside authorities to sponsor their cases in respect of service matters. As per the existing instructions, vide O.M. No. 11013/7/85—Estt.(A) dated 22.5.95, the following action should be taken against Government servants approaching Members of Parliament or State Legislature for sponsoring individual cases:

- I. A Government employee violating the aforesaid provisions of the Conduct Rules for the first time should be advised by the appropriate disciplinary authority, to desist from approaching Members of Parliaments/Members of State Legislature to further his/her interest in respect of matters pertaining to his/her service conditions. A copy of this advice need not, however, be placed in the CR dossier of the employee concerned.
- II. If a Government employee is found guilty of violating the aforesaid provisions of the Conduct Rules a second time despite the issue of advice on the earlier occasion, a written warning should be issued to him/her by the appropriate disciplinary authority and a copy thereof should be placed in his/her CR dossier.
- III. If a Government employee is found guilty of violating the aforesaid provisions of the Conduct Rules despite the issue of warning to him/her disciplinary action should be initiated against him/her by the appropriate disciplinary authority under the provisions of CCS(CCA) Rules, 1965.

2. In spite of those instructions, cases of individual Government servants continue to be sponsored by public representatives/outside authorities. After careful consideration of all

aspects of the matter it has been decided that the following procedure may be adopted for dealing with communications from public representatives/outside relating to the service matters of Government employees:

- (a) Communications received from public representatives regarding problems of groups/categories of Government functionaries must be entertained and dealt with on a time-bound basis. In all such cases, after due examination, appropriate replies would continue to be issued at the level of the Minister concerned.
- (b) All communications from public representatives relating to the grievances of the retired personnel should receive the same consideration and be dealt with in the same way as outlined in (a) above.
- (c) In cases in which a public representative sponsors the cause of an individual Government servant (e.g. recruitment, appointment to a specific position, complaints against supersession, expunction of adverse remarks, allotment of Government accommodation, etc.) a formal reply should continue to be sent from the Minister acknowledging the receipt of the communication stating that the contents of the letter have been noted and where necessary, suggesting that the person whose case has been recommended, may be advised to represent his case through proper official channels. All such communications addressed to the Minister shall be replied to at, his/her level. In all such cases the formal reply given by the Minister shall be deemed to dispose off the communication unless there are further directions from the Minister in the matter.

3. All Ministries/Departments/Offices etc. are requested to bring the above instructions to the notice of all concerned under their control and take action against the Government servants who violate the provisions of the Conduct Rules as prescribed in para 1.

[Copy of DP&T O.M. No. 11013/12/94—Estt.(A) dt. 12.1.95]

## **XII. OBSERVANCE OF THE PROVISIONS MANUAL OF OFFICE PROCEDURE REGARDING ACTION ON ORAL INSTRUCTION**

1. I am directed to forward herewith a copy of this Department's Office Memorandum No. 11013/4/88—Estt. (A) dated 19th April, 1988 on the above subject and to say that the instructions (herein apply mutatis mutandis in respect of All India Service Officers.

2. It is requested that the instructions may be brought to the notice of the members of the All India Services serving in the State. The State Governments may also consider issuing suitable instructions in the light of regulations relating to Officer Procedure in the States corresponding to the instructions in the Manual and Office Procedure enclosed with this letter.

[D.P. & A.R. letter No. 11017/21/80—AIS (III) dt. 5-5-89, addressed to All State Governments and copy endorsed to all Ministries/ Departments to the Government of India, etc.]

*Copy of DP & Trg. O.M. No. 11013/4/88—Estt.(A) dt. 19-4-88 addressed to all Ministries/Departments etc, to Govt. of India.*

1. The undersigned is directed to invite attention to the provisions of Rule 3 of the CCS (Conduct) Rules, 1964 and paras 25 to 25-C of Central Secretariat Manual of Office



Procedure (extracts enclosed for ready reference) which define the scope and role of oral instructions in the transaction of Government business and also lay down the detailed procedure to be followed whenever it becomes necessary to give oral directions by a higher officer to a subordinate or when a member of the Personal Staff of the Minister communicates an oral order on behalf of the Minister. Instances have come to notice where the above provisions have not been followed.

2. The purpose for keeping a proper written record of policy decisions taken by the various Government functionaries, when action in this regard is to be initiated on the basis of oral instructions given by senior officers, is to ensure proper accountability of the decisions taken on important matters and have a record of the considerations leading to the decisions. It is, therefore, reiterated that the procedure prescribed in the Manual of Office procedure and the provisions of the Conduct Rules referred to above should be scrupulously followed at all levels in order to avoid ambiguity or doubts and to specify responsibility when important decisions are taken. It is clarified that these provisions apply equally to matters, which may be considered sensitive or secret. In such cases of sensitive nature, adequate care should however be taken to accord proper security classification to the relevant papers and to ensure their safe custody as envisaged in the Manual of Departmental Security Instructions.

3. Ministry of Agriculture etc. may please bring the above position to the notice of all administrative authorities under their control.

### **Extract from Manual of Office Procedure.**

#### **CHAPTER V**

##### **25. Oral Discussions—**

- (1) All points emerging from discussions between two or more officers of the same department and the conclusions reached will be recorded on the relevant file by the officer authorising action.
- (2) All discussions/instructions/decisions which the officer recording them considers to be important enough for the purpose, should be got confirmed by all those who have participated in or are responsible for them. This is particularly desirable in cases where the policy of the Government is not clear or where some important departure from the prescribed policy is involved or where two or more levels differ on significant issues or the decision itself, though agreed upon by all concerned, is an important one.

##### **25A. Oral instructions by higher officers—**

- (1) Where an officer is giving direction for taking action in any case in respect of matters on which he or his subordinate has powers to decide, he shall ordinarily do so in writing. If, however the circumstances of the case are such that there is no time for giving the instructions in writing, he should follow it up by a writing confirmation at his earliest.
- (2) An officer shall, in the performance of his official duties, or in the exercise of powers conferred on him, act in his best judgement except when he is acting under instructions of an official superior. In the latter case, he shall obtain the directions in writing wherever practicable before carrying out the instructions, and where it is not possible to do so, he shall obtain

written confirmation of the directions as soon thereafter as possible. If the officer giving the instructions is not his immediate superior but one higher to him in the hierarchy, he shall bring such instructions to the notice of his immediate superior at the earliest.

**25B. Oral orders on behalf of or from Minister—**

- (1) Whenever a member of the personal staff of a Minister communicates to any officer an oral order on behalf of the Minister, it shall be confirmed by him in writing immediately thereafter.
- (2) If any officer receives oral instructions from the Minister or from his personal staff and the orders are in accordance with the norms, rules, regulations or procedures they should be brought to the notice of the secretary or the head of the department where the officer concerned is working in or under a non-secretariat organisation.
- (3) If any officer receives oral instructions from the Minister or from his personal staff and the orders are not in accordance with the norms, rules, regulations or procedures, he should seek further clear orders from the secretary (or the head of the department in case he is working in or under a non-secretariat organisation) about the line of action to be taken, stating clearly that the oral instructions are not in accordance with the rules, regulations, norms or procedures.

**25C. Confirmation of oral instructions**

- (1) If an officer seeks confirmation of an oral instruction given by his superior, the latter should confirm it in writing whenever such confirmation is sought.
- (2) Receipt of communications from junior officer seeking confirmation of oral instructions should be acknowledged by the senior officers or their personal staff, or the personal staff of the Minister, as the case may be.

**XIII. BAN ON PARTICIPATION OF CERTAIN ORGANISATIONS**

**1. *Ban on participation in certain organisations like R.S.S., Jamat-e-Islami, Anand Marg and CPM(L) etc that have been banned by rule 33 of the Defence and Internal Security of India Rules, 1971:*** - I am directed to say that certain organisations like the R.S.S., Jamat-e-Islami, Anand Marg and CPM(L) have been banned under the provisions of rule 33 of the Defence and Internal Security of India Rules, 1971 vide Ministry of Home Affairs Gazette Notifications dated 3rd and 4th July, 1975 (copies enclosed for ready reference). This rule, inter alia provides that no person shall :—

- (a) manage or assist in managing any organisation to which the rule applies;
- (b) promote or assist in promoting a meeting of any members of such organisation, or attend any such meeting in any capacity;
- (c) publish any notice or advertisement relating to any such meeting; and
- (d) invite persons to support such an organisation or otherwise in any way assist the operations of such organisation.

Any person who contravenes any of the provisions of the above rule, shall be punishable with imprisonment for a term which may extend to seven years, or with fine or with both.

2. Sub-rule (1) of rule 5 of the All India Services (Conduct) Rules, 1968, provides that no members of the service shall be a member of, or be otherwise associate with any political party or any organisations which takes part in politics nor shall he take part in, or subscribe in aid, or assist in any other manner, any political movement or political activity. Members of the service who are found to have connections with these banned organisations are liable to be dealt with suitably in departmental proceedings. In appropriate cases action could also be considered against them under proviso (c) of clause 2 of article 311 of the Constitution.

3. I am to request that these instructions may be brought to the notice of all members of the All India Services working under the State Government.

[O.M. No. 11017/50/75—AIS(III), Dated 6<sup>th</sup> March, 1976 addressed to All State Governments and the Ministries/Depts. of the Government of India, etc.]

*Rule 33 of the Defence and Internal Security of India Rules, 1971 (vide M.H.A. Gazette Notification Dated 3rd and 4th July, 1975).*

**S.O. 304(E).**— Whereas the Central Government is satisfied with respect to the organisations specified in the schedule below that they are organisations which are and whose members and the persons in control whereof are, indulging in activities prejudicial to the internal security, the public safety and the Maintenance of public order:

Now, therefore, in exercise of the powers conferred by sub-rule (1) of rule 33 of the Defence and Internal Security of India Rules, 1971, the Central Government hereby directs that the said rule shall apply to the organisations specified in the schedule below.

#### **The Schedule**

1. Anand Marg.
2. Proutist Forum of India.
3. Proutist Block of India.
4. Vishya Sanskranti Seva also known as Volunteer Social Service.
5. Sewa Dharm Mission.
6. Education, Relief and Welfare Section.
7. Pragatisheel Bhojpuri Samaj.
8. Angika Samaj.
9. Baghelkhand Samaj.
10. Universal Proutist Labour Federation.
11. Universal Proutist Students Federation.
12. Renaissance Universal Club.
13. Renaissance Artists and Writers Association.
14. Anand Marg Universal Relief Team.

[No. II/16013/5/75—S & P(D.II)]

**S.O.305(E).**— Whereas the Central Government is satisfied with respect of the organisations specified in the schedule below that they are organisations which are and whose members and the persons in control whereof are, indulging in activities prejudicial to the internal security, the public safety and the maintenance of public order:

Now, therefore, in exercise of the powers conferred by sub-rule (1) of rule 33 of the Defence and Internal Security of India Rules, 1971, the Central Government hereby directs that the said rule shall apply to the organisations specified in the schedule below.

#### **The Schedule**

1. Communist Party (Marxist-Leninist) (Charu Mazumdar Group-Pro-Lin Piao Faction).
2. Communist Party (Marxist-Leninist) (Charu Mazumdar Group-anti-Lin-Piao Faction).
3. United Communist Party (Marxist-Leninist) (S.N. Singh—Chandra pulla Reddy Group).
4. The Andhra Pradesh Communist Committee (Revolutionaries) (T. Negi Reddy Group).
5. Communist Party (Marxist-Leninist) (Suniti Ghosh-Sharma Faction).
6. Eastern India Zonal Consolidation Committee of the Communist Party (Marxist-Leninist).
7. The Maoist Communist Centre.
8. The Mukti Yadha Group.
9. Unity Centre of Communist Revolutionaries of India (Marxist-Leninist).
10. Centre of Indian Communists.

[No. II/16013/5/75—S & P (D.II)]

**S.O.306 [E]**—Whereas the Central Government is satisfied with respect to the organisations known as Rashtriya Sawyam Sevak Sangh that it is an organisations which is and whose members and the persons in control whereof, are indulging in activities prejudicial to the internal security, the public safety and the Maintenance of public order:

Now, therefore, in exercise of the powers conferred by sub-rule (1) of rule 33 of the Defence and Internal Security of India Rules, 1971, the Central Government hereby directs that the said rule shall apply to the Rashtriya Sawyam Sevak Sangh aforesaid.

[No. II/16013/5/75—S & P (D.II)]

MINISTRY OF HOME AFFAIRS Notification No. 234 dt. 4.7.1975:—

**S.O. 307(E).**— Whereas the Central Government is satisfied with respect to the organisations specified in the schedule below that they are organisations which are and whose members and the persons in control whereof are, indulging in activities prejudicial to the internal security, the public safety and the Maintenance of public order:

Now, therefore, in exercise of the powers conferred by sub-rule (1) of rule 33 of the Defence and Internal Security of India Rules, 1971, the Central Government hereby directs that the said rule shall apply to the Jammat-e-Islami-e-Jammu and Kashmir aforesaid.

[No. II/60/5/75—S&P(D—II)]

**S.O.307(E).**— Whereas the Central Government is satisfied with respect of the organisations specified in the schedule below that they are organisations which are and whose members and the persons in control whereof are, indulging in activities prejudicial to the internal security, the public safety and the maintenance of public order:

Now, therefore, in exercise of the powers conferred by sub-rule (1) of rule 33 of the Defence and Internal Security of India Rules, 1971, the Central Government hereby directs that the said rule shall apply to the Jammāt-e-Islāmī-e-Jammu and Kashmir aforesaid.

[No. II/60/5/75—S&P(D—II)]

**2. Action will be taken against the Government Servant found participating in banned organisations under normal service rules:** - The undersigned is directed to refer to this Department's Office Memorandum No. 18011/1/S/75—Estt.(B) dated the 28<sup>th</sup> November, 1975 on the subject mentioned above and to say that consequent upon the lifting of the ban on organizations may be treated as deleted. Hereafter, action may be taken against Central Government employees if they come to notice for participation in the activities of the political organizations, under the normal service rules, such as rule 5 of the Central Civil Service (Conduct) Rules 1964, or corresponding rules governing the service conditions of other categories of the employees.

The Ministry of Finance etc. are requested to bring the contents of this Office Memorandum to the notice of all concerned including those working in their attached and subordinate offices.

[OM No. 34013/4/(S)/77—Estt. (B) of Government of India Ministry of Home Affairs Departments of Personnel and Administrative Reforms dated the 23<sup>rd</sup> April, 1977]

**3. Ban on association with Anand Marg or any of its organisations:** - It has been decided that the instructions contained in Department of Personnel & A.R. letter No. 15014/6(S)/80—Estt.(B), dated the 31<sup>st</sup> December, and 5<sup>th</sup> Aug. 81C regarding association of Govt. servants with the activities of Anand Marg will apply to members of All India Service also.

2. According to Rule 5 of the All India Services (Conduct) Rules 1968, no member of an All India service shall be a member of, or be otherwise associated with any political party or any other organisation which takes part in politics, nor shall take part in, or subscribe in aid of, or assist in any other manner, any political movement or political activity. Membership of or association of a member of an All India Service with the Activities of the Anand Marg movement would attract the provisions of the above rule and any member of the Service who contravenes the provisions of the above rules would be liable to disciplinary action.

[G.I. M.H.A. D.P.&A.R letter no.11017/68/81-AIS(III) dated 34d March, 1982]

*G.I., M.H.A. D.P. & A.R. letter No.15014/6/(S)/80—Estt.(B), dated 31<sup>st</sup> December, 1980 to the Chief Secretaries of all State Governments on association of Government servants with the activities of Anand Marg.*

I am directed to say that the Government of India consider that a Government servant's membership of or association with the activities of movement known as Anand Marg would attract the provisions of sub-rule(1) of Rule 5 of the Central Civil Services (Conduct) Rules, 1964 which lays down that no Government servant shall be a member of, or be otherwise associated with any political party of any organization which takes

part in politics nor shall be take part in, subscribe in aid of, or assist in any other manner, any political movement or activity. Instructions have been issued to Ministries etc. at the Centre that a Government Servant who contravenes the provisions of the above rule and takes part in the activities etc. of Anand Marg or any of its organizations (see list in Annexure) would be liable to disciplinary action.

2. I am to request that if there is no objection the State Government may also consider the question of issuing similar instructions in the case of the State Government servants.

1. VSS (Volunteer Social Service).
2. Amra Bengali.
3. The Progressive Fenderation of India.
4. The . Proutist Forum of India.
5. Angika Samaj.
6. Pragatisheel Bhojpuri Samaj.
7. Nagpuri Samaj
8. Maithill Samaj
9. Pragatisheel Bhojpuri Samaj.
10. Braj Samaj.
11. Awadhi Samaj.
12. Bundeli Samaj
13. Garhwali Samaj
14. Kumaoni Samaj
15. Pragatisheel Haryana Samaj
16. Asia Punjabi
17. Proutist League.

*Copy of MHA DP&AR OM No. 15014/6/(5)/80—Estt.(B) dated 5-8-1981.*

*SUBJECT :Association of Government servants with the activities of Anand Marg.*

The undersigned is directed to invite the attention of the Ministry of Finance etc. to this Department's O.M. No. 15014/6/(S)/80—Estt.(B), dated the 31<sup>st</sup> December, 1980 on the above subject and to say that in the Annexure to the said O.M., the Organisations as per list enclosed may be added.

I. The Ministry of Finance, etc. are requested to bring the above to the notice of all Government employees working in or under them.

#### LIST OF FRONT ORGNISATIONS OF ANAND MARG

18. Education, Relief and Welfare Section.
- 19. Sewa Dharm Mission**
- 20. Anand Marg Universal Relief Team.**
- 21. Women's Welfare Department.**
- 22. Girl Volunteers.**
- 23. Spiritual Sports & Adventures Club.**
24. Proulist Bloc of India.
- 25. Proutist Universal**
26. Universal Proutist Labour Federation
27. Universal Proutist Youth Federation
28. Universal Proutist Student Federation

29. Universal Proutist Intellectual Federation
30. Universal Proutist Farmer's Federation
31. Renaissance Artists' & Writers' Association.
32. Renaissance Universal
33. Ek Manav Samaj
34. Bhojpuri Samaj
35. Chhatisgarh Samaj
36. Malwi Samaj
37. Vidarbha Samaj
38. Telangana Samaj
39. Circal Samaj
40. Utkal Samaj
41. Kosal Samaj
42. Navya Malayalam Samaj
43. Konkani Samaj
44. Kannad Samaj
45. Tulu Samaj
46. Dogri Samaj
47. Haryanavi Samaj
48. Pahari Samaj
49. Haroti Samaj
50. Sahvadri Samaj
51. Gurjar Samaj
52. Coorgi Samaj
53. Tamil Samaj
54. Rayalaseema Samaj
55. Assam Unnayan Samaj
56. Mewari Samaj
57. Marwari Samaj
58. Kathiawari Samaj

#### **XIV. OBSERVANCE OF PROPER PROCEDURE IN OFFICIAL DEALINGS BETWEEN THE ADMINISTRATION AND MEMBERS OF PARLIAMENT AND STATE LEGISLATURES**

##### **1. Procedure for corresponding with Members of the Parliament/State Legislature:**

- With regard to the correspondence with the Members of Parliament, a copy of the guidelines(O.M. No. 25/19/64—Estt.(A) dated 8.11.1974) on the subject issued by the Government of India is enclosed for necessary action. A separate O.M. No. 11013/2/2000—Estt.(A) dated the 23<sup>rd</sup> May, 2000 giving the details about official dealings between the Administration and Members of Parliament and Members of State Legislatures is also enclosed. Extracts of the relevant portion of the Central Secretariat Manual of Office Procedure are also enclosed herewith for guidance.

2. As regards the availability of the members of the All India Services on telephones, it is indicated that even though the members of the Service may not always be available on telephone because of the exigencies of work, they are supposed to make suitable arrangements for getting recorded during their absence the message received from the

Members of Parliaments and the messages received from the Members of State Legislatures and getting back to them as soon as they are in a position to do and also for talking suitable actions on the basis of the message received from the Hon'ble Members. Suitable arrangements must be made so that the members of the Parliament are not put to inconvenience and any indifferent attitude in this respect should be strongly dealt with under AIS(D&A) Rules, 1969.

3. It is requested that copies of these instruction /guidelines may kindly be circulated among all the members of the Service for strict compliance.

[letter No. 28011/3/2000—AIS (III) dated 11.7.2000]

*Copy of O.M. No.11013 /2/2000—Estt. (A) of Government of India Ministry of Personnel, Public Grievances & Pensions (Department of Personnel and Training) dated the 23<sup>rd</sup> May, 2000.*

1. The undersigned is directed to say that the broad guidelines to govern the official dealings between the Administration and Members of Parliament and State Legislature were issued vide Personnel & A.R. O.M. No. 25/19/64—Estt.(A) dated 8<sup>th</sup> November, 1974. Although these guidelines were reiterated from time-to-time vide Department of Personnel & Training O.Ms. dated 21.12.92 and 29.10.96 yet there are instances where the laid down procedure and protocol has not been observed properly. The Parliamentary Committee during the course of meeting on demands for grants of Ministry of Home Affairs raised a point that there is a need to issue fresh instructions in the matter, as the earlier instructions are not available in most of operative officers. The Committee also observed that letters are not replied in some cases by the person who has been addressed by Members of Parliament/Members of Legislative Assembly.

2. As the members of Parliament and State Legislatures occupy, in our democratic set up, a very important place as accredited representative of people, they have important functions to perform under the Constitution and they find it necessary to seek information from the Ministries/Departments of the Govt. of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers in connection with their Parliamentary and allied duties. In this connection, certain well recognized principles and conventions to govern the relations between Members of Parliament and of State Legislatures and Government servants have already been established. The existing instructions emphasise that it should be endeavour of every officer to help Members of Parliament and State Legislature to the extent possible in the discharge of their functions under the Constitution. The basis principles to be borne in mind by the Govt. servants while interacting with the Members of Parliament and State Legislatures are that: —

- (i) The Government servants should show courtesy and consideration to Members of Parliament and State Legislatures may have to say, they should always act according to their own best judgement.
- (ii) That while they should consider carefully of listen patiently to what the Members of Parliament and State Legislatures may have to say, they should always act according to their own best judgement.
- (iii) Any deviation from an appointment made with a Member must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him.



- (iv) An officer should be meticulously correct and courteous and rise to receive and see off a Member visiting him.
- (v) Members of Parliament/State Legislatures of the area to be invariably invited to public function organised by a Govt. office. Proper and comfortable seating arrangements at public functions to be made for Member who appear above officers of the rank of Secretaries to Government of India in Warrant of Precedence.
- (vi) Letters from Members of Parliament and Members of State Legislatures must be promptly acknowledged, and a reply sent at an appropriate level expeditiously. Relevant provisions of the Manual of Office Procedure should be observed in this regard.
- (vii) Information or statistics relating to matter of local importance must be furnished to M.Ps, and M.L.As when asked for. If request is to be refused, instructions from higher authority should be taken.
- (viii) A Government servant should not approach MPs/MLAs for sponsoring his individual case; and
- (ix) References from Committees of Parliament must be attended to promptly. A senior officer at the level of Joint Secretary or equivalent should be charged with the responsibility for ensuring this.
- (x) The Officers should not ignore telephonic messages left for them by the Members of Parliament/State Legislatures in their absence and should try to contact at the earliest the concerned Member of Parliament/State Legislature.

3. All Ministries/Departments are requested to ensure that the above basic principles and instructions are followed by all concerned in letter and spirit. It may also be impressed on all concerned that violation of the laid down guidelines will be viewed seriously.

*Paras 57, 60 & 122 of Central Secretariat Manual of Office Procedure (Eleventh Edition, 1998)*

#### 57. Correspondence with Member of Parliament

- (1) Communications received from Members of Parliament should be attended to promptly.
- (2) Where a communication is addressed to a Minister, it should, as far as practicable, be replied to by the Minister himself. In other cases, a reply should normally be issued over the signature of an officer of the rank of Secretary only.
- (3) Where, however, a communication is addressed to the head of an attached or subordinate office, Public Sector Undertaking ) financial institutions (including nationalized banks) Division/Branch In charge in a Ministry/ Department/ Organisation, it should be replied to by the addressee himself. In routine matters not involving question of policy, he may send an appropriate reply on his own. In matters involving questions of policy the officer should have prior consultation with higher authorities before sending a reply. It should, however, be ensured that minimum level at which such replies are sent to Members of Parliament is that of Under Secretary and that also in letter form only.

- (4) Normally Information sought by a Member should be supplied if it is such a nature that it would have been denied to him even if asked for on the floor of the Houses of Parliament.
- (5) As far as possible, in corresponding with Members of Parliament, pre-printed or cyclostyled copies should be avoided.
- (6) In case reference from an Ex-Member of Parliament (or MP who has not been re-elected) is addressed to a Minister or Secretary, reply to such reference may be sent by the concerned Divisional Head after obtaining approval of the Secretary of the Ministry/Department. In case the reference is addressed to a lower level officer reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases. However, the minimum level at which reply could be sent should be that of an Under Secretary and that too in letter form only.

#### 60. Prompt response to letters received

- (1) Each communication received from Members of Parliament, a member of the public, a recognized association or a public body will be replied to within 15 days.
- (2) Where (i) delay is anticipated in sending a final reply, or (ii) information has to be obtained from another Ministry or another office, an interim reply will be sent within a fortnight indicating the possible date by which a final reply can be given.
- (3) If any such communication is wrongly addressed to a department, it will be transferred promptly (within three days) to the appropriate department under intimation to the party concerned.
- (4) Where the request of a Member of the Public cannot be acceded to for any reason, reasons for not acceding to such a request should be given.
- (5) As far as possible, requests from members of public should be looked at from the user's point of view of what may be administratively convenient.

#### **122. Watch on disposal of communication received from Members of Parliament.**

The personal section of each Joint Secretary/Director (if the director submits cases direct to secretary/additional secretary) will maintain a separate register of communications received from Members of Parliament in the form given in Appendix 45. The serial number at which a letter is entered in this register will be prominently marked on that letter together with its date of registration e.g., '25/JS/P/MP' 20.3.96

- a. To keep a special watch on speedy disposal of communication received from Members of Parliament, each section will;
  - i. maintain a register as in form at Appendix 46; and
  - ii. Make out prominently those communications finally disposed of by rounding off the serial numbers of the register in red ink.
- b. If for any reason an M.P.'s letter is received by a section without being registered in the personal section of the Joint Secretary/Director, immediate steps will be taken to get it registered there.

- c. On the 1<sup>st</sup> and 15<sup>th</sup> day of each month, each section will submit the register along with the report in the form at Appendix 47 to the Under Secretary/Deputy Secretary. Particulars of communications pending for more than a fortnight will be given in the form at Appendix 48. The report, with the remarks of Under Secretary/Deputy Secretary, will be submitted to the Director/Joint Secretary and register will be returned to the section.
- d. The personal section of the Joint Secretary/Director will check whether all the communications entered in its register figure in the reports sent by the sections. If any discrepancy is found, it should be reconciled. Thereafter, the report will be submitted to the Joint Secretary/Director for scrutiny and for such other action, as he may consider appropriate.
- e. Ministries may through departmental instructions include additional columns in the forms at Appendix 45, 46,47 and 48 to suit local needs.

**2. Instructions to all Ministries/Departments of Government of India with copy to all State Governments and LBSNAA regarding guidelines to deal with the Members of the Parliament/State Legislatures:** - The undersigned is directed to refer to this Department O.M. No. 11013/2/92—Estt.(A) dated 21.12.92 on the subject mentioned above wherein broad guidelines to govern dealings between the Administration and Members of Parliament and State Legislatures have been reiterated .

The instructions emphasise that it should be the endeavour of every officer to help Members of Parliament and State Legislatures to the extent possible in the discharge of their functions under the Constitution. It has also been laid down that the two basic principals to be borne in mind by the Government servants while interacting with the Members of Parliament and State Legislatures are that (i) the Govt. servants should show courtesy and consideration to Members of Parliament and State Legislatures; and (ii) that while they should consider carefully or listen patiently to what the Members of Parliament and of the State Legislatures may have to say, they should always act according to their own best judgement.

2. The Lok Sabha Secretariat has brought to the notice of this Department that of late complaints have been received from Hon'ble Members about non-observance by some of the authorities of instructions/guidelines regarding courtesy to be extended to people's representatives in relation to public functions. The Hon'ble Speaker has directed that it is has to be ensured that Members of Parliament are invariably apprised of the function being held/organized in their respective parliamentary constituencies.

3. In this connection, attention of Ministries/Departments is invited to para 5 of the instructions contained in the O.M. dated 21.12.92 wherein it has been prescribed that Ministries/Departments should issue instructions to ensure that in a public function organised by any of its offices in any part of the country, the Members of Parliament /State Legislatures of the area are invariably invited and entry passes wherever necessary, are sent to them in advance to avoid any inconvenience to them in this regard. It has also been prescribed in these instructions that proper and comfortable seating arrangements at public functions should be made for Members of Parliament who appear above the officers of the rank of Secretary of Government of India in Warrant of Precedence.

4. Ministries/Departments are requested to ensure that these instructions are followed by all concerned in letter and spirit. It may also be impressed on all concerned that violation of these instructions will be viewed seriously.

[O.M. No. 11013/9/96—Estt. (A) 29<sup>th</sup> October, 1996]

*Copy of O.M. No 11013/2/92—Estt.(A) of Government of India, Ministry of Personnel, P.G. & Pensions (Department of Personnel & training) dated the 21-12-92.*

1. The undersigned is directed to refer to Department of Personnel & A.R. O.M. No No. 25/19/64—Estts.(A) dated the 8<sup>th</sup> Nov., 1974 wherein broad guidelines were laid down to govern official dealings between the Administration and the Members of Parliament and State Legislatures. These guidelines were re-circulated on 23.6.1988 and again on 23.4.91 with the request to bring these instructions to be notice of all concerned for strict compliance.

2. It has been noted that of late there have been cases where due and proper courtesy was not shown to MPs/MLAs, there by inviting adverse comments. There is, therefore, need for ensuring that proper courtesy is always shown to the members of Parliament/State Legislatures. Therefore, it is once again reiterated that Ministries/Departments should ensure that the guidelines contained in the O.M. dated 8<sup>th</sup> November, 1974 are observed strictly at all levels.

3. It has further been noted that references from Committee of Parliament were not being attended to promptly. It has, therefore, been decided that all such references should be attended to promptly and should not be passed on routinely down the line. Ministries/Departments should immediately identify senior officer at the level of Joint-Secretary or equivalent who should be charged with the responsibility of ensuring that the references are attend to promptly.

4. As regards treatment of letters received from members of Parliament/State Legislature, attention is invited to the para 7 contained in the instruction issued by the Government of India in 1974.

5. It has also been decided that Ministries/Departments should issue instructions to ensure that in a public function organized by any of its officers in any part of the country, the members of Parliament /States Legislatures of the area are invariably invited and entry passes wherever necessary, are sent to them in advance to avoid any inconvenience to them in this regard.

6. Ministries/Departments may also ensure that while addressing communications to the members of Parliaments, proper protocol conforming to their position in the Warrant of precedence (Copy enclosed) should be observed. In all official correspondence, where the name of an MP is to appear along with others, the name should be listed according to the position assigned to the MPs in the Warrant of Procedure. Care should also be taken to address each of them as member of Parliament (or MP) and not as Member of Parliament of Rajya Sabha. If it is desired to be more specific about the House to which they belong they may be addressed as Member of Parliament of MP(Lok Sabha)/(Rajya Sabha).

7. With a view to ensuring that these instructions are scrupulously followed by all concerned, it is necessary that these instructions are made available to all the Offices preferably in local languages.

8. It may please be ensured that these instructions are followed by all concerned in letter and spirit. It may also be emphasized on all concerned that a serious note will be taken of any violation of these instructions.

*Copy of O.M. No. 25/19/64—Estt(A) of Government of India/Cabinet Secretariat/Department of Personnel & Administrative Reforms dated the 8<sup>th</sup> November, 1974.*

1. The undersigned is directed to state that Members of Parliament and State Legislature occupy in our democratic set-up a very important place as accredited representatives of the people. They have important functions to perform under the Constitution and they may occasionally find it necessary to seek information from the Ministries/Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interview with Officers in connection with their parliamentary and allied public duties. In this connection, certain well-recognized principle and conventions to govern the relations between Members of Parliament and of State Legislatures and Government Servants have already been established. These principles and conventions were communicated in Ministry of Home Affairs (new Department of Personnel and Administrative Reforms) Office Memorandum No. 25/29/56—Estts (A) dated the 28<sup>th</sup> August, 1957 and ) Office Memorandum No. 25/6/68—Estts (A) dated the 27<sup>th</sup> March, 1968. copies enclosed as Enclosure—I and II respectively. However, on a review of the position it has been considered necessary to reiterate, and to spell out in some detail, the principles and practices that should govern the relations between Members of Parliament and State Legislature and Government servants. The instructions in this regard are contained in the subsequent paragraphs. The Ministry of Finance etc. are requested to bring the contains of this Office Memorandum to the notice of all concerned for guidance and strict compliance.

2. The two basic principles to be borne in mind are (i) that Government servants should show courtesy and consideration of Members of Parliament and of the State Legislatures and (ii) that while they should consider carefully or listen patiently to what the Member of Parliament and of State Legislatures may have to say, they should always act according to their own best judgment.

3. It should be the endeavour of every Officer to help the Members of Parliament and of State Legislatures to the extent possible in the discharge of their important functions under the Constitution. In cases, however, where an officer is unable to accede to the request or suggestion of a Member, the reasons for his inability to do so should be courteously explained to the member.

4. It is realize that many officers have very heavy public duties and responsibilities and if they are to function effectively they should be permitted to plan out their day's work with some care and adhere to the plan. An officer should feel free to set apart some hour when he can refuse to meet visitors without being considered guilty of discourtesy, lack of consideration and the like. He should, however, set apart some time every day when anybody can see him and, within these hours and also during other office hours in which he is to meet visitors, he must give priority to Members of Parliament and of State Legislatures except when a visitors has come by previous appointment and a Member of Parliament of a State Legislature his come without an appointment. In such a case he should see the Member of Parliament or of a State Legislature immediately after he has met the visitor who had come by previous appointment. Any deviation from an appointment made with a Member of Parliament or of a State Legislature or indeed with any Member concerned so that the least possible inconvenience is caused to him and a fresh appointment should be fixed in consultation with him.

5. When a Member of Parliament or of a State Legislature comes to see him, an officer should rise in his seat to receive the Member and to see him off. Small gestures have symbolic value and officers should, therefore, be meticulously correct and courteous in their dealing with Members of Parliament and of State Legislatures.

6. Similarly, seating arrangement at public functions should be ensured that there is no room for any misunderstanding on this score. The position of Members of Parliament has been clearly brought out in the warrant of precedence approved by the President. M.Ps. appear at Article 30 above officers of the rank of full Central or equivalent, Secretaries to the Government of India, etc. The instructions appended to the Warrant of precedence also lay down that when Members of Parliament are invited en bloc to major State functions, the enclosure reserved for them should be next to the Governors, Chief Justice, Speaker of the Lok Sabha, Ambassadors, etc. A further provision in the instructions is that the Members of State Legislatures who, owing to their presence in Delhi happen to be invited to State functions, should be assigned rank just after Member of Parliament. To convenience to Members of Parliament and of seats meant for them should be kept reserved till end of the function and should not be occupied by other persons, even though they may be vacant. The seats provided for them should be at least as comfortable and as prominently placed as those for officials.

7. Letters received from Members of Parliament and of State Legislatures should be acknowledged promptly. All such letters should receive careful consideration and should be responded to at an appropriate level and expeditiously. The officers should furnish to Members of Parliament and of State Legislatures when asked for, such information or statistics relating to matters of local importance as are readily available and are not confidential. In doubtful cases instructions should be taken from a higher authority before refusing request.

8. While the official dealings of Government servants with Members of Parliament and of State Legislature have to be regulated as stated in the previous paragraphs, it is necessary to invite the attention of Government servants to what is expected of them in their individual capacity in respect of their own grievances in the matter of conditions of service. Under the relevant Conduct Rules governing them, Government servants are prohibited from bringing or attempting to bring any, political or other influence to bear upon any superior authority to further their interests in respect of matters pertaining to their service under the Government. Therefore, a Government servants is not expected to approach a Member of Parliament or of a State Legislature for sponsoring his individual case.

*Copy Ministry of Home Affairs(now Department of Personnel & Administrative Reforms), Office Memorandum No. 25/29/56—Estt. (A) dated the 28<sup>th</sup> August, 1957.—(Enclosure—1)*

1. It has been brought to the notice of the Government by certain Members of Parliament that instances have occurred in which Members of Legislatures have not been accorded by Government officers the consideration and regard which their position in the public life of the country requires. Government of India have no doubt that, lapses, if any, in this respect cannot be intentional, and that there is no desire to be discourteous or rude. Nevertheless, Government of India would like to remind all officers that due courtesy and regard to the representatives of the people are desirable in the larger interests of the country. The Members of Parliament have important functions to perform under the Constitution and it should be the endeavour of every officer to help them to the extent possible in the discharge of their functions. In cases, however, when officers

are unable to accede to the request or suggestions of Members of Parliament, the reasons for the office's inability to do so should be courteously explained to them. For purposes of interview, Members of Parliament should be given preference over other visitors, and in the very rare cases where an officer is unable to see a Member of Parliament at a time about which he had no previous notice, the position should be politely explained to the Member and another appointment fixed in consultation with him. The same courtesy and regard should be shown to Members of Legislatures attending public functions where, in particular, seats befitting their position should be reserved for them.

2. Ministry of Finance etc. are requested to bring these instructions to the notice of all concerned.

*Copy of O.M. No. 25/6/68—Estt(A) dated 27.3.1968.(Enclosure—II)*

1. As the Ministry of Finance etc. are aware, instructions were issued on 28.8.57(Vide copy enclosed) emphasizing the need for observance of proper courtesies by officers of the Govt. in their dealings with Members of Parliament. In continuation of these instructions, it is further emphasized that where any meeting convened by Govt. is to be attended by Members of Parliament, special care should be taken to see that notice is given to them in good time regarding the date, time venue etc. of the meeting, and it should be ensured that there is no slip in any matter of detail, however minor it may be.

2. Ministry of Finance etc. are requested to bring the above instructions to the notice of all concerned.

### **PRESIDENT'S SECRETARIAT**

No. 33—Pres/79 dated the 26<sup>th</sup> July, 1979.

- a. In suppression of all previous notifications issued on the subject, the following Table, with respect to the rank and precedence of the persons named therein which has been approved by the President, is published for general information:
1. President
  2. Vice President
  3. Prime Minister
  4. Governors of States within their respective States
  5. Former Presidents
  - 5(A) Deputy Prime Minister
  6. Chief Justice of India.  
Speaker of the Lok Sabha
  - (7) Cabinet Ministers of the Union.  
Chief Ministers of States within their respective States  
Deputy Chairman, Planning Commission  
Former Prime Ministers.

Leaders of Opposition in the Rajya Sabha and the Lok Sabha.

- 7(A) Holders of the Bharat Ratna Decoration
- 8 Ambassadors Extraordinary and Plenipotentiary and High Commissioners of Commonwealth countries accredited to India.  
Chief Ministers of States outside their respective States/Governor of States outside their respective States.
- 9 Judges of Supreme Court
- 9-A. Chief Election Commissioner  
Comptroller & Auditor General of India.
- 10 Deputy Chairman, Rajya Sabha  
Deputy Chief Ministers of States  
Deputy Speaker, Lok Sabha  
Members of the Planning Commission  
Ministers of State of the Union and other Minister in the Ministry of Defence for defence matters.
11. Attorney General of India.  
Cabinet Secretary  
Lieutenant Governors within their respective Union Territories.
12. Chiefs of Staff holding the rank of full General or Equivalent rank
13. Envoys Extraordinary and Ministers Plenipotentiary accredited to India.
14. Chairman and Speakers of State Legislatures within their respective States  
Chief Justice of High Courts within their respective jurisdictions.
15. Cabinet Ministers in States within their respective States.  
Chief Ministers of Union Territories and  
Chief Executive Councillor, Delhi, within their respective Union Territories, Deputy Ministers of the Union
16. Officiating Chief of Staff holding the rank of Lieutenant General or equivalent rank.
17. Chairman, Central Administrative Tribunal  
Chairman, Minorities Commission  
Chairman, Scheduled Castes and Scheduled Tribes Commission  
Chairman, Union Public Service Commission  
Chief Justices of High Courts outside their respective jurisdictions.  
Puisne Judges of High Courts within their respective jurisdictions.
18. Cabinet Ministers in States outside their respective States.



Chairman, and Speakers of State Legislatures outside their respective States.

Chairman, Monopolies and Restrictive Trade Practices Commission.

Deputy Chairman and Deputy Speaker of State legislature within their respective States.

Ministers of States in States within their respective States

Ministers of Union Territories and Executive Councillors, Delhi, within their respective Union Territories.

Speakers of Legislative Assemblies in Union Territories and Chairman of Delhi Metropolitan Council within their respective Union Territories.

19. Chief Commissioner of Union Territories not having Councils of Ministers, within their respective States.

Deputy Ministers in States within their respective States.

Deputy Speaker of Legislative Assemblies in Union Territories and Deputy Chairman, of Metropolitan Council, Delhi, within their respective Union Territories.

20. Deputy Chairman and Deputy Speaker of States Legislatures, outside their States.

Ministers of State in, States outside their States

Puisne Judge of High Courts outside their respective jurisdictions.

21. Member of Parliament

22. Deputy Ministers in their States outside their respective States.

23. Army Commanders/Vice Chief of the Army Staff or equivalent in other Services.

Chief Secretaries to State Governments within their respective States.

Commissioner for Linguistic Minorities.

Commissioner for Scheduled Castes and Scheduled Tribes.

Members, Minorities Commission.

Member, Scheduled Castes and Scheduled Tribes Commission.

Member, Scheduled Castes and Scheduled Tribes Commission

Officers of the rank of full General or equivalent rank

Secretaries to the Government of India (including officers holding this office ex-officio)

Secretary, Minorities Commission

Secretary, Scheduled Castes and Scheduled Tribes Commission

Secretary, to the President

Secretary to the Prime Minister

Secretary, Rajya Sabha, Lok Sabha

Solicitor General

Vice-Chairman, Central Administrative Tribunal

24. Officers of the rank of Lieutenant General or equivalent rank.

25. Additional Secretaries to the Government of India.

Additional Solicitor General

Advocate General's of States.

Chairman, Tariff Commission

Charges Affairs and Acting High Commissioners a pied and ad interim.

Chief Ministers of Union Territories and Chief Executive Councillor, Delhi, outside their respective Union Territories.

Chief Secretaries of States Governments outside their respective States.

Deputy Comptroller and Auditor General

Deputy Speaker of Legislative Assemblies in Union Territories and Deputy Chairman, Delhi Metropolitan Council, outside their respective Union Territories.

Director, Central Bureau of Investigation

Director, General, Central Reserve Police.

Director, Intelligence Bureau.

Lieutenant Governors outside their respective Union Territories.

Members, Central Administrative Tribunal.

Members, Monopolies and Restrictive Trade Practices Commission

Members, Union Public Service Commission

Ministers of Union Public Territories and Executive Councillor, Delhi, outside their respective Union Territories.

Principal Staff officers of the Armed Forces of the rank of Major General or equivalent rank

Speaker of Legislative Assemblies in Union Territories and Chairman of Delhi Metropolitan Council, outside their respective Union Territories.

26. Joint Secretaries to the Government of India and Officers of equivalent rank.

*Officers of the rank of Major-General or equivalent rank.*

NOTE 1—The order in this Table of Precedence is meant for State and Ceremonial occasions and has no application in the day-to-day business of Government.

NOTE 2—Persons in the Table of Precedence will take rank in order of the number of the articles. The entries in the same article are arranged alphabetically. Those included in the same article will take precedence inter se according to date of entry into that article. However, where the dignitaries of different States and Union Territories included in the same article are

present at function outside their States or Union Territories and there in difficulty in ascertaining their dates of entry, they may be assigned precedence inter se in the alphabetical order of the name of States and Union Territories concerned after those whose precedence is determined according to date of entry into that article.

NOTE 3— In Article 7, the former Prime Ministers will take precedence over the Cabinet Ministers of the Union and the Leaders of Opposition in the Rajya Sabha and the Lok Sabha. The Chief Ministers of States within their respective States will take precedence over the Cabinet Ministers of the Union of official functions held in the respective States.

NOTE 4 — In Article 8—

(a) Ambassadors Extraordinary and Plenipotentiary and High Commissioners of Commonwealth countries accredited to India will en bloc rank above Governors of State outside their respective States.

(b) Governors of States outside respective States will en bloc rank above chief Ministers of States outside their respective States.

NOTE 5— The Ministry of External Affairs may assign appropriate ranks to foreign dignitaries and Indian Ambassadors, High Commissioners and Ministers Plenipotentiary during their visit to India.

NOTE 6— Notwithstanding the procedure laid down in Note 2, the rank inter se and precedence of the persons in Article 10 shall be assigned in the following order: —

1. Deputy Chairman, Rajya Sabha.
2. Deputy Speaker, Lok Sabha
3. Ministers of State of Union and any other Minister in the Ministry of Defence for defence matters,
4. Deputy Chief Ministers of States.
5. Members of the Planning Commission However, the Deputy Chief Ministers of States outside their respective States will always rank below all other dignitaries figuring in this article.

NOTE 7— The Chairman of State Legislative Councils will rank above the Speakers of Legislative Assemblies in case where they were elected on the same date.

NOTE 8— When Members of Parliaments are invited en block to major State functions, the enclosures reserved for them should be next to the Chief Justice, Speaker of the Lok Sabha, Ambassadors etc.

NOTE 9— Speakers of Legislative Assemblies in Union Territories and Chairman of the Delhi Metropolitan Council, Delhi, will take precedence over Ministers and Executive Councillors, included in the same article.

NOTE 10. In Article 23—

- (a) Secretaries in the Ministry of External Affairs other than the Foreign Secretary between themselves, will take precedence in the order of their seniority in Grade I of the Indian Foreign Service and both of them will take precedence after the Foreign Secretary;
- (b) Member of the Minorities Commission and the Scheduled Castes and Scheduled Tribes Commission will always take precedence over the Secretaries of these Commissions;
- (c) In official functions held at Delhi/New Delhi, Army Commanders/Vice Chief of the Army Staff or equivalent in other Services will always rank after Secretaries to the Government of India.

NOTE 11— In Article 25—

- (a) Additional Secretaries in the Ministry of External Affairs among themselves will take Precedence in the order of their seniority in Grade II of the Indian Foreign Service;
- (b) Additional Solicitor General will take precedence above the Advocate Generals of States;
- (c) Lieutenant Governors will take precedence over the Chief Ministers and Chief Executive Councillor, Delhi, and the latter will take precedence over Speakers of Legislative Assemblies and Chairman , Metropolitan Council, Delhi;
- (d) Deputy Speaker of Legislative Assemblies of Union Territories and Deputy Chairman of Delhi Metropolitan Council will take precedence after Ministers of Union Territories and Executive Councillors, Delhi.

NOTE 12—For the purpose of Article 26, the posts equivalent to the posts of Joint Secretaries to the Government of India will be determined by the Ministry of Home Affairs.

## **GOVERNMENT OF INDIA'S DECISIONS**

### **GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 3**

**1. *Participation in proselytising activities may be treated as good and sufficient reason for taking disciplinary action against a moS:*** - A question was raised whether members of the Service were prohibited from taking part in proselytising activities under these Rules. The Government of India have decided that although, under the Constitution of India, servants of the States are entitled in their private lives to profess, practice or propagate any religion freely, they should so conduct themselves in public as to leave no room for an impression that they are likely in their official dealings to favour persons belonging to any particular religion. Such an impression is bound to arise in respect of a member, who participates in bringing about or organizing conversions from one religion to another and such conduct would be even more reprehensible if, in the process, he makes use, directly or indirectly, of his official position or influence.

2. Although a specific provision in this regard is not made in these Rules, participation in proselytising activities may be treated as good and sufficient reason for taking disciplinary action against a member under the All India Service (Discipline and Appeal) Rules, 1955.

3. The provisions contained in the proceeding paragraph may be kept in view by the State Governments, while examining the conduct of members of the Service in this regard.

[G.I., M.H.A. letter No.(IS)503/58-AIS(III), dated 30th May, 1958, read with O.M. No. 25/50/57-Esst.(A), dated 15<sup>th</sup> January, 1958-M.H.A. F.No.16/39/58-AIS(III)].

#### **GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 5**

1. ***Permission should not be given to a moS to publish articles in the journals, souvenirs etc., of political parties:*** - A doubt has been raised whether members of the All India Services can be permitted to publish articles in the journals, souvenirs etc., of political parties.

2. The matter has been examined in this Department and it has been decided, that in all such cases, permission should not be given.

[DP&T letter No. 11017/30/93 AIS (III), dated 21/06/93]

#### **GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 10**

1. ***A moS may be permitted to participate in Flag Day Collection:*** - According to Rule 10 of the All India Services (Conduct) Rules, 1968, no member of the service shall except with the previous sanction of the Government or such authority as may be empowered by it in this behalf ask for or accept contributions to or otherwise associate himself with the raising of any funds or other collections in cash or any kind or in pursuance of any object whatever. For the purpose of this rule, Government in the case of the member of the service serving in connection with the affairs of the Union is the Central Government and in the case of a member of the service serving in connection with the affairs of State the Government of that State.

2. A question was raised whether members of All India Services may be permitted to associate themselves with the raising of funds in connection with the Armed Force Flag Day. So far as the Central Government servants are concerned, Government of India has decided to relax the provision of the Rule 12 of the CCS (conduct) Rules and to allow Central Government servants to participate in such collections on voluntary basis, keeping in view the object underlying the Flag Day Collection, vide Ministry of Home Affairs' Memo. No. 25/33/55—Estt., dated 31st October, 1955.

3. It was decided to extend the provisions of the Ministry of Home Affairs Memorandum cited above to the members of the All India Services serving under the Central Government.

4. The State Governments were requested to consider adopting the same policy in respect of the members of All India Services working under them.

[DP & AR letter No. 11017/80/82—AIS(III), dated 16-11-82.]

## GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 11

1. **The criteria to decide acceptance of gift by a moS or his members of the family is whether it is inspired by his official position:** - The main criteria to be followed in deciding whether a member of the Service or a member of his family, should be permitted to retain a gift would be whether it has been inspired by his official position and also whether it is likely to embarrass or influence him, either immediately or prospectively in the discharge of his official duties.

[G.I. M.H.A. letter No. 7/15/56—AIS (II), dated 10th April, 1956].

2. **No officer should be given permission to accept gifts of more than trifling value, at the time of transfer:** - Instances have come to the notice of the Government in which senior officers and others were presented, on the occasion of their retirement or transfer expensive gifts for the purchase of which the members of staff contributed. Though farewell entertainment of substantially private and informal character may be held in the honour of officers on the eve of their retirement or transfer, yet it is hardly healthy or desirable to allow the practice of accepting gifts from the staff. It has, therefore, been decided that in future no officer should be given permission to accept gifts of more than trifling value, at the time of transfer.

2. There is, however, no objection to the officer's accepting gifts at the time of his retirement from members of the staff subject however to prior permission of Government wherever such permission is necessary.

3. The State Government may, if there be no objection follow these instructions while dealing with the similar cases of officers serving in connection with the affairs of the State.

[G.I. M.H.A. letter No. 8/51/62—AIS(III), dated 30<sup>th</sup> November 1962]

3. **Procedure for disposal of presents received by a moS by visiting foreign dignitaries:** - The Government of India have decided that presents made to members of the Service by visiting foreign 'dignitaries' as distinguished from 'foreigners' shall be disposed of in the following manner:—

- (i) Presents, which are of a symbolic and not of any practical value, like swords ceremonial robes etc., may be retained by the recipients;
- (ii) Presents of trivial value, which for this purpose shall be \*Rs. 3000/ may be retained by the recipients; and
- (iii) Presents not covered by the above two categories shall be deposited at the Government Toshakhanna (in the Ministry of External Affairs), from where the recipients may be given the option to purchase them at prices fixed by the authorities in charge.

[G.I. M.H.A/ letter No. 25/49/55—Estt., dated 31st March, 1956, read with Dep't. of Personnel and A.R. letter No. 5/28/73—AIS—(III), dated 10-1-1974 and No. 11017/55/76—AIS (III), dated 8-12-1976]

4. **Presents received by a moS from foreign firms will also be covered under the procedure above:** - A question has been raised whether the instructions contained in letter No. 5/28/73—AIS (III), dated 10-1-1974 could be applied in the case of gifts received by members of the service from foreign firms.

2. This question has been carefully considered in this department. According to the normal policy no permission is granted, save in exceptional circumstances, for

acceptance of gifts made to members of the services by firms, whether foreign or indigenous, with whom the members of the service concerned has had or has or is likely to have official dealings, either directly or indirectly by virtue of his official position. Permission should also not be normally granted for the acceptance of gifts by members of the All India Services from firms, which are contracting firms with the Government even if the contract is entered into by Ministry of Department other than one in or under which the member of the service concerned is serving. The question of grant of permission for acceptance of gifts from a foreign firm would, therefore, normally arise only in those cases where the foreign firms concerned is neither a firm contracting with the Government where it is proposed to grant permission for acceptance of the gifts made by a foreign firm the procedure laid down in this department letter of even number dated 10-1-1974 referred to above should be followed.

[D.P. & A.R. letter No. 5/28/73—AIS (III), dated 22-10-1975].

**5. Procedure for contacts with business firms:** - I am directed to invite attention to sub-rule (4) of Rule 11 of AIS (Conduct) Rules, 1968 and to forward herewith a copy of this Department's office Memorandum No. 11013/1/88—Estt. (A) dated the 10<sup>th</sup> May, 88 on the subject mentioned above. I am further directed to say that the instructions stipulated therein shall apply mutatis mutandis to members of the All India Services also.

2. It is requested that the above instructions may be brought to the notice of the members of the All India Services serving in the State/Central Government of the Compliance

[Letter No. 11017/25/88—AIS(III) dated 12-7-1988]

*Copy of O.M. No. 11013/1/88—Estt.(A) dated 10.5.88 of Government of India, Ministry of Personnel, P.G. & Pensions, Department of Personnel & Training*

1. The undersigned is directed to invite attention to Note (II) below Rule 13(I) of the Central Civil Services (Conduct) Rules, 1964 which lays down that a Government servant shall avoid accepting lavish hospitality or frequent hospitality from any commercial firms, organizations etc. Rule 4(3) of the CCS (Conduct) Rules, 1964 inter-alia envisages that no Government servant shall in the discharge of his official duties deal with any matter concerning any company of firm of any other person if he or any member of his family is interested in such matter in any manner. These instruction have been issued to ensure that Government servants are extremely careful and discreet while coming in contact which businessmen and business firms so as to avoid situations, which might cause embarrassment to the Government or to the Government servants concerned, while dealing with matters relating to those business firms/businesses in their official capacity.

2. It may sometimes so happen that a Government servant is required to maintain contact with outsiders to gain information, in the public interest, about the violation of rules, regulations etc. In such cases the Government servant concerned has to exercise adequate care and discretion in making use of such outside contacts so that neither the Government nor the Government servant personally becomes obliged or committed to the said contact in any manner.

3. The aforesaid instructions are brought to the notice of all Ministries/ Departments for strict compliance by Government servants of all categories.

## GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 12

1. **The members of the Services should refrain from declaring building etc. open and should take prior permission if necessary:** - A question was raised whether it would be in consonance with the spirit of this rule for members of the Service to accept invitations to declare buildings, etc. open, or to lay the foundation-stones of new buildings, or to allow bridges, road, buildings, parks or public institutions such as hospitals, schools or colleges be named after them. The Government of India have decided that it would not only be against the spirit of this rule, for members of the Service to act in the manner set forth above, but it would be inappropriate and inconsistent with the rule of detached impartiality legitimately expected of them and that it would generally have an unwholesome effect.

2. While it is possible that there may be occasion when members may have to participate in such functions, which have a cultural or sociological significance especially in remote areas, they should, as far as possible refrain from associating themselves with such functions. In cases, where they are in doubt, they would be well advised to take the prior permission of their superior officers.

3. The State Government may issue similar orders in respect of members of the Service serving under them.

[M.H.A. letter No. 6/79/57—AIS(II), dated 28th October, 1957 read with O.M. No. 25/24/57—Estt.(A) dated 16-9-1957].

2. **The members of the Services should not accept awards conferred by private organisations:** - This Department has been receiving references from various Ministries/Departments recommending grant of Awards from organisations of National/International repute and also from Private Bodies, to members of All India Services.

2. In this connection, I am directed to invite the attention of all Ministries/Departments to the clarification issued in this Department's letter No.11017/48/93-AIS(III) dated 20<sup>th</sup> October, 1993 and to say that it is not appropriate for members of All India Services to accept awards from Private Bodies.

{DOPT Letter No.11017/71-93-AIS(III) dated 9<sup>th</sup> August, 1994]

Copy of the DOPT Letter No.11017/48/93-AIS(III) dated 20<sup>th</sup> October, 1993 regarding acceptance of awards conferred by private organisations.

1. As per rule 12(1) of the All India Services (Conduct) Rules, 1968, a member of the Service is required to take the previous sanction of Government, which may be subject to such conditions and provisions as may be specified therein, before receiving any complimentary or valedictory address or testimonial or attending any meeting or entertainment held in his honour. While there is no specific rule regarding the acceptance of awards conferred on officers by private organisations, however, the policy of the Government has been that if a government servant has done any outstanding work, there are various methods open to Government themselves to recognise his merits and service and it would not be appropriate for him to accept such an award from a private body. In some isolated cases, however, the acceptance of awards was not objected to where the body giving the award was highly respected and the award did not include any monetary component.

2. It is relevant to point out that the activities of the Government extend over wide ranging fields, some of which are well publicised and some are not; this could lead to an unintended preference in recognition for persons engaged in the former category which



is not desirable. Some of the bodies which institute awards may also be involved in activities which may prove embarrassing for Government. Moreover, it has been accepted that a civil servant should not strive to seek publicity or public recognition since his job is to act in a fair manner within the framework of the policy laid down by the political executive; seeking awards instituted by private bodies can affect such functioning. Finally, the achievement which may be attributed to a public servant or member of the Service is almost always a result of coordinated efforts and thinking by a number of individuals and not the achievement of one person alone. Therefore, it is felt that, in general, awards sought to be given by private bodies and institutes to members of the Services do not need to be encouraged. In case there are exceptional circumstances like rewarding the merit of an officer for work done outside the purview of his functions in government or where Government otherwise thinks that an individual deserves a particular award, it is left to the discretion of the competent authority to decide such issues in a reasonable and judicious manner.

3. The main criteria which may be followed in granting permission to individual officers to accept awards from private organisations is that such awards should not have a monetary component. The competent authority must also take their decisions on a case-to-case basis since instructions cannot precisely encompass the multitude of possibilities that can crop up in such matters.

### **GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 13**

**1. *Income from literary, cultural or artistic efforts, which are not aided by the knowledge acquired by the member in the course of his service, is not 'fee' for the purpose of SR 12 and can be retained by the officer in full:*** - A question arose, whether a member of the service could accept royalty of the publication of a book of literary, artistic, or scientific character and also whether such royalties were to be treated as 'Fee' under supplementary Rule 12. It has been decided that the income from literary, cultural or artistic efforts, which are not aided by the knowledge acquired by the member in the course of his service, is not 'fee' for the purpose of SR 12 and can be retained by the officer in full. In other cases, SR 12 will apply and 1/3rd or the amount above Rs. 250 will have to be credited to the Consolidate Fund of India/State.

[G.I. M.H.A. letter No. 16/12/59—AIS(III), dated 15th June, 1959].

**2. *There is nothing in this rule prohibiting a member of the Service from becoming a member of any Co-operative Society.***

[G.I. M.H.A. letter No. 8/50/61—AIS(III), dated 29th November, 1961]

**3. *Members of the Services are not permitted to act as a sleeping partner:*** - Instances have come to the notice of the Government of India, when members of the service sought permission to continue, as a sleeping partner to keep their interests alive in the joint family concern or otherwise. As a rule the Government are averse to the continued association of an all India Service Officer with a commercial firm in his own State of Allotment.

[G.I. M.H.A. letter No. 8/6/63—AIS (III), dated the 15th May, 1963].

**4. *Members of the Services may be discouraged to hold Elective posts in University Senate:*** - Seeking election to a University Senate is neither in the scheme of social nor literary work. In fact the work of the University Senate itself cannot be regarded as of social, or literary character. In a large number of Universities, elections to

the Senate are hotly contested by nominees of the major political parties and the senate bodies are considered another forum for political activity.

2. In view of the considerations mentioned above it has been decided that elective post of the nature referred to above should not be held by the members of the All India Services and that they may be discouraged from seeking such election.

[M.H.A. letter No. 8/88/65—AIS(III), dated 8-12-1965].

**5. Power of the Central Government to grant previous sanction under rule 13(1) has not been delegated to the Central Ministries/Departments:** - Rule 13(1) of All India Services (Conduct) Rules, 1968 as amended by this Department's Notification No. 5/23/72—AIS (III), dated, the 27<sup>th</sup> July, 1974 provides that no member of the service shall except with the previous sanction of the Government, engage directly or indirectly in any trade or business or negotiate for or undertake any employment. The powers of the Central Government under this rule are exercisable by the Department of Personnel and Administrative Reforms, as these powers have not been delegated to the administrative Ministries/Departments. The Ministry of Finance etc. are therefore, requested to ensure that proposals for grant of permission under this rule to the members of the All India Services working in, or under, them are invariably referred to this Department for prior concurrence.

[Department of Personnel and A.R. O.M. No. 11017/3/75—AIS (III), dated 9-4-1975].

**6. State Governments are not competent to nominate or appoint any member of the AIS on Central deputation to any executive or semi-executive positions under the State Government without the specific approval of the Central Government:** - Instances have come to notice where members of All India Services while on Central deputation have been nominated/appointed to specific executive semi-executive positions under the State Governments. Not only does this practise create avoidable embarrassment, it is also contrary to the rules. According to sub-rule (1) rule 13 of the AIS(Conduct) Rules read with clause (a) of rule 12 *ibid* no member of the Service serving in connection with the affairs of the Union, or serving under a foreign Government or outside India whether on duty or on leave, shall, except with the previous sanction of the Central Government undertake any employment under a State Government. In view of these provisions State Government are not competent to nominate or appoint any member of the AIS on Central deputation to any executive or semi-executive positions under the State Government without the specific approval of the Central Government. The concurrence of the Central Government cannot be presumed. The basic assumption is that the entire time of a Government servant, particularly a senior one, should be available to the Central or State Government depending on where he is working. Moreover, it is necessary that while an officer is serving in the Government of India, he is not subject to any kind of control by a State Government.

2. If an officer in a State Government is holding certain positions in the State, it is not necessary that he should continue to do so, even when he comes on deputation to the Centre. For one thing, he will be able to devote the same time which he may have done while he was in the State and this may be against the interest of the institution(s) with which he was associated. For another, such step may tend to cause demoralization amongst officers in the State as it implies that there is no one competent enough to take over the responsibility.

3. For the above reasons, it has been decided that, as a matter of principle, members of the All India Services who are serving at the Centre will not be permitted to occupy

executive or semi-executive position under a State Government or Public sector organisation etc. controlled by the State Government except, where they are nominated by the Central Government to represent the interests of that Government.

[DPAR letter No. 11017/10/78—AIS (III), dated 20-7-1978].

**7. Details of the trade or business, the family members of the moS is engaged in, should invariably be furnished:** - Under sub-rule (3) or rule 13 or the All India Service (Conduct) Rules, 1968, every member of the Service shall, if any member of his family is engaged in a trade or business, or owns or manages an insurance agency or commission agency, report that fact to the Government. It is, however, noticed that in a number of cases in the past, members of the All India Services did not furnish details relating to the trade/business started by their family members while making their reports to the Government under the aforesaid sub-rule with the result that Government had no information in this regard. Hereafter whenever a report is made by a member of the All India Services (Conduct) Rules, 1968, elementary details like nature of and name under which trade/business is being done, its location, whether with or without partners, amount invested and the source of the amount invested etc. should invariably be furnished.

[G.I., M.H.A., DP&AR letter No. 11017/15/79—AIS(III), dated the 30<sup>th</sup> July, 1979]

**8. A moS should not stand guarantee/surety for loans taken by their relatives for business purposes:** - A question was raised whether an All India Service Officer can stand surety/guarantee to a loan being taken by his wife for business purposes.

2. It has been clarified that members of the All India Service should not stand guarantee/surety for loans taken by their relatives for business purposes as in this way indirect interest in business and financial commitments are created attracting the provisions of Rules 13 and 15 of the All India Services (Conduct) Rules, 1968.

[G.I.DP&AR letter No. 11017/46/82—AIS(III), dated 4<sup>th</sup> September, 1982]

**9. A moS can enrol with bar association with a condition that he should not engage in legal profession while in government service:** - A question has arisen whether a member of an All India Services could enrol himself with bar association. It has been decided that a member an All India Services can be permitted to enrol himself as an advocate, on condition that he should not engage himself in the legal profession either independently or otherwise for so long as he continues in Government Services.

[DP&T No. 11017/55/92 AIS(III), dated 22/12/92]

**10. Secretaries of the Government of India should not associate themselves with Boards of Public Sector Undertakings:** - Instances have come to the notice of the Government in which the Secretaries of the Government of India have associated themselves with the Public Sector Undertakings, as members of their Board of Directors.

2. The matter has been carefully considered in this Department and with the approved of Prime Minister, Secretaries to Government need not be appointed to the Boards of Public Sector Undertakings or in such companies with which Public Sector Undertakings are intimately involved.

[DP&T Letter No. 11017/11/93—AIS(III) dated 12.7.93]

**11. A moS should obtain prior permission of the Government before negotiating for consultancies and other appointments:** - Under Rule 13(1) (b) of the AIS(Conduct) Rules 1968 the members of All India Services are required to obtain prior

permission of the Government before they negotiate for, or undertake, any other employment.

2. It has come to the notice of the Government of India that some members of AIS have taken up consultancies and other appointments without obtaining the prior permission of the Government. The matter has, been viewed seriously and it is again reiterated that members of All India Services should not negotiate for, or undertake, any other employment without the previous sanction of the Government.

3. It is requested that this may be brought to the notice of all the members of the All India Service, and that all the State Governments should maintain strict control in this matter.

[Letter no. 11017/52/93—AIS(III) dated 2.12.94]

#### **GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 6 AND RULE 13(4)**

1. ***There is no objection to radio broadcasts or contributions to newspapers, periodicals, etc. on matter relating to sports being made by members of the Service without prior sanction of the Government.***

[G.I. M.H.A. letter No. 7/23/56—AIS II, dated 27th April, 1956]

2. ***State Governments can permit a moS to submit thesis for Ph.D. etc. if there are not likely to interfere his due discharge of duties:*** - A question arose, whether members of the Service can be permitted to submit thesis for Ph.D. etc., the Govt. of India advised that the State Governments themselves could decide each individual case on merits. If the State Government are satisfied that the proposed course of studies is not likely to Interfere with the efficient discharge of officer's duties, they may, at their discretion, permit the officer.

[G.I. M.H.A. F. No. 8/76/62—AIS(III) dated]

3. ***Sanction of the Government is not necessary for publication of books/articles of literary, artistic or scientific character:*** - Sanction of the Government is not necessary for publication of a book or article by a member of the service if the 'work' is of literary, artistic or scientific character and is not aided by his official duties but the officer should take care that in publishing the book he does not contravene provisions of rule 6 or any other provisions of the All India Services (Conduct) Rules, 1968.

2. Provisions of S.R. 12 are also not attracted in such cases.

[G.I. M.H.A. F. No. 8/35/62—AIS(III)]

5. ***Prior sanction of the Government is necessary under rule 13(4) for accepting remuneration for publication of books/articles of purely literary, artistic or scientific character, though permission is not required for their publication under rule 6:*** - According to rule 6 of the All India Services (Conduct) Rules, 1968, a member of an All India service is not required to obtain the previous sanction of the Government for publishing a book or for contributing an article to a newspaper, periodical etc. If the subject matter of the book or contribution is of a purely literary, artistic or scientific character and, in the case of a book, it is published through a publisher. A question has been raised as to whether in such cases a member of an All India Service should obtain the sanction of the Government for accepting remuneration for such publication.

2. Sub-rule (4) of rule 13 *ibid* provides that no member of an al India Service shall accept any fee for any work done for any public body on for any private person without the sanction of the Government. This provision is independent of the provision contained in rule 6. As such even though a member of an All India Service is not required to obtain

the sanction of the Government for publishing a book etc. on a purely literary artistic or scientific subject he has to obtain the sanction of the Government for accepting any remuneration, for the work from a source other than the Consolidated Fund of India or the Consolidated Fund of a State. Similarly, in cases where a member of an All India Services, is required to obtain the sanction of the Government, under rule 6, for the publication of the book etc. the sanction under rule 6, does not automatically imply sanction of the Government under sub-rule (4) of rule 13, and, in cases where the provisions of the sub-rule are attracted, specific sanction there under is necessary.

3. The question whether any portion of the fee, received for the work, should be credited to the Government, is to be decided in accordance with Supplementary Rule 12, as far as the members of and All India Service serving in connection with the affairs of the Union are concerned. In the case of a member of an I.A.S. serving in connection with the affairs of a State, this matter may be regulated by the rules, regulations and orders, applicable to the members of the State Civil Service Class I of that State.

(Department of Personnel and A.R. No. 5/4/73—AIS(III), dated 27-4-73).

**5. Greater care/discretion should be taken about the provisions of the Official Secrets Act, 1923, while giving permission to serving/retired officers to publish books/articles:** - It has been brought to the notice of the Government that some retired officers have published books/articles, which revealed sensitive information on certain operation pertaining to the security of the State/having a bearing on the sovereignty and integrity of India. It has also been noted that such disclosures are not only likely to embarrass the Govt. and the officers concerned, whose names has been revealed, but they are also likely to perilously affect cordial and friendly relations with foreign States. Administrative Ministries/ Departments/Authorities should very carefully and critically review such instances and ensure that necessary follow-up action as envisaged in the Official Secrets Act, 1923/relevant Pension Rules governing the conditions of pension of retired Govt. servants, are taken in time, as and when necessary. Even more important would be the need to exercise greater care/discretion at the time of according permission to serving the case may be, for publication of material which would attract the provisions of the Official Secrets Act, 1923.

(DP&T letter No. 11017/48/92—AIS(III) dated 4.2.1993)

## **GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 10 AND RULE 13**

**1. No objection if individual members of the trainee took part in the variety of performance organised by the public organising committee, but collection of contribution is not allowed:** - In connection with the Tagore Centenary Celebrations, sanction of the Government of India was sought by members undergoing training at the Central Police Training College to collect funds in aid of the Viswa Pharaoh University and to stage a variety performance. While the sanction to collect contributions was not given it was indicated that there would be no objection if individual members of the trainees took part in the variety performance, organised by the public organising committee.

(G.I. M.H.A. letter No. 8/22/61—AIS(III), dated 4<sup>th</sup> May, 1961).

**2. A moS should not be allowed to collect any contributions/donations in connection with the celebrations of the Anniversaries of Independence etc.:** - A question has been raised as to whether District Magistrates/ Deputy Commissioners/District Collectors can be authorised to raise voluntary contributions in

connection with the celebrations of the 25th Anniversary of Independence. The Central Government have considered the matter carefully and are of the view that association of Government servants with such collections is bound to evoke public criticism. It has therefore, been decided that members of the All India Services should not be allowed to collect any contributions/donations in connection with the celebrations of the 25th Anniversary of Independence.

[D.P. & A.R. Letter No. 5/13/72—AIS (III), dated 9-8-1972]

**3. Members of the Services may not be allowed to be a member of the societies/bodies which collect funds/accept contributions:** - A member of an All India Service, who is permitted under rule 13(3) of the All India Services (Conduct) Rules, 1968 to associate himself with Societies which have a specific objective like building schools/hospitals or celebrating centenaries etc. of eminent public men/institutions etc. cannot, under rule 10 ibid accept contribution to the society or otherwise associate himself with the raising of any fund or other collections in cash or in kind for that society without the previous sanction of the State Government if he is serving in connection with the affairs of the State and with the previous sanction of the concerned Ministry/Department if he is serving in connection with the affairs of the Centre. If a member of the Service is working in connection with the affairs of the State Government, it is for that Government to decide, while permitting him under rule 13(3), whether any previous Sanction under rule 10 is to be given to him in his capacity as Chairman/Office Bearer of the body to collect funds or to associate himself with collection of funds by that body. If the State Government are of the view that such previous sanction should not be given for any reason and, if the body concerned is likely to raise funds for any specific purpose, then State Government will be well advised not to permit the member of the service to associate himself with that Society under rule 13(3). If, however, State Government are of the view that previous sanction under rule 10 be given then there is no bar to the member of the Service to collect funds or associate himself with the collection of funds by that society as the requirements of rule 10 will stand fulfilled as far as he is concerned.

2. However, it should be remembered that association of AIS officers who hold responsible positions with fund collection for societies/bodies is bound to evoke public criticism. It would, therefore, be appropriate that members of the Service in Districts are not permitted under rule 13 to associate themselves with such bodies whose specific objectives can be fulfilled only by collection of funds. In fact, Government of India Decision No.2 below rule 10 of the Rules ibid stipulates that members of All India Services should not be allowed to collect any contribution/donations in connection with the celebrations of the 25th anniversary of Independence.

3. The State Governments are advised that, in view of the circumstances explained in para 1 above, it would be but proper not to permit members of the All India Services to be associated with such societies/bodies lest the credibility of the officers in the eyes of the public should be eroded.

[DPAR letter No. 11017/44/81—AIS(III), dated the 29<sup>th</sup> October, 1981]

#### **GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 14**

**1. It has been decided that taking of loans from reputable firms or banks does not require previous sanction of the Government under this rule.**

[M.H.A. O.M. 8/79/62—AIS(III), dated 24th October, 1962].

2. **'Small amount' under sub-rule 4 depends on case to case basis:** - A question having arisen and it was decided that the definition of small amount used in proviso to sub-rule (4) depends on the circumstances of each individual cases and no hard and fast criteria can be laid down e.g., what constitute a small loan for an officer drawing Rs. 2,250 may not be shall amount for another officer drawing Rs. 500.

[M.H.A. No. 8/69/73—AIS (III), dated 30-12-1963].

3. **If a moS, holding shares of a particular company, subsequently appointed to a post which requires to deal with the affairs of that company, he may not be permitted to such post or he may be asked to dispose of his shares of that company:** - Instances have come to notice of this Department where members of the All India Services had purchased shares from Company, etc., with which they were not having any official dealings but later on they were appointed/transferred to a post, which required them to deal with the company etc., of which he had purchased the shares earlier. The question whether they may be allowed to retain such shares has been considered and it has been held that it would be necessary to abide by the provisions of Rule 14(4)(ii) of the All India Service (Conduct) Rules, 1968 in letter and in spirit. Accordingly, in such cases, either the work concerning the company in question may be withdrawn from the concerned officer or he may be asked to dispose of his shares, irrespective of the fact that the holdings of the officer or any member of his family in the company concerned may be nominal.

2. It is requested that the above decision may be uniformly applied in all such cases.

[D.P. & A.R letter No. 11017/2/77—AIS(III), dated 22nd April, 1977].

4. **Procedure for treatment of fixed deposits with companies and banks:** - Questions have been raised, from time to time in regard to the treatment to be accorded to fixed deposits with companies and banks. Doubts have been raised particularly on the point whether in regard to such deposits, the provisions of Rule 14(4) of the AIS (Conduct) Rules, 1968, will be attracted. The matter has been examined and the position is clarified as under :

- (1) Fixed deposits with public limited companies, whether in the private sector or the public sector, will be covered by the saving clause in Rule 14(4) of the AIS (Conduct) Rules, 1968, as public limited companies receive deposits from the public on authorisation given by the Central Government under the companies (Acceptance of deposits from the public) Rules, 1975. However, where the amount of deposit with a public limited company exceeds the monetary limits laid down in Rule 16(4) of the AIS (conduct) Rules, 1968, then a report to the prescribed authority in regard to the deposit will be necessary under that rule.
- (2) Deposits with private limited companies and firms are in the nature of loans to those companies and firms and they should be regulated with reference to the provision or Rule 14(4) of the AIS (Conduct) Rules, 1968.
- (3) **Fixed deposits with banks are, as already provided in Rule 14(4) of the AIS (Conduct) Rules, 1968, exempt from the operation of this rule.** However, in regard to fixed deposits with banks also, a report should be made to the prescribed authority under Rule 16(4) of the AIS (Conduct) Rules, 1968, if the monetary limits laid down therein are exceeded. The clarification contained in Prar 4 of the Department letter No. 5/8/73—AISIII, dated 1-7-74 will stand modified to this extent.

- (4) Day-to-day Savings Bank transactions, either with a bank or with a post-office would not, however, come within the purview of Rule 16(4) of the AIS (Conduct) Rules, 1968.

[DP & AR letter No. F. 11017/24/81—AIS(III), dated 22-6-82]

**5. A moS should not purchase nor should he permit any member of his family to purchase shares from out of the quota reserved for friends and associates of Directors of Companies:** - A question has raised whether a member of All India Services can purchase share of companies from out of a quota reserved for the friends and associates of the Directors of Companies. The provisions of rule 14(2) of the AIS Conduct Rules 1968, makes it clear beyond doubt that a member of All India Services should be circumspect in the matter of making investments and there is room for the inference that purchase of shares in a company from out of the quota reserved for friends and associates of Directors is likely to embarrass him in the discharge of his official duties at some time or other. In the circumstances, and keeping in view of the provisions of rule 14(2) of the AIS Conduct Rule, 1968 member of AIS should not purchase nor should he permit any member of his family to purchase shares from out of the quota reserved for friends and associates of Directors of Companies.

(DP&T No. 11017/52/92 AIS(III), dated 27/1/1993)

## **GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 16**

**1. Declaration of immovable property to be made in Form-I in duplicate, one to the concerned State Government and the other to the Establishment Officer of the Government of India:** - The members of the Service serving in connection with the affairs of the Union or serving under a Foreign Government or outside India shall submit the declaration under sub-rule 1 & 2 in Form 1. The declaration shall be submitted in duplicate, one copy being forwarded to the State Government, on whose cadre the member is borne, and the other to Establishment Officer to the Government of India. As far as the members of the Service serving in connection with the affairs of the State are concerned, the State Governments may adopt the same form, subject to such changes, if any, as they may consider necessary in the light of local conditions. In their case also, the declaration shall be submitted in duplicate, one copy being forwarded to the Government of India in the Ministry of Home Affairs.

2. The returns shall be submitted in separate sealed covers subscribed as follows:—

“Statement of immovable property furnished under rule 16 (1) of the All India Services (Conduct) Rules, 1954, on the first appointment for the year.

Name (In block letters)  
(Service, Cadre) and  
Designation of Officer,”

3. The returns in respect of members serving in connection with the affairs of the Union etc., will be kept in separate folders. When the return relating to a particular year is received from such a member it would be added to the relevant letter and retained in safe custody, after it is scrutinised by the Deputy Secretary (Vigilance). The State



Governments may also adopt the same course in respect of returns of members serving under them.

[G.I., M.H.A. letter and O.M. No. 8/2/54—AIS (II), dated 8th November, 1955, and O.M. No. 18/2/55—AIS (III), dated 23rd May, 1956 read with letter No. 12(2)—E.O. III/69, dated 13th November, 1959].

**2. The return of immovable property shall be submitted by the moS within one month on his first appointment to the Service and subsequently in the month of January every year:** - The return of immovable property shall be submitted by the members of the Service on their first appointment to the Service within a month of such appointment and subsequently in the month of January every year. The initial return shall show the position as on the date of their appointment and subsequent returns as on the 1st January of the year in which they are submitted.

[G.I., M.H.A. No. 8/9/60—AIS (III), dated 16th February, 1960.]

**3. The moS should report the share in a joint family property and require to obtain prior permission of the Government for the disposal, if necessary:** - Under this rule, a member of the Service who has share in a joint family property is required to report it. He is also required to obtain Government's permission for the disposal of his share in the joint family property, when such permission is necessary under sub-rule (4).

[G.I., M.H.A. U.O. No. 6/34/57—AIS (II), dated 7th May, 1957.]

**4. The moS should seek prior permission before starting construction/extension of a house and should report details after construction:** - The Govt. of India have decided that the purchase of any movable property exceeding Rs.15,000 in value by a member of the Service for the construction or extension of a house shall be reported to the prescribed authority in the following manner:

- (i) before starting the construction/extension, he shall report or seek permission, as the case may be, in form IV, and
- (ii) after completing the construction/extension, he shall report in Form V.

2. The details in Forms IV and V shall be furnished wherever it is possible to do so. Where however it is not possible to furnish details, the members shall mention the covered area, on which the building is proposed to be erected, and the estimated cost of the building.

The decision should be construed to have been issued under Rule 16.

[G.I. M.H.A. letter No. 6/5/57—AIS (III), dated 12<sup>th</sup> September, 1957, read with letter No. 11017/25/75—AIS (II), dated 9<sup>th</sup> September, 1975 and letter No. 11017/40/75—AIS (III), dated 11<sup>th</sup> November, 1975.]

**5. If construction of a house is being done by a contractor, the moS should indicate whether he has any official dealing with him or not:** - It should inter alia also be mentioned in the prescribed form I whether the construction etc. would be done by any contractor. If the construction is to be done by a contractor he should also indicate whether he had or has any official dealings with the contractor.

[M.H.A. letter No. 8/55/63—AIS (III), dated 1<sup>st</sup> February, 1964.]

**6. Interest in joint family property, which is non-existent if governed by Dayabhai School, need not be reported:** - In the case of a member of the Service governed by the Dayabhai School, he has no right in the ancestral property, so long as father is alive.

His interest in the joint family property, which is non-existent, is not therefore, to be included in the return prescribed in sub-rule (3).

[letter no.6/37/57-AIS-II dated 18.11.1957]

**7. Transaction of movable property by the wife or by a member of the family of a moS from his/her won funds, need not be reported, however, transaction of immovable property in this regard need to be reported separately:** - A question was raised whether a transaction involving purchase of movable property exceeding Rs.2000/- in value by the wife or by an other member of the family of an All India service Officer, entirely from his/her funds, is required to be reported to the Government and whether such property should be included in the property return which the State Government may call for under sub rule (5).

2. It has been decided that such transaction in movable property need not be reported to the Government. As regards similar transactions in immovable property by the family members of an All India Services officers, while they are not required to be reported as and when they are entered into, they have to be included, as separate items in the returns of immovable property prescribed in sub-rule (2) .

3. As regards return which the State Government may prescribed under sub-rule (5), it is not, circumscribed by the provision of sub-rule(2). Thus, though there is no mention of the members of their families in the return prescribed by them under sub-rule (5).

[G.I. M.H.A. letter No. 16/33/59—AIS—(III), dated 9<sup>th</sup> September, 1959]

**8. Fixed deposits in banks from the savings of the salary of the moS need not be reported, but all purchases of Postal or National Saving Certificate exceeding Rs.2,000 in value need to be reported:** - The Government of India have decided that, while fixed deposits in a bank or deposit in a saving bank account made by a member of the Service from out of his salary or accumulated savings would not come within the scope of sub-rule (2), it would be necessary for the member to report to the Government all purchases of Postal or National Saving Certificate exceeding Rs.2,000 in value, from such accumulated savings or deposits in banks or post offices, as the Postal or National Saving Certificates come in the same category as insurance policies, shares, securities and debentures mentioned in Explanation I of rule 16(5).

[G.I., M.H.A. letter No. 16/59/59—AIS (III), dated 12<sup>th</sup> January, 1960.]

**9. Provisions of this rule apply to transactions, even though they are with persons outside the jurisdiction of a member of the Service or outside the State, on whose cadre he is borne:** - Provisions of this rule apply to transactions, even though they are with persons outside the jurisdiction of a member of the Service or outside the State, on whose cadre he is borne. In such cases, the procedure to be followed before grant of sanction approval to the purchase or sale of immovable property by the member is, that the State Government may ascertain from the local authorities, in the case of property situated within the State, whether the price to be paid or the sale price is reasonable in the case of sale or purchase of immovable property situated outside the State the State Government concerned may be addressed in the matter.

[G.I. MHA letter No. 8/4/60—AIS(III) dt. 30<sup>th</sup> January 1960.]

**10. Sanction of the Government is necessary for contribution towards construction of a building on a plot owned by a member of the family:** - A doubt was raised whether sanction of the Government was necessary where a member of the Service contributed towards the construction of a building on a plot of land owned by a member of his family.

2. Such a transaction would come within the scope of sub-rule (4) if the contribution in cash or kind exceeds Rs.2,000 in value. The requirement of this sub-rule should, therefore, be complied with by the officer.

[M.H.A. letter No. 8/6/61—AIS (III), dated 16<sup>th</sup> February, 1961.]

**11. Where a member of the Service enters into a transaction in immovable property with the Government no prior sanction is necessary.**

[M.H.A. letter No. 8/36/61—AIS (III), dated 25<sup>th</sup> August, 1961.]

**12. Construction/extension of a house financed entirely by a member of the family of the moS need not be reported:** - The intention behind the forms prescribed in Government of India's decision (4) above is that the immovable property that would be acquired during the construction/extension should be reported to the Government as required by sub-rule (4). If the construction/ extension is financed entirely by a member of the family of the officer, rule 16 would not be attracted and hence it would not be necessary for him to submit the reports; but where such construction/extension is financed wholly or partly by a member of the Service in his own name or in the name of any member of his family, reports will have to be submitted.

[M.H.A. letter No. 8/19/62—AIS (III), dated 15<sup>th</sup> March, 1962.]

**13. The Government of India have decided that a 'Co-operative Society' can be termed as a regular/reputed dealer for purposes of rules 16(3) and 16(4) of the All India Services (Conduct) Rules, 1968.**

[M.H.A. letter No. 8/69/62—AIS (III), dated 4<sup>th</sup> September, 1962.]

**14. Sub-rules (3) and (4) extend to gifts made by a member of the Service to his wife relative dependents etc. When a gift is made by a member of the Service to his relative or dependents the question of approaching a dealer or an agent would not arise. The proviso to sub-rules (3), (4) of rule 16 have therefore, no application where the nature of transaction is such as to exclude the possibility of the engagement of a dealer or agent. In view of this, a member of the Service need not obtain the prior permission of the Government for making gifts to his wife or relatives or any one else. It would suffice if he makes a report to the Government under rule 16(3) or 16(4) as the case may be for information.**

[Deptt. of Personnel and A.R. letter No. 9/15/71—AIS (III), dated 26<sup>th</sup> August, 1971.]

**15. Properties acquired by the members of the family of the moS from out of their own funds need not be included in the property return of the moS:** - Sub-rules (3) and (4) of rule 16 of the All India Services (Conduct) Rules, 1968, apply only to properties acquired etc. by the members of the Service either in their own names or in the names of the members of their families. In other words, the properties either acquired by the members of the families of the officers from out of their own funds or inherited by them would not attract the provisions of the rules. As such, the movable/ immovable properties owned, etc. by the members of the families of the officers, which are either inherited by them or acquired by them from out of their own funds, are not required to be included in the property returns envisaged in sub-rule (2) of rule 16 ibid

(Letter No 5/4/74—AIS (III), dated 21<sup>st</sup> February, 1974.)

**16. No prior permission is needed for acquiring any movable/immovable property by inheritance, but reported to the Government (if value exceeds Rs.2000/- in case of movable property) ;** - A question has arisen as to whether a member of All India Services should report to, or seek permission of, Government under sub-rule (3) and (4) of the rule 16 of the All India Services (Conduct) Rules, 1968 for acquiring immovable

and movable properties by inheritance. The following clarification is issued for the guidance of the State Government:—

16.2 Sub-rule 3 of rule 18 provided that no member of the Service shall, except with the previous knowledge of the Government: -

- (a) acquire any immovable property by lease, mortgage, purchase, gift or otherwise, either in his own name or in the name of the member of this family; or
- (b) dispose by lease, mortgage, sale, gift or otherwise any immovable property owned by him or held by him either in his own name or in the name of any member of his family.

The proviso below this sub-rule envisages that previous sanction of the Government shall be obtained by a member of the Service for entering into any such transaction if it is with a person having official dealings with him or otherwise than through a regular reported dealer.

3. The word 'or otherwise' occurring in the sub-rule could cover property acquired by a member of the Service by inheritance also. When a member of the Service inherits any immovable property, the question of approaching a dealer or agent would not arise and the proviso below this sub-rule will have no application in such types of transaction. A member of the Service need not, therefore, obtain prior permission of the Government for acquiring any immovable property by inheritance. He should, however, submit a report to the Government giving full details of the property so acquired.

3.1 Acquiring movable properties (including cash) by member of the Service by inheritance, would amount to transaction in movable property, for the purpose of sub-rule (4) of rule 16 *ibid*. In this type of transaction also, since the proviso below this sub-rule would have no application as member of the Service need not obtain prior sanction of the Government for acquiring any movable property (including cash) by inheritance. He should, however, report to the Government the details of the movable property (including cash) inherited by him if the value of such property exceeds rupees two thousand.

[D.P. & A.R. letter No. 5/19/74—AIS (III), dated 3<sup>rd</sup> July, 1974.]

**17. A member need not report to seek permission from the Government for depositing money in and receiving final payment from the Cumulative Time Deposit Account whether operated with a bank or a post office even if the amount in question exceeds Rs.2,000 and also deposits/withdrawals of amounts exceeding Rs.15,000/- from his back account:** - A question has been raised whether investment in Unit Trust of India, Treasury Savings Deposits, National Savings Certificates, Post Office Time Deposits etc. is a transaction in movable property for the purpose of sub-rule (4) of rule 16. It is clarified that sale or purchase of Units of Unit Trust of India, Treasury Savings Deposits, National Saving Certificates is a transaction in movable property if the value of any such transaction exceeds Rs.15,000 member of the service has to report to the Government about such transaction as provided for in sub-rule (4). Prior permission of the Government is not necessary for entering into such type of transactions. It has also been decided that a member of the Service need not report to seek permission from the Government for depositing money in and receiving final payment from the Cumulative Time Deposit Account whether operated with a bank or a post office even if the amount in question exceeds Rs.2,000.

2. Similarly, a member of the Service is not required to report to the Government about the deposits and withdrawals of amounts exceeding Rs.15,000 to and from his account in a bank.

[Deptt. of Personnel and A.R letter No. 5/32/74—AIS(III), dated 22nd November, 1974 and No. 11017/12/75—AIS(III), dated 14th July, 1975.]

**18. Procedure for prior permission for joining chit fund, taking life insurance policies, making fixed deposits in banks:** - A question has arisen whether:—

- (a) a member of an All India Service should obtain permission of the Government for joining chit fund;
- (b) a member of an All India Service should report to the Government or seek prior permission of the Government for taking life insurance policies; and
- (c) a member of the Service should obtain permission of the Government for making fixed deposits in banks.

The correct position is explained in the following paragraphs:

2. The subscriptions which a member of an All India Service gives to a chit fund would be a transaction in movable property within the meaning of sub-rule (4) of rule 16 of the All India Services (Conduct) Rules, 1968. If the annual subscription to the chit fund exceeds Rs. 2,000 a member of the Service has to report to the Government under the aforesaid rule previous sanction of the Government would be necessary only if the member of the service concerned has official dealings with the chit fund and if it is not a registered chit fund company. The amount that a member of the service may receive from the chit fund can be classified into two categories.

- (i) receiving the amount of the sum total of the contribution payable by all subscribers for any one instalment less the discount or commission payable to the Chit Fund company by bid before the expiry of the period upto which the subscription is to be made, and
- (ii) receiving the amount at the time of maturity.

2.1 As regard (i) above, since the amount received, by a subscriber from the chit fund by bid would be more than the amount subscribed by him and the difference will have to be made good by him by future subscriptions upto the total period of the chit fund, the amount received in such case would amount to loan received from the chit fund company. Since the chit fund company is not a banking company and the provisions of the Banking Regulations Act 1949 are not therefore, applicable to such companies, a member of the Service has to obtain permission of the Government under proviso to sub-rule (4) of rule 16 of the All India Services (Conduct) Rules, 1968 for receiving the money from the chit fund companies in such cases. As regards (ii) if the amount received from the chit fund exceeds Rs.2,000 a member of the Service has to report to the Government under sub-rule (4) of the rule 16 *ibid* because the amount received by him would not be exclusively the amount subscribed by him but would also include the commission payable by the chit fund company.

**3. As regards (b), a member of the Service need not obtain prior permission of the Government for taking a life insurance policy. He will have, however, to submit a report to the Government as laid down below:**

- (i) A member of the Service should submit a report to the Government while taking an insurance policy if the annual premium of it exceeds Rs.15,000/-. However, if the annual premium first determined is less than Rs.15,000/- but on conversion, it exceeds Rs.15,000/- a report to the Government is necessary at the stage. When he receives the sum assured as survival benefit/on maturity of the policy he need not submit any report to the Government.

- (ii) A member of the Service need not report to the Government while taking an insurance policy annual premium of which is less than Rs.2,000/-. He should however, submit a report to the Government as the time of receiving the sum assured as survival benefit/on maturity of the policy.

4. As regards (c) while fixed deposits in a bank or deposits in a Savings Bank account made by a member of the service from out of his salary or accumulated savings would not come within the scope of sub-rule (2), it would be necessary for the member of the service to report to the Government all purchase of Postal or National Savings Certificates exceeding Rs. 2,000 in value, from such accumulated Savings.

(M.H.A., letter No. 16/59/59—AIS(III), dt. 13-1-1960 read with DP. & AR. letter No. 5/8/73—AIS(III), dated 1-7-1974).

19. **No prior sanction of Government is necessary in transaction of immovable property with the State Housing Boards for purchasing flats etc., but the Government should be informed in advance:** - In cases of transactions in immovable property with the State Housing Boards in regard to purchase of residential flats etc. no prior sanction of the Government is necessary. However, the officers have to inform the Government in advance. Attention is also invited to Government of India decision 14 below rule 16 of the A.I.S. (Conduct) Rules, 1968 (reproduced at p. 104 of AIS Manual Part I corrected upto 1-8-1984).

(G.R. DP & AR O.M. No. D2456/83— AIS(III), dt. 3-12-1983.)

20. **Rental value of property exceeding Rs.10,000/- for a year to be shown in the annual property returns and rental value exceeding Rs.15,000/- need to be reported to the Government:** - A question has been raised whether the house/flat let out a member of All India Services, the rental value of which does not exceed 10,000/- p.m., is required to be reported to the Govt. It has been decided that the property return is filled on annual basis, therefore, if the rental value of property exceed Rs.10,000/- for a year, it is to be shown in the annual property returns. The rental value of the property exceeding Rs.15,000 it to be reported to the Govt.

(DP&T No. 11017/37/92 AIS(III), dated 2/9/92.)

21. **Powers of the Central Government in respect of IPS officers working in the Central Police Organisation in ranks upto D.I.G. shall be exercised by the heads of the organisations concerned under delegated powers:** - In exercise powers vested under rule 22 of the All India Services (Conduct) Rules, 1968, it has been ordered that the powers of the Central Govt. under sub-rule (4) of rule 16 of the All India Services (Conduct) Rules, 1968 in respect of I.P.S. officers working in the Central Police Organisation in ranks upto D.I.G. shall be exercised by the heads of the organisations concerned. Copies of sanctions issued in this regard will, however, be endorsed to the Ministry of Home Affairs (I.P.S. Section).

[Order No. 11017/22/78—AIS(III), dated 5-7-79.]

22. **transaction entered into by the officer on behalf of a Trust need to be reported to the Government if the moS or his wife is a Trustee:** - A question has been raised whether transactions made by a Trust are to be reported to the Govt. if the Trustee is a member of the All India Services or his wife is a Trustee—

2. It has been decided that any transaction entered into by the officer on behalf of the Trust will be dealt with under the All India Services (Conduct) Rules, 1968 as if the transaction(s) were entered into in his personal capacity. In other words, the provisions of the All India Services (Conduct) Rules, 1968 attract also the transactions entered into by the member of the Service on behalf of the Trust.

[Deptt. of Personnel & Trg. letter No. 11017/95/84—AIS(III), dated March, 1985]

23. **The moS, while reporting to the Govt. or seeking the permission of a transaction, has to indicate whether he has had any official dealings with the person with whom he has entered into or proposes to enter into the transactions in movable or immovable property:** - As per the existing provisions of Rules 16(3) of the AIS (Conduct) Rules 1968, a member of the service is not allowed either in his own name or in the name of any member of his family to acquire or dispose of any immovable property without the previous knowledge of the Government. It is also provided that previous sanction of the Govt. shall be obtained if any such transaction is with a person having official dealings with the person.

2. Attention is invited to this department's letter No. 5/18/73—AIS(III) dated the 20<sup>th</sup> July 1973 wherein it has been clarified that a member of the service has to obtain the previous sanction of Govt. in the following types of transactions:

- (i) transactions with persons having official dealings with the member of the services;
- (ii) transactions with persons having no official dealings with the member of the service.

3. When a member of the service reports to the Govt. or seeks the permission of a transaction, he has to indicate whether he has had any official dealings with the person with whom he has entered into or proposes to enter into the transactions in movable or immovable property. It is therefore for the Government to decide whether the transaction is in accordance with the provisions of the transactions thereon especially in regard to Rule 3(1) *ibid*, and to grant or refuse permission accordingly.

[letter No. 11017/95/84—AIS(III), dt. 4.5.1993]

24. **State Governments should ensure that every moS should furnish their annual property returns in respect of every calendar year, by the 31<sup>st</sup> January of the next year.** - In accordance with the provisions of Rules 16(2) of the AIS (Conduct) Rules, 1968, every member of the service is required to submit an annual return giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage, either in his own name or in person. It has been prescribed in Government of India's instruction Nos. 1 & 2 below Rule 16 *ibid* that the return of immovable property in form I shall be submitted by the members of the service on their first appointment to the service within a month of his appointment and subsequently in the month of January every year. The need for obtaining these returns regularly and making careful scrutiny of the same has also been reiterated from time to time.

2. It has however, been noticed that in many cases these returns are not being submitted on time. All State Governments etc. are therefore requested to ensure that the returns of immovable property are submitted by all members of the service under their control, in respect of every calendar year, by the 31<sup>st</sup> January of the next year. It may also be impressed upon them that failure on the part of the members of the Service to comply with the requirements of the aforesaid rules constitutes good and sufficient reason for institution of disciplinary proceedings against them.

[letter No. 11017/74/93—AIS(III) dated 4.1.94]

25. **All moS should scrupulously follow the provisions of this rule while submitting the property returns lapses of which would attract action under AIS(D&A) Rules, 1969:** - I am directed to refer to the provisions contained in sub-rule(1) and (2) of Rule 16 of the All India Services(Conduct) Rules, 1968 Rules in regard to submission of

immovable/movable and valuable property returns to be filed by the members of the All India Services and to state a review of the application of the said provisions has revealed certain short-falls, namely:

- a. While filling the annual immovable property returns, in some cases, officers had not initially furnished information of acquisition of property in the years when they were due but the return subsequently filed contained information of acquisition/disposal that had not been initially given.
- b. There have been cases where the returns have not been filled by officers in respect of the years when no property was acquired/disposed.
- c. There have been cases where property returns have not been filed even though the transactions have been taken place.
- d. Cases where property transactions have been duly reported to the administrative authorities and the relevant information recorded or the necessary permission obtained and the sources of funding such property fully explained but the annual property returns were not filled.
- e. Case where the intimation or permission required were not given to or asked for from the administrative authorities concerned and where the intimation has been given but full details of the sources of acquisition or the income from disposal have not been fully explained and the annual immovable property statements were not submitted.

2. After careful consideration of all the aspects involved in dealing with the above kinds of cases on receipt of complaints of allegations, the Government of India are of the considered view that the State Governments/Union Territories Administration should scrupulously follow the provisions contained in the All India Services(Conduct) Rules and orders issued thereunder in order to avoid instances of such cases, by bringing relevant portions thereof to the notice of the members of the All India Services.

3. Disciplinary action should invariably be taken against the officers concerned under the A.I.S.(D&A) Rules, 1969 in case of lapse. However, in the case of minor lapses such as those indicated in para (ii) and (iv), where the authorities are of the view that the lapses are minor and of technical in nature, a lenient view can be taken depending upon the circumstances of the case.

[letter No. 11017/33/92—AIS(III) dated 7.7.92]

**26. Prior sanction/report is required by a moS whenever entering into transaction under sub-rule 3 and 4 in prescribed forms:** - I am directed to say that the procedure for obtaining prior sanction or making a report about the transactions of property by a member of the Service under Rule 16(3) and 16(4) of AIS(Conduct) Rules in a prescribed forms has already been circulated to all State Governments vide this department's letter no.11017/46/86-AIS(III) dated 20.1.1987 (copy enclosed)

2. It has come to the notice of the Government that some state Governments have not followed the procedure prescribed in the above said circular. It is however, reiterated that whenever a member of Service enter into transaction under sub rule 3 and 4 or Rule 16 of the AIS(Conduct) Rules, 1968, he/she may obtain prior sanction or make a report, as the case may be, in prescribed forms, copies of which are attached.

[Letter no.11017/14/95-AIS(III) dated 16.05.1995]

*Copy of letter No.11017/46/86-AIS(III) dated 20.1.1987 regarding calling of a statement of movable or immovable property at any time*



1. I am directed to say that a question has been raised whether in addition to the return of assets and liabilities to be submitted at the time of initial appointment and the annual return of immovable property, the members of the Service can be asked to furnish, at any time, the details of movable or immovable property held by them or on their behalf. Attention in this regard is invited to sub-rule (5) of Rule 16 of the AIS(Conduct) Rules, 1968, which provides that the Government or any authority empowered by it in this behalf, may at any time, by general or special order, require a member of the Service to furnish a full and complete statement of such movable or immovable property held or acquired by him on his behalf or by any member of his family. The member of the Service can also be asked to indicate the means by which, or the source from which such property was acquired. The State Governments are requested to bring the above provisions to the notice of all administrative authorities with the advice that they may make use of these provisions, as and when considered necessary.

2. The question of streamlining the procedure for obtaining prior sanction or making a report about the transactions of property by the members of the Service under sub-rules (3) and (4) of Rule 16, has also been considered and it has been decided that all requests for obtaining prior sanction and making intimation about transaction in immovable and movable property may be made in the enclosed standard Forms I and II respectively. These forms contain the basic information required by the prescribed authority in all cases for considering a request for grant of permission or taking note of an intimation given by the Government servant. The prescribed authority concerned, if it so desires, may seek any additional information/clarification about the transaction entered into by the members of the Service, depending upon the fact and circumstances of the case.

3. The application for obtaining sanction or making prior intimation regarding construction of house or additions to the house will continue to be made in the form already prescribed.

4. The State Governments are requested to circulate these forms among all the authorities under their control, who are required to deal with the requests for grant of permission and receive intimation about transactions of property.

[Forms are given as Form-II and Form-III under heading of Forms]

## **GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 19**

**1. A *moS* who marries to a person other than Indian Nationality should intimate the facts to the Government and this aspect will be kept in view while deciding his posting:** - I am directed to say that a member of the All India Service who has married or marries a person other than of Indian Nationality shall forthwith intimate the fact to the Govt. under Rule 19(3) of the AIS(Conduct) Rules, 1968.

2. The Central Govt. had issued certain instructions on the subject vide O.M. No. 25/34(S)/67—Estt.(A) dated the 16<sup>th</sup> March, 1970. A copy thereof is sent herewith for the information of the State Govts. in dealing with such cases.

[DOP&T letter No. 11017/31/90—AIS(III) dated 16.10.90]

*Copy of MHA, DOP&T OM No. 24/34(S)/67—Estt(A) dt. 16.3.70 regarding Government servants marrying foreigners—Action to be taken*

The undersigned is directed to say that the question of Government servants marrying foreigners has been considered. So far as officers of the Indian Foreign Service are concerned, they are governed by the Indian Foreign Service (Conduct & Discipline) Rules, 1961, and orders on the subject issued by the Ministry of External Affairs. So as far as the Government servants working in or under other Ministries/Departments are concerned, it is considered that some security risk is likely to be involved when a Government servant has, as his wife a foreigner, especially if the foreigner belongs to a country with which India's relations are not quite happy and accordingly, this aspect has to be kept in mind while ordering the posting or transfer of the officer concerned. It has been decided that a provision should be made in the Conduct Rules to the effect that a Government servants who has married/marries a foreign national should inform the Government of such marriage and that the fact of such marriage should be kept on record in the character roll or personal file of the officer, so that this aspect is kept in view while deciding the posting of the officer. Amendment of the Conduct Rules will be issued separately. An officer having a foreigner as wife should not be appointed to a post, which is considered "sensitive". The above decision would also apply mutatis mutandis to the husbands of female Government servants.

#### **GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 20**

**1. *Every moS should scrupulously follow the rules relating consumption of intoxicating drinks and violation of this rule is a good and sufficient reason for taking disciplinary action against him and imposing any of the penalties specified in rule 6 of the All India Services (Discipline and Appeal) Rules, 1969: - Rule 20 of the All India Services (Conduct) Rule, 1968 provides that:—***

- (i) the members of the All India Services shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- (ii) he shall not be under the influence of any drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drinks or drugs;
- (iii) he shall not consume any intoxicating drink or drug in a public place;
- (iv) he shall not appear in a public place in a state of intoxication; and
- (v) he shall not use any intoxicating drink or drug to excess.

The rule further defines public place as any place or premises (including a conveyance) to which the public have, or are permitted to have, access whether on payment or otherwise.

2. The above provisions of the All India Services (Conduct) Rules, 1968, are of special importance in the context of the latest endeavour to reduce the consumption of alcoholic beverages and drug. While it is expected that every member of an a All India Services will scrupulously adhere to the provisions of the All India Services (Conduct) Rules, 1968, mentioned above, it is also expected of the disciplinary authorities to keep a strict watch on the conduct of members of the All India Services in regard to matter covered by the aforesaid Rule. Violation of any of the provisions of rule 20 of the All India Services (Conduct) Rules, 1968, will constitute a good and sufficient reason for taking disciplinary action against a member of the All India Service. While any of the penalties specified in rule 6 of the All India Services (Discipline and Appeal) Rules, 1969 can be

imposed on a member of an All India Service for good and sufficient reason after following the prescribed procedure the disciplinary authorities should take a very serious view of any violation of rule 20 of the All India Services (Conduct) Rules, 1968 and should not hesitate to impose the severest punishment on such members of the All India Service who are proved guilty of violating the said Rule.

[ DP & AR letter No. 11017/1/76—AIS(III), dated the 5th February, 1976]

**2. Definition of public places and special provisions for foreign Missions/visitors/tourists etc:** - Following points have been raised with reference to rule 20.

- (i) Whether the definition of Public place would include a club meant exclusively for members where it is permissible for the members to invite non-members as guests, and
- (ii) whether a hotel would be a public place or not for the purpose of the said rule.

2. The position in regard to the above two points is clarified as under:

- (i) The club of the nature mentioned above would be a public place not only for the non-member guests but also for members who may be the members of the All India Services.
- (ii) Drinking in the logging room in a hotel will not attract the provisions of rule 22 but drinking at the bar or restaurant where the public is permitted would attract the aforesaid rule.

3. In their letter No. 20—10/75—SD, dated 21-2-1976 to all Chief Secretaries copy of which was also forwarded to all Ministries and Departments the Department of Social Welfare had advised the State Governments to make certain special provisions in the interests of Foreign Missions, foreign visitors, Tourists and others, in the context of the programme for reducing consumption of alcoholic beverages. The special provisions are as follow :—

- (a) here need be no restriction on serving of liquor in the precincts of foreign embassies, foreign embassies may also be allowed to serve liquor in halls/lounges of hotels and clubs provided which halls/lounges are exclusively reserved or taken on by them to entertain a select number of invitees.
- (b) The exemption referred to in (a) above may also be extended to parties hosted by others in honour of foreigners, subject to the condition that the number of invites does not exceed 100, and these hosting such parties obtain permits from the Deputy Commissioner/District Magistrate concerned.
- (c) & (d) Clubs may be permitted to provide for service of drinks in their bar rooms only; beer, however, may be permitted to be served anywhere within the precincts of such clubs.
- (e) Alcoholic beverages may be permitted to be served in official parties hosted by the Government of India/State Governments on “closed lounges” in hotels, clubs etc., where important foreign visitors are required to be entertained.

4. A question has been raised whether consumption of intoxicating drinks by the members of All India Services in the place and under the circumstances mentioned in the preceding paragraph would amount to violation of Rule 20 of the All India Services (Conduct) Rules, 1968. The position is clarified below, Seriatim:—

- (a) In terms of the clarifications given in para 2 above a member of the All India Services cannot take drinks in the clubs or in the Halls/Lounges. However, where officers are required to attend official entertainments arranged by foreign Missions in Halls/Lounges of Hotel and Clubs, in the discharge of their official duties, taking drinks at such official entertainments will not attract rule 20 of the All India Services (Conduct) Rules, 1968, provided the places where the entertainments arranged are exclusively reserved or taken on hire by the Foreign Mission to entertain a select number of invitees.
- (b) The clarification at (a) above would apply to the circumstance also, subject to the condition that the parties are hosted by Government or any organisation controlled by Government, like autonomous bodies, public sector undertakings, etc.
- (c) & (d) Members of the All India Services will not be exempt from the operation of rule 20 of the All India Services (Conduct) Rules, 1968 in the places and circumstances, referred to.
- (e) The provisions of Rule 20 of the All India Services (Conduct) Rules, 1968 would not apply to the members of the All India Services invited to such parties in their official capacity.

[DP & AR letter No. 11017/66/76—AIS(III), dated 18<sup>th</sup> January, 1977]

**3. Members of the All India service should refrain from consuming intoxicating drinks even at official parties arranged by Foreign Mission whether in the Mission premises or in halls-lounges exclusively reserved:** - In the context of the present policy of the Government aimed at progressive introduction of prohibition in the country the position regarding consumption of intoxicating drinks by Government servants has been reviewed. In partial modification of paragraph 4(a), (b) and (c) of this Department's letter dated the 18<sup>th</sup> January, 1977, referred to in the above paragraph it has been decided that members of the All India service should refrain from consuming intoxicating drinks even at official parties arranged by Foreign Mission whether in the Mission premises or in halls-lounges exclusively reserved. The same position would obtain in respect of consumption of intoxicating drinks at parties arranged by Government or semi-Government Organisations where foreigners are entertained or at similar parties hosted by others.

[DP & AR letter No. 11017/62/77—AIS(III), dated 9-1-1978]

**4. Members of the All India Services should strictly comply with the provisions contained in rule 20 relating to the consumption of intoxicating drinks and drugs:** - The Home Minister in his D.O. letter No. 11013/3/84—Estt.(A), dated 30<sup>th</sup> March, 1984 to the Chief Ministers of the States has emphasised the need for the Government servants, serving both under the Central Government and under the State Governments, to observe scrupulously and abide by any law relating to intoxicating drinks or drugs.

2. The members of the All India Services should strictly comply with the provisions contained in rule 20 of the All India Services (Conduct) Rules, 1968 relating to the consumption of intoxicating drinks and drugs. Besides, there are also detailed executive instructions about the role of disciplinary authorities in enforcing compliance by the members of the All India Services, with the rules and orders on the subject.

[D.O. letter No. 11017/23/84—AIS(III), dated the 31<sup>st</sup> May, 1984 from Secretary, MHA, Deptt. of Personnel & AR to the Chief Secretaries of All India Services].

## **GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 22**

**1. Delegation of certain powers of the Central Government under these Rules to the Ministries/Departments of the Government of India:** - Power of the Central Government under rules 4, 6, 8, 11, 12, 14,15, 16(3), 16(4) and 16(5) of the All India Services (Conduct) Rules, 1968 have been delegated to each Ministry/Department in respect of members of the Service working in or under them.

2. It has been decided in partial modification of the instructions contained in the said O.M. No. 9/4/69—AIS(III), dated 23.1.1969 that reports submitted for information under Rule 16(4) of the All India Services(Conduct) Rules, 1968 may be submitted, in the cases of officers of the level of Joint-Secretary to the Additional Secretary/Secretary and in the cases of officers of the level of Additional Secretary to the Secretary in the Administrative Ministry concerned; in the cases of officers of the level of Secretary, may be submitted to the Minister, in-Charge of the Ministry/Department.

[DP & Trg. O.M. No. 11017/18/85—AIS(III), dated 17-6-85.]

**2. Delegation of powers of the Central Government under rule 5(2) and rule 15(2) to the Ministries/Departments of the Government of India:** - In continuation of the Ministry of Home Affairs O.M. No.9/4/69—AIS(III), dated the 23<sup>rd</sup> January, 1969, it has been decided to delegate to Ministries/Departments, the powers of the Central Government under sub-rule (2) of Rule 5 and sub-rule (2) of Rule 15 of the All India Services (Conduct) Rules, 1968, in regard to All India Services Officers working in or under them.

2. If on submission of a report under sub-rule (2) of Rule 5 or sub-rule (2) of Rule 15 of the All India Services (Conduct) Rules, 1968, it is proposed to take any action in relation to such reports, the matter maybe referred to this Department in the case of Indian Administrative Service officers, to the Ministry of Environment & Forests in the case of Indian Forest Service officers and the Ministry of Home Affairs in the case of Indian Police Service officers.

[DP & AR letter No. 11017/63/77—AIS(III), dated 22-3-78.]

Copy of the letter No. 11017/07/2008-AIS-III dated 01/07/2008 addressed to the Chief Secretaries of all States/Union Territories

Subject: - Acceptance of part-time employment by the members of the All India Services.

It has come to the notice of this Department that there is some doubt about allowing members of the All India Services to accept part-time employment in other Government, quasi-Government or an autonomous body not controlled by the Government or a private body. Such employment, even though it is outside office hours, is contrary to the principle embodied in rule 13(1) of the All India Services (Conduct) Rules, 1968, which stipulates that no member of the Service shall except, with the previous sanction of the Government, engage directly or indirectly in any trade or business, or negotiate for or undertake, any other employment.

2. Allowing a member of the Service to take part-time employment before/after office hours in other organisations may result in some deterioration in his efficiency because if he does part-time work in addition to his full working hours in his office, he may not get sufficient time for rest and recreation and will, therefore, be unable to give undivided attention to his work even during office hours. Moreover, such part-time work by members of All India Services leads generally to depriving unemployed people of work, which they would otherwise have got.

3. Having regard to all these considerations, it has been decided that while the competent authority may permit a member of the Service to undertake work of a casual or occasional character, a whole time member of the Service should not ordinarily be allowed to accept any part-time employment whether under Government or elsewhere, even though such employment may be after office hours.

4. These instructions may please be brought to the notice of all the members of the All India Services.

Copy of the D.O. letter No. No.11017/04/2010-AIS-III dated 03/03/2010 from Cabinet Secretary addressed to the all Secretaries of the Government of Indian and Chief Secretaries of all States/Union Territories

Observance of ethics by Civil servants-Letter of Cabinet Secretary to Secretaries of all Ministries/Departments of the Government of India.

Of late there have been some disturbing incidents which call for serious introspection by civil servants. It is important that we ponder over the manner in which we discharge our duties and fulfil our responsibilities and what we need to do to refurbish our image.

2. Civil servants are appointed on the basis of a fair and open competition. We must respond in full measure to the faith that citizens have reposed in us and meet their hopes and aspirations of good governance. Integrity, honesty, objectivity, impartiality, transparency, accountability and devotion to duty are the core values which civil servants should cherish and which should form an integral part of our decisions and actions.

3. The issue of corruption needs to be addressed fairly and squarely. The Government's policy of zero tolerance for corruption must be implemented fully and effectively. Preventive vigilance should be strengthened. Transparency must be introduced in decision making and in all our systems. Stringent action must be taken against officers found guilty. Disciplinary proceedings must be expedited.

4. We need to stand by and uphold our core values. Senior officers must set an example and mentor their colleagues. The Civil Services must work wholeheartedly to provide good governance.

5. Please share these sentiments with all officers. Let us resolve to serve the nation and the citizens in a committed manner.

Government of West Bengal  
Home Department, Protocol Branch  
Nabanna, 325, Sarat Chatterjee Road  
PS. Shibpur, Howrah – 711 102

PHOTO  
(Except  
Digital  
Photo)

AUTHENTICATION SLIP FOR IDENTITY CARD  
(To be filled in Capital Letters)

1. NAME : \_\_\_\_\_
2. ADDRESS : \_\_\_\_\_
3. DATE OF BIRTH : \_\_\_\_\_
4. ID NO. : \_\_\_\_\_
5. BLOOD GROUP : \_\_\_\_\_
6. SERVICE : \_\_\_\_\_
7. DESIGNATION : \_\_\_\_\_
8. YEAR OF ALLOTMENT : WB \_\_\_\_\_
9. TEL. NO. : OFF \_\_\_\_\_ RES. \_\_\_\_\_  
MOB \_\_\_\_\_

\_\_\_\_\_  
Holder's Signature (Don't touch the line)

\_\_\_\_\_  
Signature of Issuing Authority

**FOR OFFICE USE ONLY**

10. DATE OF ISSUE : \_\_\_\_\_ VALIDITY \_\_\_\_\_
11. IDENTITY CARD NO. : \_\_\_\_\_

Date : \_\_\_\_\_



F O R M No. 8

NOMINATION FOR BENEFITS UNDER THE CENTRAL GOVERNMENT EMPLOYEES  
GROUP INSURANCE SCHEME, 1980

*When the Government servant has family and wishes to  
nominate one member or more than one member, thereof*

I, .....hereby nominate the person(s) mentioned below who is/are member(s) of my family, and confer on him/them the right to receive, to the extent specified below any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980 in the event of my death while in service of which having become payable on my attaining the age of superannuation may remain unpaid at my death:-

Name and addresses of nominee/nominees	Relationship with the Govt. Servant	Age	*Share of amount to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address, relationship of persons, if any, to whom the right of the nominee shall pass in the event of the nominee predeceasing the Government Servant
1					
2.					
3.					

N.E. The Government servant should draw line across the blank space below his last entry to prevent insertion of any name after he has signed

Dated, this ..... day of.....20 at .....

*Signatures of the witnesses*

1.....

2.....

\_\_\_\_\_  
(Signature of Government Servant)

Name in block letter.....

Designation.....

SIGNATURE OF

HEAD OF OFFICE

\*This column should be filled in as to cover the whole amount that may be payable under the Insurance Scheme

**NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY**

I.....herby, nominate the person/persons mentioned below who is/are members of family, and confer on his/them the right to receive, to the extent specified below, any gratuity payment of which may be authorized by the Central government in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement my remain unpaid at death:-

Original			Nominee(s)
Name & Address of nominee	Relationship with the Govt. Servant	Age	Amount or share of gratuity payable to each.*
1	2	3	4

Alternate Nominee(s)	
5	6
Name, address, relationship and age of the person Or persons, if any, to which the right conferred on The nominee shall pass in the event of the nominee Predeceasing the Govt. Servant or the nominee dying After the death of the Govt. Servant by before Receiving payment of gratuity.	Amount or share of gratuity payable to each***

\*This column should be filled in so as to cover the whole amount of the gratuity.

\*\*\*The amount/share of the gratuity shown in this column should cover the whole amount/share payable to the original nominee.

This nomination supercedes the nomination made by me earlier on .....which stands cancelled.

Note:- (a) The Government Servant should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed.

(b) Strike out which is not applicable.

Dated this.....day of .....2003at.....

Witness to Signature

- 1.
- 2.

Signature of Govt. Servant

Emp. Code.....

Designation.....

Email Address.....

Tel .....Intercom.....

**(To be filled by Head of Office)**

**Nomination by.....**

**Designation.....**

**Office.....**

**Signature of Head of Office**

**Date.....**

**Designation.....**

**Acknowledgement receipt of this nomination**

**To,**

.....  
.....  
.....

Sir,

In acknowledging the receipt of your nomination, dated the..... Cancellation, dated the..... Of the nomination made earlier in respect of gratuity in form.....I am to state that it has been duly placed on record.

Place:

Dated:

Signature of Head of Office

(Designation)

Note:- The Government Servant is advised that it would be in the interest of his nominees if copies of the nominations and the related notices and acknowledgements are kept in safe custody so that they may come into the possession of the beneficiaries in the event of his death.

**Government of West Bengal**  
Department of Personnel and Administrative Reforms & e-Governance  
IAS Cell.  
Nabanna.  
325, Sarat Chatterjee Road. Howrah-711102.

No. 1813-PAR(IAS) /Comnr/29/2016

Date: 26/07/2017

**NOTIFICATION**

The Governor is pleased to order that the recommendation of the Seventh Central Pay Commission relating to grant of House Rent Allowance (HRA) to Central Government employees, as notified vide OM no. 2/5/2017-E-II(B) dated 7<sup>th</sup> July 2017, by the Ministry of Finance, Department of Expenditure, Government of India, shall be implemented in respect of IAS Officers of West Bengal Cadre at the prescribed rate with effect from the prescribed date, as mentioned therein.

A copy of the said OM order is being sent to all concerned.

This issues with the concurrence of Finance Department vide their U.O. no. Group P2/2017-2018/0399 dated 26/07/2017

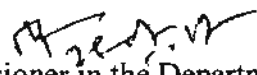
Sd/-  
(P.K.Mishra.)  
Secretary to the Govt. of West Bengal.

No. 1813/1(9)-PAR(IAS) /Comnr/29/2016

Date : 26/07/2017

Copy with copy of enclosure forwarded to :-

1. Addl. Secy/Pr. Secy/Secy.....Deptt.
2. The Commissioner.....Division. with the request to kindly circulate this all concerned under his jurisdiction.
3. The Director of Treasuries. W.B. with the request to kindly circulate this all Treasuries
4. A.G.(A&E) W.B.
5. The OSD & Under Secretary. Govt. of W.B.
6. Sr.PS. to Chief Secy Govt. of W.B.
7. Registrar & DDO of this Deptt.
8. S.R & A/cs Cell of this Deptt.
9. The Commissioner (IT Cell) of this Deptt. with the request to kindly make necessary arrangement for uploading this in the departmental website.

  
Commissioner in the Department.

No. 2/5/2017-E.II(B)  
Government of India  
Ministry of Finance  
Department of Expenditure  
\*\*\*\*\*

New Delhi, 7<sup>th</sup> July, 2017.

**OFFICE MEMORANDUM**

**Subject:- Implementation of recommendations of the Seventh Central Pay Commission relating to grant of House Rent Allowance (HRA) to Central Government employees.**

\*\*\*

Consequent upon the decision taken by the Government on the recommendations of the Seventh Central Pay Commission, the President is pleased to decide that, in modification of this Ministry's O.M. No.2(37)-E.II(B)/64 dated 27.11.1965 as amended from time to time, O.M. No.2(13)/2008-E.II(B) dated 29.08.2008 and O.M. No.2/5/2014-E.II(B) dated 21.07.2015, the admissibility of House Rent Allowance (HRA) shall be as under:-

Classification of Cities/Towns	Rate of House Rent Allowance per month as a percentage of Basic Pay only
X	24 %
Y	16 %
Z	8%

2. The rates of HRA will not be less than Rs.5400/-, 3600/- & 1800/- at X, Y & Z class cities respectively.
3. The rates of HRA will be revised to 27% 18% & 9% for X, Y & Z class cities respectively when Dearness Allowance (DA) crosses 25% and further revised to 30%, 20% & 10% when DA crosses 50%.
4. The term "basic pay" in the revised pay structure means the pay drawn in the prescribed pay levels in the Pay Matrix and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP), etc. or any other type of pay like special pay, etc.
5. The list of cities classified as 'X', 'Y' and 'Z' vide DoE's O.M. No.2/5/2014-E.II(B) dated 21.07.2015, for the purpose of grant of House Rent Allowance is enclosed as Annexure to these orders.
6. Special orders on continuance of HRA at Delhi ("X" class city) rates to Central Government employees posted at Faridabad, Ghaziabad, NOIDA and Gurgaon, at Jalandhar ("Y" class city) rates to Jalandhar Cantt., at "Y" class city rates to Shillong, Goa & Port Blair and HRA at par with Chandigarh ("Y" class city) to Panchkula, S.A.S. Nagar (Mohali) which have been allowed to continue vide Para '4' of this Ministry's O.M. No.2/5/2014-E.II(B) dated 21.07.2015 and O.M. No. 2/2/2016-E.II(B) dated 03.02.2017, shall continue till further orders.
7. All other conditions governing grant of HRA under existing orders, shall continue to apply.
8. **These orders shall be effective from 1<sup>st</sup> July, 2017.**
9. The orders will apply to all civilian employees of the Central Government. The orders will also be applicable to the civilian employees paid from the Defence Services Estimates. In respect of Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and the Ministry of Railways, respectively.
10. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

Hindi version is attached.



(Annie George Mathew)  
Joint Secretary to the Government of India

To

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to: C&AG and U.P.S.C., etc. as per standard endorsement list.

To O.M. No.2/5/2017-E.II(B) dated 07.07.2017.

**LIST OF CITIES/TOWNS CLASSIFIED FOR GRANT OF  
HOUSE RENT ALLOWANCE TO CENTRAL GOVERNMENT EMPLOYEES**

Sl. No.	STATES/ UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
1.	ANDAMAN & NICOBAR ISLANDS	—	—
2.	ANDHRA PRADESH/ TELANGANA	Hyderabad (UA)	Vijayawada (UA), Warangal (UA), Greater Visakhapatnam (M.Corpn.), Guntur (UA), Nellore (UA)
3.	ARUNACHAL PRADESH	—	—
4.	ASSAM	---	Guwahati (UA)
5.	BIHAR	---	Patna (UA)
6.	CHANDIGARH	---	Chandigarh (UA)
7.	CHHATTISGARH	—	Durg-Bhilai Nagar (UA), Raipur (UA)
8.	DADRA & NAGAR HAVELI	—	—
9.	DAMAN & DIU	---	---
10.	DELHI	Delhi (UA)	
11.	GOA	---	---
12.	GUJARAT	Ahmadabad (UA)	Rajkot (UA), Jamnagar (UA), Bhavnagar (UA), Vadodara (UA), Surat (UA)
13.	HARYANA	---	Faridabad*(M.Corpn.), Gurgaon*(UA)
14.	HIMACHAL PRADESH	---	---
15.	JAMMU & KASHMIR	---	Srinagar (UA), Jammu (UA)
16.	JHARKHAND	—	Jamshedpur (UA), Dhanbad (UA), Ranchi (UA), Bokaro Steel City (UA)
17.	KARNATAKA	Bengalore/Bengaluru (UA)	Belgaum (UA), Hubli-Dharwad (M.Corpn.), Mangalore (UA), Mysore (UA), Gulbarga (UA)
18.	KERALA	—	Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA), Thrissur (UA), Malappuram (UA), Kannur (UA), Kollam (UA)
19.	LAKSHADWEEP	---	---
20.	MADHYA PRADESH	—	Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA), Ujjain (M. Corpn.)

Sl. No.	STATES/ UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
21.	MAHARASHTRA	Greater Mumbai (UA), Pune (UA)	Amravati (M. Corpn.), Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Solapur (M. Corpn.), Kolhapur (UA), Vasai-Virar City (M. Corpn.), Malegaon (UA), Nanded-Waghala (M. Corpn.), Sangli (UA)
22.	MANIPUR	---	---
23.	MEGHALAYA	---	---
24.	MIZORAM	---	---
25.	NAGALAND	---	---
26.	ODISHA	---	Cuttack (UA), Bhubaneswar (UA), Raurkela (UA)
27.	PUDUCHERRY (PONDICHERRY)	---	Puducherry/Pondicherry (UA)
28.	PUNJAB	---	Amritsar (UA), Jalandhar (UA), Ludhiana (M. Corpn.)
29.	RAJASTHAN	---	Bikaner (M. Corpn.), Jaipur (M. Corpn.), Jodhpur (UA), Kota (M. Corpn.), Ajmer (UA)
30.	SIKKIM	---	---
31.	TAMIL NADU	Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirappalli (UA), Madurai (UA), Erode (UA)
32.	TRIPURA	---	---
33.	UTTAR PRADESH	---	Moradabad (M. Corpn.), Meerut (UA), Ghaziabad* (UA), Aligarh (UA), Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur (UA), Varanasi (UA), Saharanpur (M. Corpn.), Noida* (CT), Firozabad (NPP), Jhansi (UA)
34.	UTTARAKHAND	---	Dehradun (UA)
35.	WEST BENGAL	Kolkata (UA)	Asansol (UA), Siliguri (UA), Durgapur (UA)

\* Only for the purpose of extending HRA on the basis of dependency.

**NOTE**

The remaining cities/towns in various States/UTs which are not covered by classification as "X" or "Y", are classified as "Z" for the purpose of HRA.

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**W.B. Form No. 2395**

**APPLICATION FOR LEAVE**

Note: Items 1 to 10 must be filled in by all applicants,  
Whether Gazetted or Non – Gazetted.  
Item 12 applies only in the case of Gazetted Officers.  
Item 13 & 14 apply only in the case of Non – Gazetted Officers.

1. Name of applicant :
2. Leave Rules applicable :
3. Post Held :
4. Department or Office :
5. Pay :
6. House allowances, Conveyance allowance or  
other Compensatory allowance drawn in the  
present post. :
7. Nature and period of leave applied for and date  
from which required.
8. Ground on which leave is applied for :
9. Date of return from last leave and the nature and  
period of the leave :
- 10.a) I undertake to refund the differences the leave  
salary drawn during leave on average pay/commuted  
leave & that admissible during leave & on half  
average pay/half pay leave which would not have  
been admissible had the proviso to [ rule 184 (b)/  
rule 172(c)(iii) of the W.B.S.R. Part – I ] not been  
applied in the event of my retirement from service  
at the end or during the currency of the leave. :
- b) I undertake to refund the leave salary drawn  
during leave not due which would not have been  
admissible had the rule 184(c)/173 of W.B.S.R.  
Part – I not been applied in the event of my  
Retirement from service at the end of during the  
currency of the leave. :

Date:

Signature of applicant

11. Remarks and/or recommendation of the  
Controlling Officer :

Date:

Signature:  
Designation:



: 2:

12. Report of the Audit Officer :

Signature :

Designation :

13. Statement of Leave granted to applicant previous :  
previous of this application

Nature of Leave	In current year	During past year	Total
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Privilege/on average pay Extend

On average pay on M.C./ Commuted

On half average pay/half pay

Not due

On question average pay

Extraordinary

Total :

14. Certified that leave on ..... average pay for .....

Earned Leave

months and ..... days from ..... to ..... is admissible

..... under article/rule ..... of .....

Date :

Signature :

Designation :

If the applicant is drawing any compensatory allowance the sanctioning authority should state whether on expiry of leave he is likely to return to the same post or to another post carrying similar allowance.

15. Order of the sanctioning authority.

Date :

Signature:

Designation :

**Government of West Bengal  
Finance Department  
Audit Branch**

No. 1069-F(Y).

Kolkata, the 3<sup>rd</sup>. February, 2012.

**NOTIFICATION**

**Sub: Implementation of the New Pension Scheme for members of the All-India Services joining on or after 01/01/2004 and borne on West Bengal Cadre.**

The Department of Personnel and Training (DoPT), Government of India vide letter No. 25014/14/2001-AIS(II) DoPT, GOI, dated: 08.09.2009 has issued the detailed guidelines for the implementation of **New Pension Scheme for members of the All India Services including those joining in the State Cadre on or after 01.01.2004.**

The pension of the members of the All India Services appointed on or after 1.1.2004 is regulated by the new Defined Contribution Pension Scheme (known as the New Pension Scheme) notified by the Ministry of Finance (Department of Economic Affairs) Government of India vide their O.M. No. 5/7/2003- ECB 2 PR dated 22.12.2003. On introduction of the New Pension Scheme, the All India Service (Death Cum retirement Benefit) Rules, 1958 and the All India Service (Provident Fund) Rules, 1955 were amended on 7.02.2004 & 17th May 2004 respectively. Under the amended Rules, benefits of the old Defined Benefit Pension Scheme and of GPF are not available to the members of the service appointed on or after 1.1.2004. .

As per guidelines of the New Pension Scheme (NPS) all State Governments would be required to designate a State Nodal Officer (SNO) at the State capital for all NPS related activities. District Treasury Officer (DTO)/Treasury Officer (TO) would be entrusted the responsibility of deducting the amount of employee's subscription from the salary of the AIS subscriber and would forward the same consolidatedly to the State Nodal Officer. The salary bills and the bills for Government contribution will be passed by TOs after exercising the checks prescribed under financial rules and Treasury Manual for subsequent transfer to the Trustee Bank by the SNO.

**It is now required to bring the members of the All India Services (AIS) i.e. the Indian Administrative Service, the Indian Police Service and the Indian Forest Service, borne on West Bengal cadre and who have joined the All India Service on or after 01.01.2004 under the ambit of the New Pension Scheme.** For this purpose it is necessary to detail the procedure of operationalising the NPS for the All India Service Officers borne on the State of West Bengal, and define the roles and responsibilities of various stakeholders in the New Pension Scheme.

**Considering the above stated guidelines of Govt. of India , the Governor is pleased to prescribe the following procedures for the implementation of the 'New Pension Scheme' [NPS] of the Government of India applicable for the All India Service [AIS] Officers borne on West Bengal Cadre on or after 01.01.2004.**

**1. Applicability of the New Pension Scheme as announced by the Government of India for new entrants to the All India Services borne on West Bengal cadre:**

a) New Pension Scheme [NPS] shall be mandatory for all new recruits of the All India Services [AIS], who have joined on or after 01.01.2004 and have been borne on West Bengal cadre.

b) The New Pension Scheme will work on a defined contribution basis and will have two tiers – Tier I and II. Contribution to Tier I will be mandatory for all members of

All India Services joining the All India Service on or after 1/1/2004, whereas Tier II will be optional and at the discretion of members of All India Service.

c) On amendment of the All India Service (Death cum Retirement Benefit) Rules, 1958 and the All India Service (Provident Fund) Rules, 1955, the benefits of the Defined Benefit Pension and General Provident Fund shall not be available to the new recruits. The AIS Officer who is covered under NPS but so far contributed to General Provident Fund/or any other fund or account, his entire contribution to the General Provident Fund Accounts/ or any other fund or account shall be refunded to him by the concerned DDO in consultation with the DTA and Office of the Pr, A.G.(A&E) WB and that amount may be deposited by the concerned AIS Officer for payment of backlog contribution to the NPS.

d) The deductions towards Group Insurance will, however, continue to be made from the salary of new members of the AIS joining the service on or after 01/01/2004

e) In Tier-I the members of All India Service will make a monthly contribution of 10% of the Basic Pay (which means Band Pay and Grade Pay) and Dearness Allowance (Dearness Pay if applicable), which will be deducted from his/her salary every month by the concerned Drawing & Disbursing Officer towards pension. The monthly contribution shall be rounded off to the next rupee. This would be matched by the State Government through monthly contribution in the same quantum.

f) The Tier-I contributions and investment returns thereon shall be deposited in a non-withdrawable Pension Tier-I Account.

g) In addition to the above Pension account, each officer may also have a Voluntary Tier-II withdrawable account at his/her option. Government shall make no contribution into this account. However, the officer shall be free to withdraw part or the entire money from Tier-II account any time. This withdrawable account shall not constitute pension investment and would attract no special tax treatment. No amount shall be deducted from the salary on account of contribution to Tier-II; the Officer concerned shall make own arrangement for contribution to Tier-II.

h) The officers under the New Pension Scheme shall normally exit at the age of superannuation [60 years] from the Tier-I account. At exit, the officer shall be mandatorily required to invest 40% of pension wealth to purchase an annuity from an IRDA regulated Life Insurance Company. The annuity shall provide for pension for the life time of the officer and his/her dependent parents & his/her spouse. The officer shall receive a lump sum of the remaining pension wealth which he/she would be free to utilize. In the case of officers who leave the scheme before attaining the age of superannuation, the mandatory annuitisation shall be 80% of the pension wealth.

i) The State Service Officers appointed to the IAS/IPS/IFS by way of promotion/selection, who are already covered under the old pension scheme will continue to be governed by the old pension scheme.

j) The effective date for operationalisation of the New Pension Scheme (NPS) shall be from the 1<sup>st</sup> day of January 2004.

k) The rules and regulations for the management of NPS, implemented for the All India Service Officers of West Bengal cadre, will entirely be governed as per the directions of the Government of India from time to time.

l) The Government of West Bengal has entered into agreements with the National Securities Depository Limited (NSDL) for operationalisation of NPS for the All India Service officers. The pension funds of members of the All India Service would be managed by pension fund managers nominated by the Pension Fund Regulatory Development Authority (PFRDA) and the records would be maintained by a Central Record Keeping Agency, the National Security Depository Limited (NSDL). The

Government of West Bengal has entered into an agreement with the NPS Trust (PFRDA).

**2. Procedure for drawing of Salary Bill of AIS Officers covered under NPS:**

a) The concerned Drawing & Disbursing Officers [DDO], where the IAS or IPS or IFS Officers covered under NPS is posted, shall draw their salary bill as usual. **The salary of the officers covered under NPS only shall be drawn in separate bill.** The Net Salary amount of the concerned AIS Officers covered under NPS shall be paid to their respective Bank Accounts as per the e-Payment of Salary Scheme of the State Government.

b) The Government Contribution under NPS shall also be drawn by the concerned DDO, so mentioned at para 2(a) above. The Government contribution shall be drawn in the Transfer-Credit Bill Form [T.R. Form No.43] as per procedure laid down in 13(c) of this order. The Government contribution can be drawn in anticipation of allotment. The DDO shall submit the Salary Bill and the Bill for Government's matching Contribution under NPS at a time.

c) The salary bills of Indian Forest Service Officers covered under NPS shall be drawn from the Treasury/Pay & Accounts Office. For this purpose new DDO(s) linked with concerned Treasuries/Pay & Accounts Offices shall be created by the concerned Administrative Department i.e. Forest Department after observing the necessary formalities and procedures as prescribed at para 4.018 and para 4.019 of the West Bengal Treasury Rules, 2005. The Forest Department shall take up the matter with the appropriate authorities including o/o the Pr. Accountant General (A&E) WB for declaration of new DDOs to draw the salary bill of the IFS Officers.

d) The relevant provisions of the West Bengal Treasury Rules, 2005, which are not in consistent with the provisions as mentioned at para 2(c) above shall be amended in due course.

**3. State Nodal officer (SNO) for NPS:**

The Director of Treasuries & Accounts, West Bengal [DTA] has been designated as the State Nodal Officer [SNO] responsible for the overall implementation of the NPS for the All India Service Officers, vide this Department's Memorandum No.1120-F (Pen) dated 15.12.2009.

**4. Setting up of the NPS Implementation Cell or NPS Cell by the SNO (DTA):**

A Cell (NPS Cell), headed by a Joint Director of Treasuries & Accounts, shall be formed under the Directorate of Treasuries & Accounts for the implementation of the New Pension Scheme under the overall control and supervision of the State Nodal Officer i.e. Director of Treasuries & Accounts. This NPS Cell shall implement the NPS for the AIS Officers too along with its present functions.

**5. Registration with NSDL:**

a. Director of Treasuries & Accounts (DTA), as State Nodal Officer (SNO), shall apply for registration with NSDL which is the Central Record keeping Agency (CRA) for NPS by submitting duly filled Registration Form prescribed by the CRA as Annexure N1.

b. The concerned Treasury Officers/Pay & Accounts Officers (TO/PAO) shall apply through DTA, the State Nodal Officer, for registration with NSDL, by submitting duly filled Registration Form prescribed by the CRA as Annexure N2.

c. The concerned Drawing and Disbursing Officers (DDO) shall apply for registration with NSDL through the linked TO/PAO and the DTA, after due verification of their Forms by the concerned controlling authority of the Office. The DDO shall apply in Registration Form prescribed by the CRA as Annexure N3.

d. The AIS officers covered under NPS shall apply for registration with NSDL through the DDO, TO/PAO and DTA, after due verification of their Forms by the concerned Cadre Controlling Departments. The AIS officers shall apply in Registration Form '**Application for Allotment of Permanent Retirement Account Number**' [PRAN] prescribed by the CRA as Annexure S1.

e. NSDL will allot unique NPS Registration Numbers to the DDOs, TOs/PAOs, DTA and Permanent Retirement Account Number (PRAN) to the All India Service officers (subscribers for NPS). The unique NPS Registration Numbers and PRANs shall be recorded by the DDOs. These unique NPS Registration Numbers and PRANs should be mentioned in every NPS schedule submitted to the Treasury or the NPS Cell.

**6. Contributions to be made to the NPS:**

a. The monthly contribution of the officer and the matching State Government contribution to Tier-I account would be as indicated at Para 1(e).

b. The contributions through salary deductions shall become due from the salary of the month, following the month in which the Government servant has joined the service. No recovery shall be made for the month of joining.

c. The mode of remitting contributions to the Trustee Bank (Bank of India) and uploading information to the CRA (NSDL) shall be a centralized one, wherein the DTA-NPS Cell shall be the nodal office. They shall upload details to the CRA and deposit the contributions of the officers and the Government to the Trustee Bank (Bank of India).

**7. Payment of Current Contribution:**

a. The current contributions to the NPS for All India Service officers shall commence from the salary month February 2012, payable in March 2012, on completion of the registration of the eligible officers with the CRA [NSDL]. In case the registration is delayed beyond February 2012, the regular contributions shall commence from the month, in which registration with the CRA is completed.

b. The details of the current contribution by the officers in Tier-I and the matching contribution by the Government in Tier-I will be provided in the NPS Schedule-I & NPS Schedule-II and attached to the salary bill and Government Contribution Bill respectively by the DDO.

**8. Payment of Officer Backlog Contribution:**

a. Since NPS is applicable for all AIS officers, who have joined on or after 01.01.2004, and current contributions are being commenced from the Salary month February 2012 or later on, there is a backlog of contributions from the month as per para 6 (b) above till the month prior to the commencement of the current contributions. This backlog is both for the officer's contribution and the Government contribution.

b. The officer can remit his/her backlog contribution either in one lump sum or partly by a lump sum amount and the balance by monthly equal installments or the entire amount by Equated Monthly Installments. The following three options are provided to the officer:

- i. Paying the entire backlog contribution in one lump sum outside the salary.
- ii. Paying partly by a lump sum amount outside the salary and the balance amount by monthly equal installments from Salary.
- iii. Equated Monthly Installments from salary, not exceeding the number of months for which the backlog is due.

c. In case the officer has opted for option (i) & (ii), out of the three options indicated at para 8 (b), the lump sum backlog employee's contribution details shall

be reflected in the Schedule-IV. The Schedule, duly certified by the DDO, and a Demand Draft drawn in favour of the Trustee Bank for the backlog contribution shall be forwarded *by DDO* to the SNO (DTA). The SNO (DTA) shall verify the demand draft and shall then send the backlog contribution statement of officer to the CRA by generating Subscriber's Contribution File (SCF) and validating it through the File Validation Utility (FVU). The SNO (DTA) shall then upload the details in the NPS Contribution Accounting Network (NPSCAN) of CRA, obtain the Contribution Submission Form (CSF) and forward it along with the Officer's Demand Draft to the Trustee Bank.

d. In case the officer has opted for option (ii) or (iii) indicated at para 8 (b), the details of the installment amount of backlog contribution shall be reflected properly in the Schedule-I in every month along with the salary bill. The deduction for installments of backlog contributions shall also be made from the salary bill.

e. Based on the details in the Recovery Schedule, the SNO (DTA) shall upload the details to the NPSCAN. On acceptance, a transaction ID will be generated along with a Contribution Submission Form (CSF), which will contain the details of Subscriber's Contribution File (SCF). The SNO (DTA) will print the CSF and along with the cheque and submit it to the Trustee Bank

#### **9. Payment of Government Backlog Contribution:**

a. The Government backlog contribution for all officers shall be paid in one lump sum, along with yearly compounded interest of 8%. The interest shall be paid on each backlog monthly contribution for the period from the due month till the month prior to the actual payment month.

b. The details of the Government backlog contribution along with interest shall be made in the Calculation Sheet for each officer. The DDO shall verify the Calculation Sheet and make corrections, if required. All such Calculation Sheet for the eligible officers under the DDO shall be consolidated in the Schedule-III. The Schedule-III after due certification shall be submitted by the DDO to the DTA, the State Nodal Officer.

c. On receipt of the print copy of Schedules in respect of crediting the employees' subscriptions and Government's contributions in State Government's accounts, it shall be responsibility of the NPS Cell of the DTA to verify and update the same in the NSDL account, and pay the entire backlog amount to the Trustee Bank.

#### **10. Payment of NPS deductions of those All India Service Officers working on deputation to various Boards, Corporations, State PSUs, Societies, Commissions etc:**

a. The salary of the All India Service officers covered under NPS Scheme and working on deputation in various boards, corporations, State PSUs, societies, commissions etc., shall also be drawn by the DDO of the Secretariat Establishment of the Administrative Department of the organisation through the concerned Treasury/Pay & Accounts Office in the same manner as mentioned at para 2(a) above.

b. The monthly contribution of such All India Service officers working on deputation in various organizations, towards pension shall be the same as indicated at Para 1(e). The organization would have to mandatorily contribute its matching share in the same proportion. To enable NPS deductions of Officers from their salary bill and subsequent payment to Trustee Bank, the following procedure has been prescribed for such organisation.

i) The concerned AO/CAO of the organization shall be responsible for reimbursement of their salary and the Government's matching contribution to the Government. They shall deposit the entire salary amount and the Government matching contribution in the appropriate head of account as '**deduct recoveries**' in the Treasury-linked bank branch of the concerned DDO so mentioned at para 10(a)

through Treasury Challan in T.R. Form No.7 in each month. The transaction should be completed within the same financial year.

iii) The concerned AO/CAO of the organization shall also submit the copy of receipted Challan to the respective DDO as mentioned at para 10(a)

**11. Head of Account for the NPS related Transactions:**

- i. For Government's Contribution: "2071-Pension Scheme – 01 – Civil – 117 - Contribution for Defined Contribution Pension Scheme – NP – 001 – Government Contribution for AIS NPS –04-Pensionary Charges" under Demand No.18 –Departmental Code 'FA'.
- ii. For Depositing the Government's Contribution under Tier-I: "8342 - Other Deposits – 00 – 117 - Defined Contribution Pension Scheme – 001 - Government Contribution for AIS NPS under Tier I - 07-Deposit".
- iii. For Depositing the Members' Subscription under Tier-I: "8342 - Other Deposits – 00 – 117 - Defined Contribution Pension Scheme – 002 - Members' Subscription for AIS NPS under Tier I - 07-Deposit"
- iv. For Withdrawal of Government's Contribution under Tier-I: "8342 - Other Deposits – 00 – 117 - Defined Contribution Pension Scheme – 001 - Government Contribution for AIS NPS under Tier I – 23 - Withdrawal".
- v. For Withdrawal of Members' Subscription under Tier-I: "8342 - Other Deposits – 00 – 117 - Defined Contribution Pension Scheme – 002 - Members' Subscription for AIS NPS under Tier I – 23 - Withdrawal".

**12. Responsibility of the Officer/Subscriber:**

a. After obtaining the Registration Form in duplicate from the DDO, fill the required details and hand it over to the concerned DDO, for registering with the CRA [NSDL] for obtaining PRAN number. The personal details (Section A) and nomination details (Section C) of the Form have to be mandatorily filled by the subscriber before handing over the form to the DDO.

b. Inform the DDO in writing about the mode of payment of backlog contribution and the number and the amount of installment, if any, for paying the backlog contribution from the due month as per para 8 (b) above.

c. Ensure that they carry their Last Pay Certificate where the PRAN and the month up to which his contributions have been recovered/drawn has been indicated, whenever the officer is transferred from one office to another of the State Government or goes on deputation to Central/State Government/any other body or Institution etc. On reverting back to the parent cadre after Central Deputation, LPC with NPS details needs to be resubmitted.

d. Ensure that NPS deductions are being made every month from his/her salary. Check the pension account on website of the CRA periodically, and inform the concerned Treasury Officer through the DDO in case of any missing contribution.

**13. Role and Duties of DDOs:**

a. DDOs have to play a primary role in the NPS. They shall effect deductions as prescribed, i.e. 10% of Basic pay(Band Pay and Grade Pay) and DA towards monthly contribution to Tier-I of the scheme and backlog contribution as per the payment mode opted for by the officer and submit the schedule and the bills to the Treasury/Pay & Accounts Office for further action. The member's contribution in Tier-I shall be deposited under the head "8342 - Other Deposits-00-117-Defined Contribution Pension Scheme-002-Members' Subscription for AIS NPS under Tier I - 07-Deposit" by deduction and transfer credit from the salary bill.

- b. The DDO shall draw the salary bills of AIS Officers covered under NPS and shall pay to the Bank Accounts of AIS Officers covered under NPS as per the e-Payment of Salary Scheme of the State Government.
- c. The Government Contribution under NPS shall also be drawn by the DDO. The Government contribution shall be drawn in the Transfer Credit Bill Form [T.R. Form No.43] by debiting the head of account "2071-Pension Scheme-01-Civil-117-Contribution for Defined Contribution Pension Scheme-NP-001-Government Contribution for AIS NPS-04-Pensionary Charges" under Demand No.18-Departmental Code 'FA' and crediting to the head of "8342 - Other Deposits-00-117-Defined Contribution Pension Scheme-001-Govt. Contribution for AIS NPS under Tier I - 07-Deposit". The bill for Government contribution can be drawn in anticipation of allotment. The DDO shall submit the Salary Bill and the Bill for Government's matching Contribution under NPS at a time.
- d. The DDO shall submit the list of member-wise detail of member's subscription and Government's contribution including the backlog contributions of the members and backlog subscriptions of the Government with interest of all the AIS officers covered under NPS after being duly verified by the TO/PAO to the NPS Cell of DTA for the month at the first working day of the next month in Schedule-V positively.
- e. Register with NSDL (CRA) by submitting details in the Registration Form prescribed by the NSDL through the concerned Treasury Officer/Pay & Accounts Officer and also take action in respect of AIS officers as per instructions at para12(a)
- f. Distribute PRAN kits received from CRA to the respective officers.
- g. Provide information on officers' pension contribution option to DTA. The DDO shall deduct officers' backlog contribution as per their preferred option, along with the regular monthly contribution.
- h. Generate (i) NPS schedule-I for employee's current contribution and backlog contribution, (ii) NPS schedule-II for current Government Subscription, (iii) NPS schedule-III for backlog Government Subscription, (iv) NPS schedule-IV for employee's lump sum backlog contribution and (v) NPS schedule-V for Consolidated monthly current contribution and backlog contribution of the employees and Government.
- i. Signed and certified print copies of these schedules shall be sent to the NPS cell of DTA in time.
- j. Indicate in the Last Pay Certificate of the member of the service, the PRAN in respect of that individual and the month up to which his contributions have been recovered/ drawn, whenever any member of the service is transferred from State Government to Central Government or goes on Central deputation etc.
- k. The Government backlog contribution of all the officers covered under NPS shall be done centrally by the DDO after taking due approvals from the Government as a onetime activity.
- l. The DDO shall monitor timely payment of the contributions, and resolve issues related to missing contributions. The reimbursement of salary amount including the Government's Contribution in respect of the member posted on deputation, should also be monitored closely.
- m. The DDO shall also maintain records as per Annexure-I and Annexure-II.

**14. Role and Duties of Treasury Officers/Pay &Accounts Officers:**

- a. Treasury Officer/Pay & Accounts Officer shall work as the interface between the State Nodal Officer (DTA) and the DDOs.



b. The Treasury Officer/Pay & Accounts Officer shall process the Salary Bill and the Matching Government's Contribution Bill at a time for the AIS Officers covered under NPS and capture the necessary particulars from the Schedules in respect of each AIS Officers covered under NPS in the Treasury Computer Package.

c. While capturing salary bill details into the Treasury Computer Package, ensure that the member's subscription in Tier-I is credited to the head of account "8342 - Other Deposits-00-117-Defined Contribution Pension Scheme-002- Members' Subscription for AIS NPS under Tier I - 07-Deposit" by deduction and transfer credit from the salary bill.

d. Bill for Government's contribution shall be drawn in the Transfer Credit Bill Form [T.R. Form No.43] by debiting the head of account "2071-Pension Scheme-01-Civil-117- Contribution for Defined Contribution Pension Scheme-NP-001-Government Contribution for AIS NPS-04-Pensionary Charges" under Demand No.18-Departmental Code 'FA' and crediting to the head of "8342 - Other Deposits-00-117-Defined Contribution Pension Scheme-001-Govt. Contribution for AIS NPS under Tier I - 07-Deposit". The Government contribution can be drawn in anticipation of allotment.

e) Treasury Officer shall send the (i) NPS schedule-I for employee's current contribution and backlog contribution, (ii) NPS schedule-II for current Government Subscription, (iii) NPS schedule-III for backlog Government Subscription duly verified by him to the NPS Cell of DTA for the month at the first working day of the next month positively.

f) The SNO/TO/PAO/DDO, as the case may be, shall maintain (i) Alphabetical Index Register in Annexure-III wherein they would have to indicate the PRAN numbers allotted to each of the subscriber; (ii) the particulars of deposits in State Government's Accounts under NPS and the remittances thereof to the Trustee bank in the Proforma prescribed vide Annexure-IV & V; and (iii) the individual-wise account indicating the amounts of contributions paid to the Trustee Bank and the details of remittance (vide Annexure-I & II).

#### **15. Role of DTA and NPS Cell:**

a. Registration with NSDL by submitting the prescribed Registration Form.

b. Forwarding the Registration Applications of the TO/PAO, DDO and the AIS Officers covered under NPS to NSDL after due recording the basic information in master file in respect of the above three Stakeholders in NPS Cell.

c. Verify the deposit amount of member's contribution and Government's subscription of all AIS Officers covered under NPS in the Government Account from the Statements and schedules submitted by the DDOs and the treasury figures of the concerned treasuries from the computer database, **on line**, immediately after deposit.

d. Withdraw the Government's contribution and the members' subscription for Tier-I of all AIS Officers covered under NPS from the Government Account by submitting bills in PAO-I office, Kolkata in Simple Receipt Form [T.R. Form No.31] under the head of account "8342 - Other Deposits - 00 - 117 - Defined Contribution Pension Scheme - 001 - Govt. Contribution for AIS NPS under Tier I - 23 - Withdrawal" and "8342 - Other Deposits - 00 - 117 - Defined Contribution Pension Scheme - 002- Members' Subscription for AIS NPS under Tier I - 23 - Withdrawal" respectively and obtain cheques in favour of the Trustee Bank [Bank of India].

e. Upload the data-information in respect of NPS transactions in NSDL and deposit the cheque to the Trustee Bank [Bank of India] within time, **preferably within 5<sup>th</sup> working days of the next month.**

f. Monitor performance of the Treasury officers/Pay & Accounts Officer and all DDOs with regard to discharging their responsibilities in respect of NPS and in compliance with the operational procedure and make liaison with all the Stakeholder.

**16. NPS Cell shall maintain copies of the following records:**

- i) Details of all registered with the CRA for the NPS.
- ii) Statement of subscriber's contribution and Government subscription transactions.
- iii) NPS Challan form and NPS Transaction Status Report.
- iv) Trustee Bank payment records.
- v) Monthly statements of transfers of fund from head of account "8342" and the balances thereof.
- vi) Maintenance of necessary Registers and Books of Accounts as required under NPS.
- vii) Maintenance of records as per Annexure-I to Annexure-V.

This order shall take effect from the date of its issue.

This Order is issued with the concurrence of the O/o. Principal Accountant General (A&E) West Bengal vide U.O. Case No. A.M.-I/21 dated 21.12.2011.

**Sd/- H.K. Dwivedi**  
Secretary to the  
Government of West Bengal.


No.1069 /1 (50) -F(Y).

Kolkata, the 3<sup>rd</sup> February, 2012.

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. The Deputy Accountant General (A/cs. & V.L.C.), West Bengal, A.M.-I Section, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
4. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5<sup>th</sup> Floor, Salt Lake, Sectrr-I, Kolkata-700 064.
5. The Director (Services), Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pension, Government of India, North Block, New Delhi-110001.
6. The Principal Secretary, Home (Police) Department, Writers' Buildings, Kolkata-700001.
7. The Principal Secretary, Forest Department, Writers' Buildings, Kolkata-700001.
8. The Secretary, P. & A. R. Department, Writers' Buildings, Kolkata-700001.
9. The Principal Secretary /Secretary.....  
.....Department.
10. The Joint Secretary, Finance Department, Pension Cell, Government of West Bengal, Writers' Buildings, Kolkata-700 001.
11. The General Manager (East), Bank of India, 5, B.T. M. Sarani (Brabourne Road), Kolkata-700 001.

12. The Director of Treasuries & Accounts, West Bengal,  
The New India Assurance Building, 4, Lyons Range, Kolkata – 700 001.
13. National Securities Depository Limited, (NSDL), 5th Floor, The Millennium,  
Flat No. 5W, 235/2A, Acharya Jagadish Chandra Bose Road, Kolkata – 700020.
14. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I,  
81/2/2, Phears Lane, Kolkata – 700 012.
15. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – II,  
P-1, Hyde Lane, Kolkata – 700 012.
16. The Treasury Officer, \_\_\_\_\_.
17. \_\_\_\_\_

  
(Swapn Kumar Paul)  
Joint Secretary to the  
Government of West Bengal.  
Finance Department.

**CENTRAL RECORDKEEPING AGENCY****DIRECTORATE OF TREASURY AND ACCOUNTS REGISTRATION FORM**

(To avoid mistake(s), please read the accompanying instructions carefully before filling up the form)

*This form is to be used for the purpose of registration of Directorate of Treasury and Accounts (DTA) and equivalent entities in State Governments and Union Territories.*DTA Registration Number :  
(To be allotted by CRA)

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We are pleased to inform you that our Directorate of Treasury and Accounts has decided to join the New Pension System. The details required for registration in the CRA system are provided below:

1. DTA AIN (Optional):

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(Refer to instruction No.6)

2. Name of Office\*:


3. Office Address \*:

Flat/Unit No, Block no. \*

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Name of Premise/Building/Village

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Area/Locality/Taluka

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District/Town/City \*

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State / Union Territory \*

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Country \*

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Pin Code \*

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Phone No. \*

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(SID code)

(Phone No.)

Alternate Phone No:

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Fax No:

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4. Official Email ID\* (Refer to instruction No.7)

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5. Authorised contact person's designation \*:


6. No. of DIOs attached\*:

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7. Name of the State Govt. / Union Territory\*:

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Directorate of Treasury and Accounts Office  
stamp & signature of authorised signatory

**Annexure N1**

8. Bank Details\*: [Designated Bank Account for NPS] [Refer instruction no. 4]

Bank Account Type\* Savings A/c  Current A/c 

Bank A/c Number \*

Bank Name\*

Bank Branch\*

Bank Branch Address\*

Pin Code\*

Bank Branch MICR Code\*

Bank Branch IFSC

(Indian Financial Systems Code)

I/We hereby agree and declare that the information provided in the application, is complete and true.

I/We understand that there would be PFDA approved **Terms and Conditions** on the CRA website **governing Nodal Office's use of I-Pin (to view and transact online) to access CRA / NPSCAN**. I/We agree to be bound by the said terms and conditions and understand that CRA may, as approved by PFDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

<b>Directorate of Treasury and Accounts Stamp</b>	_____ <b>Signature of Authorised Signatory</b>
	Name: _____ Place: _____
	Designation: _____ Date: _____

<b>(To be filled at CRA)</b>  <b>CRA Stamp</b>	Received on _____
	Name of the officer: _____
	Signature of the officer: _____

**Instructions for filling the form:**

- The form is to be submitted to the address – Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.
- Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- The form should be filled up completely. Details marked with (\*) are mandatory fields.
- Bank details are mandatory if the DTA will remit the NPS contributions to the Trustee bank (Bank of India) on behalf of District Treasury offices (DTOs)**
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- AIN is Account Office Identification Number allotted by Income Tax Department.
- Email ID should be official Email ID of the Directorate of Treasury and Accounts office & not of any individual person.
- The application form in the prescribed format can be freely downloaded from the CRA website (<http://www.npscra.nsdl.co.in>).
- For more information contact CRA at 022-24994200 or write to CRA at Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

**CENTRAL RECORDKEEPING AGENCY**

**DISTRICT TREASURY OFFICE REGISTRATION FORM**

(To avoid mistake(s), please read the accompanying instructions carefully before filling up the form)

*This form is to be used for the purpose of registration of District Treasury Office (DTO) and equivalent entities in State Governments and Union Territories.*

DTO Registration Number:   
(To be allotted by CRA)

We are pleased to inform you that our District Treasury Office has decided to join the New Pension System. The details required for registration in the CRA system are provided below:

1. DTO AIN (Optional):  (Refer instruction no. 5)

2. Name of the Office\*:

3. Office Address\*:  
 Flat/Unit No. Block no.\*   
 Name of Premise/Building/Village   
 Area/Locality/Taluka   
 District/Town/City\*   
 State / Union Territory\*   
 Country\*   
 Pin Code\*

Phone No.\*:  (STD code)  (Phone No.)

Alternate Phone Number:

Fax Number

4. Official Email ID\* (Refer instruction no.6)

5. Authorised contact person's designation\*:

6. Existing DTO code\*:  (Refer instruction no. 7)  
 7. DTA Registration Number\*:  (Refer instruction no. 8)

8. Name of the State Govt. / Union Territory\*:

\_\_\_\_\_  
 DTO stamp &  
 Signature of Authorised signatory

## Annexure N2

9. Bank Details\*: [Designated Bank Account for NPS] [Refer instruction no. 4]  
 Bank Account Type\* Savings A/c  Current A/c

Bank A/c Number\*

Bank Name\*

Bank Branch\*

Bank Branch Address\*

Pm Code\*

Bank Branch MICR Code\*

Bank Branch IFSC  (Indian Financial Systems Code)

I/We hereby agree and declare that the information provided in the application, is complete and true.

I / We understand that there would be PFRDA approved **Terms and Conditions** on the CRA website **governing Nodal Office's use of I-Pin (to view and transact online) & T-pin to access CRA / NPSCAN**. I/We agree to be bound by the said terms and conditions and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

<b>DTO Stamp</b>	<b>Signature of Authorised signatory of DTO</b>
	Name: _____ Place: _____ Designation: _____ Date: _____
<b>DTA Stamp</b>	<b>Signature of Authorised signatory of DTA</b>
	Name: _____ Place: _____ Designation: _____ Date: _____
DTA Reg. No. (Allotted by CRA) (Refer instruction no.8)	
<b>(To be filled at CRA)</b> <b>CRA Stamp</b>	Received on : _____ Name of the officer : _____ Signature of the officer : _____

## Instructions for filling the form:

- The form is to be submitted to the address - Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.
- Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word. **Details marked with (\*) are mandatory fields.**
- Bank details are mandatory if the DTO will remit the NPS contributions to the Trustee bank (Bank of India)**
- AIN is the Account Identification Number allotted by Income Tax Department.
- Email ID should be the official Email ID of the DTO & not of any individual person.
- Kindly mention the DTO code allotted by the respective State Government / Union Territory. If DTO code is less than six digits, prefix zeros to make a six digit number. For e.g.
- Kindly mention DTA Reg. No. allotted by CRA to the Directorate of Treasury and Accounts.
- Form has to be duly authorised by DTA registered at CRA. Till it has been registered, it shall retain the forms.**
- The application form in the prescribed format can be freely downloaded from the CRA website (<http://www.npsra.nsdl.co.in>).
- For more information contact CRA at 022-24994200 or write to CRA at Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.





**Annexure N3**(b) Existing DDO Code\*:  (Refer instruction no. 7)8. DTO Registration Number\*:  (Refer instruction no.8)  
(To be filled by DTO)9. Name of the State Govt. / Union Territory\*: 

I/We hereby agree and declare that the information provided in the application, is complete and true.

<b>DDO Stamp</b>	<b>Signature of Authorised Signatory of DDO</b>	<b>Date:</b>  <b>Place:</b>
	<b>Name of Authorised Signatory :</b>	

<b>DTO Stamp</b>	<b>Signature of Authorised Signatory</b>	<b>Date:</b>  <b>Place:</b>  <b>Name of Authorised Signatory :</b>
	<b>DTO Reg. No. (Allotted by CRA)</b> <input type="text"/>	
<b>(Refer instruction no.9)</b>		

<b>CRA Stamp</b>	<b>Received on</b> _____  <b>Name of the officer:</b> _____  <b>Signature of the officer:</b> _____
	<b>(To be filled at CRA)</b>

**Instructions for filling the form:**

- The form is to be submitted to the address - Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.
- Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- The form should be filled up completely. **Details marked with (\*) are mandatory fields.**
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- Email ID should be the official Email ID of the Drawing and Disbursing Officer & not of any individual person.
- Kindly provide Name of the Ministry under which DDO office is functioning.
- Kindly mention the DDO code allotted by respective State Governments / Union Territories.
- Kindly mention DTO Registration No. allotted by CRA to the District Treasury Office.
- Form has to be duly authorised by DTO registered at CRA. Till it has been registered, it shall retain the forms.**
- The application form in the prescribed format can be freely downloaded from the CRA website (<http://www.npsra.nsdl.co.in>).
- TAN is the Tax Deduction and Collection Account Number allotted, by Income Tax Department. New TAN is a ten character alphanumeric number with the following structure:  
First four digits (Alphabets), Next Five digits (Numeric) and last digit (Alphabets).  
It is advisable that DDO verifies from the Income Tax website whether TAN has been allotted as per the new format.
- For more information contact CRA at 022-24994200 or write to CRA at Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

### Application for Allotment of Permanent Retirement Account Number (PRAN)

(To avoid mistakes), please follow the accompanying instructions and examples carefully before filling up the form)

Acknowledgement No (To be filled by FC)

Permanent Retirement Account Number (To be filled by FC after PRAN generation)

To affix recent Coloured photograph (3.5 cm x 2.5 cm)

Sr/Madam,

I hereby request that a permanent retirement account number be allotted to me

I give below necessary particulars

#### Section A - Subscribers Personal Details (\* indicates Mandatory Field)

Signature/Left Thumb Impression of Subscriber in black ink

1. Full Name (Full expanded name; initials are not permitted)

Please Tick as applicable: Shri  Smt.  Kumari

First Name \*

Middle Name

Last Name

2. Gender \* Please Tick as applicable: Male  Female

3. Date of Birth \*  4. PAN

D D M M Y Y Y Y (Date of Birth to be Certified by DDO)

5. Father's Full Name:

First Name \*

Middle Name

Last Name

6. Present Address

Flat/Unit No, Block no. \*

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City \*

State / Union Territory \*

Country \*

Pin Code \*

7. Permanent Address: If same as above, Please Tick  else,

Flat/Unit No, Block no. \*

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City \*

State / Union Territory \*

Country \*

Pin Code \*

8. Phone No.

STD Code

Phone No

9. Mobile No



**Section C - Subscriber's Nomination Details** (\* Indicates Mandatory Field for nominee)

1 Name of the Nominee \*

1st Nominee										2nd Nominee										3rd Nominee									
First Name *										First Name *										First Name *									
Middle Name										Middle Name										Middle Name									
Last Name										Last Name										Last Name									

2 Date of Birth (In case of a minor)\*

1st Nominee										2nd Nominee										3rd Nominee									
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3 Relationship with the Nominee\*

1st Nominee										2nd Nominee										3rd Nominee									
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4 Percentage Share \*

1st Nominee										2nd Nominee										3rd Nominee									
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5 Nominee's Guardian Details (in case of a minor)\*

1st Nominee's Guardian Details										2nd Nominee's Guardian Details										3rd Nominee's Guardian Details									
First Name *										First Name *										First Name *									
Middle Name										Middle Name										Middle Name									
Last Name										Last Name										Last Name									

6 Conditions rendering nomination invalid:

1st Nominee										2nd Nominee										3rd Nominee									
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**Section D - Subscriber Scheme Details**

1st Scheme										2nd Scheme										3rd Scheme									
Pension Fund Managers Name/Code										Pension Fund Managers Name/Code										Pension Fund Managers Name/Code									
Scheme ID No./Name										Scheme ID No./Name										Scheme ID No./Name									
Percentage Share										Percentage Share										Percentage Share									

**Section E - Declaration**

I understand that there would be PFRDA approved **Terms and Conditions** for Subscribers on the CRA website **governing I-Pin (to access CRA / NPSCAN and view details) & T-pin**. I agree to be bound by the said terms and conditions and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

I _____, the applicant, do hereby declare that what is stated above is true to the best of my information & belief																													
Date <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> <td style="text-align: center;">M</td> <td style="text-align: center;">M</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> </table>																													
D	D	M	M	Y	Y	Y	Y	Y	Y																				
										Signature/Left Thumb Impression of Subscriber																			

## Annexure SI

## INSTRUCTIONS FOR FILLING PRAN FORM

- a) This form is to be used by State Governments/ Union Territories/State Autonomous Bodies employees  
 b) Form to be filled legibly in BLOCK LETTERS and in BLACK INK only  
 c) Details Marked with (\*) are the mandatory fields.  
 d) Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word  
 e) 'Individual' Subscriber should affix a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph should not be stapled or clipped to the form. (The clarity of image on PRAN card will depend on the quality and clarity of photograph affixed on the form.)  
 f) Signature /Left thumb impression should only be within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the Subscriber, the application will not be accepted.  
 g) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.

Sr. No.	Item No	Item Details	Guidelines for Filling the Form
<b>Section A - Subscribers Personal Details</b>			
1	3	Date of Birth	All Dates Should be in "DDMMYYYY" Format
2	6.	Present Address	All future communications will be sent to present address
3	8, 9, 10	Phone No., Mobile No. & Email ID	It is advisable to mention either "Telephone number" or "Mobile number" or "Email id" so that Subscriber can be contacted in future for any discrepancy
4	11	Subscriber's Bank Details	If Subscribers mentions any of the bank details, except MICR Code all the bank details will be mandatory.
<b>Section B - Subscribers Employment Details</b>			
It is mandatory to fill the Subscriber's Employment details in the application. The employment details should be filled by the respective DDO of the Subscriber and should be verified by the Authorised Signatory DDO should ratify Overwriting / Striking off of any of the employment details.			
5	3.	PPAN	Kindly provide the PPAN (Permanent Pension Account Number) or equivalent number. If it has been allotted to the subscriber by the respective state government / Union Territory/Central/State Autonomous Bodies
6	8 & 9	DTO Reg. No & DDO Reg. No.	DTO Reg. No and DDO Reg. No. is the unique Registration number allotted by Central Recordkeeping Agency
<b>Section C - Subscriber's Nomination Details</b>			
7	4	Percentage Share	Subscriber can nominate maximum of three nominees. Subscriber can not fill the same nominee details more than once Percentage share value for all the nominees must be integer. Fractional value will not be accepted. Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected
8	5	Nominee's Guardian Details	If a nominee is a minor, then nominee's guardian details will be mandatory
<b>Section D - Subscriber scheme details</b>			
If the Subscriber is unable to mention the Scheme details i.e. PFM Name, Scheme Name & Percentage Allocation he can contact the nearest Facilitation Centre (FC) for information or the Subscriber can also search for the scheme details on <a href="http://www.npsra.nsdli.co.in">http://www.npsra.nsdli.co.in</a>			
9	Scheme	Subscriber can select maximum three schemes. Details of the schemes are available on <a href="http://www.npsra.nsdli.co.in">http://www.npsra.nsdli.co.in</a> Subscriber can not fill the same scheme details more than once If a scheme name is filled in the form for scheme setup there must be a PFM name and percentage contribution filled for that scheme If the Scheme details are not filled, default scheme as approved by PFRDA will be applicable	
10	Percentage Share	Scheme Contribution Value will be in terms of percentage. It cannot be in terms of amount. Percentage contribution value for all the schemes must be integer. Fractional value will not be accepted If the sum of contributions (in percentage) across all the schemes is not equal to 100, the balance will be allotted to the default scheme approved by PFRDA.	

## GENERAL INFORMATION FOR PRAN SUBSCRIBERS

- a) Subscribers can obtain the application form for PRAN in the format prescribed by PFRDA (Pension Fund Regulatory & Development Authority) from DDO or can freely download from the CRA website (<http://www.npsra.nsdli.co.in>).
- b) The request for a reprint of PRAN card with the same PRAN details or/and changes or correction in PRAN data can be made by filling up 'Request for change/correction in subscriber master details and/or re-issue of I-Pin/T-Pin/PRAN card' or/and 'Request For change in signature and/or change in photograph'. The form is available from the sources mentioned in (a) above.
- c) The Subscriber can obtain the status of his/her application from the CRA website or through the respective DTO
- d) For more information  
 Visit us at <http://www.npsra.nsdli.co.in>  
 Call us at 022-24994200  
 e-mail us at [info.cra@nsdl.co.in](mailto:info.cra@nsdl.co.in)  
 Write to: Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

## NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

## SCHEDULE - I

SCHEDULE OF RECOVERY FROM THE PAY BILL OF IAS/IPS/IFS OFFICERS FOR THE MONTH OF ..... 20.....  
TOWARDS AIS OFFICERS' SUBSCRIPTION UNDER NPS TIER-I

DDO Code

Name & Designation of DDO  
Registration No.

Name of Treasury/PAO  
Registration No.

Receipt Head of Account : 8342-00-117-002-07

Sl. No.	PRAN No.	Name of the Officer	Designation	Basic Pay	Grade Pay	Dearness Pay	Dearness Allowance	Total	Amount of AIS Officers' Contribution			Remarks
									Current Amount [10% of 9] Rs.	Backlog / Arrear Rs.	Total Amount [10(a)+10(b)] Rs.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)(a)	(10)(b)	(10)(b)	(11)
Total												

Rupees ..... (in figures)

(Rupees .....  
(in words)

SIGNATURE OF DDO WITH  
DESIGNATION AND DATE

Certified that Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entitled at column 5 to 8 respectively of the schedule have been verified with the entries in the respective Pay Bill and found correct. Rs..... have been deducted from the salary bill of the DDO for the AIS Officers' Contribution for the month of ..... and transfer credited to the head of account "8342-00-117-002-07 vide Challan No..... dated..... against Voucher No.

Signature of Treasury Officer with date

Certified that Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entitled at column 5 to 8 respectively of the schedule have been verified with the entries in the respective Pay Bill and found correct. Rs..... have been deducted from the salary bill of the subscriber on ..... and remitted in Treasury under the Head of account "8342-00-117-002-07.

Signature of Drawing & Disbursing Officer with  
Date

To  
The State Nodal Officer & Director of Treasuries & Accounts, West Bengal,  
NPS Cell, 4, Lyons Range, Kolkata – 700 001.

## NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

## SCHEDULE – II

SCHEDULE OF GOVERNMENT CONTRIBUTION UNDER NPS TIER – I FOR IAS/IPS/IFS OFFICERS  
FOR THE MONTH OF ..... 20.....

DDO Code.

Name & Designation of DDO  
Registration No.Name of Treasury/PAO  
Registration No.

Receipt Head of Account : 8342-00-117-001-07

Sl. No.	PRAN No.	Name of the Officer	Designation	Basic Pay Rs.	Grade Pay Rs.	Dearness Pay Rs.	Dearness Allowance Rs.	Total Rs. (5+6+7+8)	Government Contribution [Regular] [10% of 9] Amount Rs.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
<b>Total</b>										

Rupees ..... (in figures)

(Rupees .....  
(in words)SIGNATURE OF DDO WITH  
DESIGNATION AND DATE



Certified that Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entitled at column 5 to 8 respectively of the schedule have been verified with the entries in the respective Pay Bill and found correct. Rs..... have been deducted as Govt. contribution by the DDO for the month of ..... and transfer credited to the head of account "8342-00-117-001-07 vide Challan No..... dated ..... against Voucher No.

Signature of Treasury Officer with Date

Certified that Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entitled at column 5 to 8 respectively of the schedule have been verified with the entries in the respective Pay Bill and found correct. Rs..... have been deposited as Govt. contribution for the month of ..... and remitted in Treasury under the Head of account "8342-00-117-001-07.

Signature of Drawing & Disbursing Officer with  
Date

To  
The State Nodal Officer & Director of Treasuries & Accounts, West Bengal,  
NPS Cell, 4, Lyons Range, Kolkata – 700 001.

## NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

## SCHEDULE – III

SCHEDULE OF GOVERNMENT BACKLOG CONTRIBUTION UNDER NPS TIER-I WITH INTEREST FOR IAS/IPS/IFS OFFICERS  
FOR THE PERIOD FROM ..... TO .....

DDO Code. :  
 Name & Designation of DDO :  
 Registration No. :  
 Name of Treasury/PAO :  
 Registration No. :

Receipt Head of Account : 8342-00-117-001-07

Sl. No.	PRAN No.	Name of the officer	Designation	Emolument [ Pay + DA] Rs.	Amount of Govt. Backlog Contribution Rs.	Interest Rs.	Total Amount [6+7] Rs.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Total								

Rupees ..... (in figures)

(Rupees .....  
 (in words)

SIGNATURE OF DDO WITH  
 DESIGNATION AND DATE

Certified that the amount entered at column 5 to 8 respectively of the schedule have been verified and found correct. Rs. .... have been deposited as Govt. Backlog contribution with interest by the DDO on..... and transfer credited to the head of account "8342-00-117-001-07" vide Challan No..... dated..... against Voucher No. ....

Signature of Treasury Officer with date

Certified that the amount entered at column 5 to 8 respectively of the schedule have been verified and found correct. Rs. .... have been deposited as Govt. Backlog contribution with interest on..... and remitted in Treasury under the head of account "8342-00-117-001-07".

Signature of Drawing & Disbursing Officer with  
Date

To  
The State Nodal Officer & Director of Treasuries & Accounts, West Bengal,  
NPS Cell, 4, Lyons Range, Kolkata – 700 001.

## NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

## SCHEDULE – IV

## SCHEDULE OF IAS/IPS/IFS OFFICER'S LUMP SUM BACKLOG CONTRIBUTION UNDER NPS TIER I

DDO Code. :  
 Name & Designation of DDO :  
 Registration No. :  
 Name of Treasury/PAO :  
 Registration No. :

Sl. No.	PRAN No.	Name of the officer	Designation	Amount of backlog lump sum Contribution of AIS Officer	Cheque/Draft No. & Date	Remarks
1	2	3	4	5	6	
<b>Total</b>						

Rupees ..... (in figures)

(Rupees .....  
 (in words) .....

Encl : Cheque/Draft

Signature of the AIS Officer

SIGNATURE OF DDO WITH  
 DESIGNATION AND DATE

To  
 The State Nodal Officer & Director of Treasuries & Accounts, West Bengal,  
 NPS Cell, 4, Lyons Range, Kolkata – 700 001.

## NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

## SCHEDULE – V

## CONSOLIDATED SCHEDULE SHOWING THE DETAILS OF GOVERNMENT AND AIS OFFICERS' CONTRIBUTION (INCLUDING BACKLOG) IN RESPECT OF IAS/IPS/IFS FOR THE MONTH OF ..... 20..... UNDER NPS TIER – I

DDO Code. :  
 Name & Designation of DDO :  
 Registration No. :

Name of Treasury/PAO :  
 Registration No. :

Receipt Head of Account : 8342-00-117-001-07 & 8342-00-117-002-07

Sl. No.	PRAN No.	Name of the Officer	Designation	Emolument [Total Pay + DA]	Amount of AIS Officers' Contribution [8342-00-117-002-07]			Government Contribution [8342-00-117-001-07]		Total Amount [5c + 6 + 7]	Remarks
					Current month (Rs.)	Backlog/Arrear Rs.	Total Amount [5a + 5b] Rs.	Current Amount (Rs.)	Backlog /Arrear Rs.		
(1)	(2)	(3)	(4)	(4)	(5)(a)	(5)(b)	(5)(c)	(6)	(7)	(8)	9
Total											

Rupees ..... (in figures)

(Rupees .....  
 (in words)

Date

SIGNATURE OF DRAWING & DISBURSING OFFICER

Certified that the amount of Rs. .... have already been transfer credited to the head of account "8342-00-117-001-07" and "8342-00-117-002-07" for AIS Officers' and Government Contribution [including Backlog contribution] under NPS Tier I for the month of ..... and found correct.

Signature of Treasury Officer with date

Certified that the amount of Rs. .... have already been transfer credited to the head of account "8342-00-117-001-07" and "8342-00-117-002-07" for AIS Officers' and Government Contribution [including Backlog contribution] under NPS Tier I for the month of ..... and found correct.

Signature of Drawing & Disbursing Officer with date

To  
The State Nodal Officer & Director of Treasuries & Accounts, West Bengal,  
NPS Cell, 4, Lyons Range, Kolkata – 700 001.



## Annexure-II

NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

## Record showing individual-wise account of Remittance under New Pension Scheme Tier I

Name : \_\_\_\_\_ PRAN No. \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Name of Service \_\_\_\_\_  
 Designation \_\_\_\_\_ Department \_\_\_\_\_ DDO Registration No. \_\_\_\_\_  
 Date of joining in Service \_\_\_\_\_ Batch \_\_\_\_\_ DDO Code : \_\_\_\_\_  
 Date of superannuation \_\_\_\_\_ DDO Name : \_\_\_\_\_

Month	Pay	DA	AIS Officer's Contribution [including Backlog] (Rs.)	Government contribution [including Backlog] (Rs.)	Total	Cheque No./ UTR No.	Date of remittance (through Cheque)	Remarks
1	2	3	4	5	6	7	8	9
April								
May								
June								
July								
August								
September								
October								
November								
December								
January								
February								
March								
Total								

Signature of SNO / DDO





## ANNEXURE-IV

**NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)  
PARTICULARS OF DEPOSITS UNDER NPS IN STATE GOVERNMENT'S ACCOUNTS  
FOR THE MONTH OF \_\_\_\_\_**

Sl. No.	Treasury Name & Code	Members' Subscription		Government Contribution		Total Amount Deposited under NPS
		Challan No. & Date	Amount deposited under head 8342-00-117-002-07	Challan No. & Date	Amount deposited under head 8342-00-117-001-07	

Signature SNO / DDO

No. 25014/14/2001-AIS (II)  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel and Training

North Block, New Delhi - 110001  
Dated 8<sup>th</sup> September, 2009

To

The Chief Secretaries,  
All the State Governments/UTs

Subject: - Introduction of New Pension Scheme for Members of the All India Service joining the All India Service on or after 1/1/2004.

Sir/Madam,

The undersigned is directed to say that the pension of the members of the All India Services appointed on or after 1.1.2004 is regulated by the new Defined Contribution Pension Scheme (known as the New Pension Scheme) notified by the Ministry of Finance (Department of Economic Affairs) vide their O.M. No. 5/7/2003-ECB 2 PR dated 22.12.2003. On introduction of the New Pension Scheme, the All India Service (Death Cum retirement Benefit) Rules, 1958 and the All India Service (Provident Fund) Rules, 1955 were amended on 7.02.2004 & 17<sup>th</sup> May 2004 respectively. Under the amended Rules, benefits of the old Defined Benefit Pension Scheme and of GPF are not available to the members of the service appointed on or after 1.1.2004.

2. The New Pension Scheme will work on a defined contribution basis and will have two tiers – Tier I and II. Contribution to Tier I will be mandatory for all members of All India Services joining the All India Service on or after 1/1/2004, whereas Tier II will be optional and at the discretion of members of All India Service.

3. In Tier I, members of All India Service will make a contribution of 10% of his/her basic pay plus DA, which will be deducted from his/her salary bill every month by the

DTO/TO concerned. The Government will also make an equal matching contribution.

4. Tier I contributions (and the investment returns) will be kept in a non-withdrawable pension Tier I account. Tier II contributions will be kept in a separate account that will be available for withdrawal at the option of the member of the Service. Government will not make any contribution to Tier II account.

5. A member of the service can exit at or after the age of 60 years from the Tier I of the scheme. At exit, it would be mandatory for him/her to invest 40 percent of pension wealth to purchase an annuity (from an IRDA regulated Life Insurance Company), which will provide for pension for the lifetime of the employee and his dependent parents/spouse. In the case of members of the All India Service who leave the Scheme before attaining the age of 60, the mandatory annuitisation would be 80% of the pension wealth.

6. Recoveries towards Tier I contribution will start from the salary of the month following the month in which the member of the service has joined service. No recovery will be made for the month of joining.

7. As the existing provisions of Defined Benefit Pension and GPF would not be available to new members of All India Service joining All India Service on or after 1/1/2004, in case any GPF deduction has been made then it would have to be refunded to the concerned All India Service Officers.

8. Deduction towards Group Insurance will, however, continue to be made from the salary of new members of the All India Service joining the service on or after 1/1/2004.

9. The State Service officers appointed to the IAS/IPS/IFS by way of promotion/selection, who are already covered under the old pension scheme will continue to be governed by the old pension scheme.

10. The pension funds of members of the All India Service would be managed by pension fund managers nominated by the Pension Fund Regulatory Development Authority (PFRDA) and the records would be maintained by a Central Record Keeping Agency, the National Security Depository Limited (NSDL).

11. All State governments would be required to designate a State Nodal Officer (SNO) at the State capital for all NPS related activities. District Treasury Officer (DTO)/Treasury Officer (TO) would be entrusted the responsibility of deducting the amount of employee's subscription from the salary of the AIS subscriber and would forward the same to the State Nodal Officer.

12. The amount and contribution details from each of the TO would be consolidated for all subscribers by the designated State Nodal Officer at the State capital. The SNO would also compile and consolidate Employers contribution.

13. The designated officer in the State Nodal Office would prepare and upload the Subscriber Contribution file (SCF) on CRA system; transfer funds to the Trustee Bank and send information to Department of Personnel & Training for control purposes.

14. Immediately on joining the All India Service, each member of the service will be required to provide particulars such as his/her name, designation, scale of pay, date of birth, nominees (s) for the fund, relationship with the nominee etc. in the prescribed form (Annexure-I). The same procedure should be followed for all AIS officers appointed on or after 1.1.2004. Accordingly all AIS officers recruited on or after 1.1.2004 are advised to fill up the registration form at Annexure-I immediately.

15. The DTO would be responsible for getting the physical registration form filled by all AIS officers and would also fill up their own registration form (DDO registration form) and send it to the State Nodal Officer (SNO). The State Nodal Officer would act as the PAO in the NPSCAN. He would collate the physical registration forms and also fill up the registration form for the PAO and send all these filled forms to NDSL.

preferably within a month of issuance of these orders. NDSL would process the details and send all the kits to the SNO by the end of October 2009.

16. On receipt of the Permanent Registration Allotment Number (PRAN), the SNO would start the regular uploads and funds transfers. After this is done the legacy data would be send in one or maximum two tranche.

17. For the legacy data, the DDOs would then prepare the arrears-SCF for month wise contribution details and send the same to SNO who will upload the same to NPSCAN and transfer the funds. Accounting procedure for the above would be devised by the State Government in consultation with Accountant General.

18. Payment to Trustee bank: The salary bills and the bills for Government contribution will be passed by TOs after exercising the checks prescribed under financial rules and Treasury Manual. The amount of NPS subscriptions (member contribution) recovered from the salary bills will be shown under the "Recoveries" column of the salary bill and will be classified under the Head **"8342-Other Deposits-00-117-Defined Contribution Pension Scheme"** in the State Section of Accounts by opening suitable separate sub-heads thereunder for "01-Government Servants Contributions under Tier-1" and "02-Government's Contribution under Tier-II". The amount of Government's Contribution shall be debited to **"2071-Pension Scheme -01-Civil-117-Contribution for Defined Contribution Pension Scheme-01 -Government Contribution-- 00.04-Pensionary Charges"** in the Consolidated Fund of the State Government.

19. After the bills are passed, the SNOs will upload the data relating to contributions (both of members of service's and Government's contributions) into NPSCAN of NDSL and also tally the figures uploaded with that booked. Further, all the accumulated balances under the DCPS would be transferred to the Trustee bank i.e. the Bank of India.

20. After uploading is completed, SNO will get Transaction ID and draw the total amount by minus crediting the head mentioned above either by cheque in favour of the Trustee Bank or remit the amount through RTGS/NEFT. SNO will also ensure the amount of contributions booked is duly tallied with the Subscriber's Contribution File (SCF) being uploaded in the NPSCAN and the same amount is drawn in the Cheque and passed on to the Trustee Bank.

21. The SNO/TO would have to maintain the Alphabetical Index Register in Annexure V wherein they would have to indicate the PRAN numbers allotted to each of the subscriber; the particulars of remittances of contributions to the Trustee bank in the Proforma prescribed vide Annexure VI; and the individual-wise account indicating the amounts of contributions paid to the Trustee Bank and the details of remittance.(vide Annexure VII).

22. In order to enable NSDL to carry out reconciliation and credit the amounts against the individuals' accounts, Treasury Officers/ SNOs will have to ensure that their TO Registration numbers / SNO Registration numbers respectively and the month to which the contributions pertain /Transaction ID in NPSCAN are mentioned in the NEFT/ RTGS application form (in the 'Remarks' column) to be submitted to their banker. Where payments are made through cheques in favour of the Trustee Bank, these particulars would have to be furnished on the reverse of the cheque as well as in the forwarding letter. The time schedule prescribed will have to be strictly adhered to by SNOs, TOs and DDOs.

23. The SNO along with the State Government would have to ensure that arrears of contributions both of Government and Subscribers, are recovered and transferred to the trustee bank within a definite time span. If the contributions have been recovered but kept elsewhere, then also they must be transferred immediately to the Trustee Bank.

24. If the State Governments decide to recover the contributions in instalments, it may be ensured that the instalments of Government contributions drawn and transferred to the fund do not exceed the individual's contributions.

25. In the case of post 01.01.2004 entrants into the service, whose contributions to NPS are yet to be deducted, the State Government may consider deducting their contribution (arrears from 01.01.2004 or from their date of entry into service) from the second instalment of arrears of revision of pay due on account of the 6<sup>th</sup> Pay Commission recommendations. Further the pay arrears may be released only after individual application forms for registration to the New Pension Scheme have been obtained by the DDO/SNO from the concerned member of the service.

26. Whenever any member of the service is transferred from one office to another or goes on Central deputation etc, the TO will indicate in the Last Pay Certificate of the member of the service, the PRAN in respect of that individual and the month up to which his contributions have been recovered/ drawn.

27. Accountant Generals/Finance Departments of all State Governments are requested to bring these instructions to the notice of their TOs\DDOs\ SNOs for strict compliance.

  
(Harjot Kaur)  
Director (Services)

Copy forwarded to:-

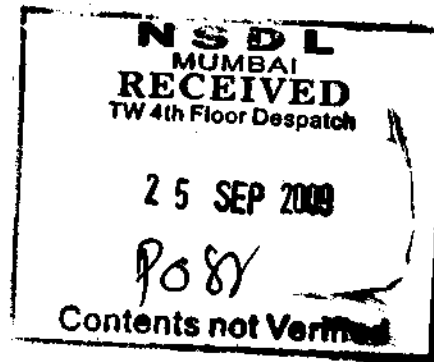
- 1) Principal Secretary (Personnel), All the State Governments,
- 2) Principal Secretary (Finance), All the State Governments,
- 3) Office of Comptroller and Auditor General of India (5 copies) for issuing instructions to all Accountants General
- 4) All Ministries/ Departments of Central Government.
- 5) Ministry of Home Affairs, JS (Police), North Block, New Delhi- 110001
- 6) Ministry of Environment and Forests, JS(IFS), Paryavaran Bhavan, CGO Complex,
- 7) Accountants General of all the State Governments.
- 8) Smt. Madhulika P. Sukul, JS (Pers), Dept. of Expenditure, Ministry of Finance, North Block, New Delhi.



- 9) Dr. K.P.Krishnan, Jt. Secretary, (Capital Markets), Dept. of Economic Affairs, Ministry of Finance, New Delhi.
- 10) Financial Advisors to all Ministries/ Departments of Central Government
- 11) Executive Director, Pension Fund Regulatory & Development Authority, ICADR Building, Plot No. 6, Vasant Kunj Institutional Area, Phase-II, New Delhi – 70.
- 12) Additional Secretary, Department of Pension and PW, Lok Nayak Bhavan, New Delhi.
- 13) Dr. Shashank Saxena, Director, Bank Operations, Dept. of Financial Services, Ministry of Finance (5 copies).
- 14) Director, National Security Depository, 4th Floor, "A Wing", Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Pare(W), Mumbai – 13.
- 15) NIC, Department of Personnel & Training, North Block, New Delhi - 110001 with the request to put on this circular on the website (Home page>Circulars/Reports>Services Division) immediately.

Copy also to:-

1. PPS to Secretary (Personnel)/ PPS to AS(S&V)/ PPS to EO/PPS to JS(E)/PPS to JS(AT&A)/PPS to JS(Vig.)
2. All officers/sections of Department of Personnel & Training.



*(Handwritten Signature)*  
(Harjot Kaur)  
Director (Services)

**ANNEXURE- I**

**(Details to be furnished by Member of the Service)**

- 1. Name of the Member of Service:**
- 2. Designation:**
- 3. Name of Min/Dept./Orgn:**
- 4. Scale of Pay:**
- 5. Date of Birth:**
- 6. Date of joining Govt. Service:**
- 7. Basic Pay:**
- 8. Nominee for accumulations  
Under the Pension Account:**

<b>Sr.No.</b>	<b>Name of Nominee(s)</b>	<b>Age</b>	<b>Percentage of share payable</b>	<b>Relationship with Member of Service</b>

**Signature of the Member of the Service.**

TO/SNO

ANNEXURE - II

Name of SNO \_\_\_\_\_  
Name of Office and address \_\_\_\_\_

Sl.	Name of the Member of Service	Designation	Basic Pay	Date of Birth	Unique Pension a/c no. in 15 digits( to be allotted by CAO(P)	Date of joining service	Details of nominee(s) for accumulations under Pension Account			
							Name of Nominee(s)	Age	Relationship with MoS	% age of share

Name of the SNO \_\_\_\_\_

OFFICE SEAL \_\_\_\_\_

ANNEXURE-III

Journal of schedule of Member of Service's contributions towards  
**INDEX REGISTER**

Unique Pension Account No.	Name of the Member of Service	Designation	Name of the Office in which joined service	Date of Birth	Date of joining Service	Signature of JAO/AAO

(Remarks)  
\* This column is not to be filled

**ANNEXURE - IVA**

Six digit code \_\_\_\_\_

Sl	Name of the Member of Service	Designation	Basic Pay	Date of Birth	Unique Pension a/c no. in 15 digits( to be allotted by CAO(P)	Date of joining service	Details of nominee(s)for accumulations under Pension Account				Remarks
							Name of Nominee (s)	Age	Relationsh ip with Member of Service	% age of shar e	

**Signature of SNO with seal** \_\_\_\_\_

ANNEXURE - IV

(See Para 9)

**Format of schedule of Member of Service's contributions towards Tier - I and Tier - II of the New Pension Scheme (to be attached with the pay bill.)**

**Name of TO**

Unique Pension a/c no. in 15 digits (to be allotted by CAO(P))	Name of the Member of Service	Designation	Basic Pay	D P Rs	D A Rs.	Contribution under Tier - I (Rs.)	Contribution under Tier - II *(Rs.)	Total Rs.	Remarks

(Rupees.....)

\* This column is not to be used during the interim period.

**Date and signature of TO.**

**ANNEXURE - V**

(See Para 10)

Format of schedule of Member of Service's contributions towards Tier - I of the New Pension Scheme (to be attached with the bill for drawl of Government's contribution.)

**Name of SNO**

Unique Pension a/c no. in 15 digits( to be allotted by CAO(P)	Name of the Member of Service	Designation	Basic Pay	DP Rs.	DA Rs.	Government's contribution Rs.	Remark

(Rupees.....)

**Date and signature of SNO.**

(ANNEXURE - VI)

PRAN No.	Name of the Member of Service	Designation	Date of Birth	Date of joining the All India Services	Date of joining Deptt/office under the payment control of TO/SNO	Signature of TO/SNO

*[Faint, illegible text, possibly a signature or stamp]*

*[Faint, illegible text]*



(ANNEXURE - VII)

SEE PARA 11

## NEW PENSION SCHEME LEDGER FOLIO

Name: \_\_\_\_\_  
 Designation \_\_\_\_\_ Department \_\_\_\_\_  
 Date of joining All India Service \_\_\_\_\_  
 Date of Superannuation \_\_\_\_\_

Unique Pension Account no. allotted by SNO

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Month	Basic Pay	DA	Member's contribution under Tier - I Rs.	Govt.'s contribution under Tier - I Rs.	Total Tier - I Rs.	Member's contribution under Tier - II Rs.	Remark		Tier - I	Tier - II
April										
May										
June										
July								OB as on		
Aug.					<span s					

L/R/No. 1450/PFRDA/23/09

No. 1(2)/EV/2008  
Government of India  
Ministry of Finance  
Department of Expenditure

....

New Delhi, the 19<sup>th</sup> January, 2009

**OFFICE MEMORANDUM**

The undersigned is directed to refer to the meeting held on 17-12-2008 to discuss the various issues requiring clarifications on NPS as sought by various Accounting Organizations. These issues have been examined in the Department of Expenditure in consultation with PFRDA, D/o Pension & Pensioners Welfare and D/o Financial Services.

2. The clarifications to these issues are now enclosed for necessary action.

Encl: As above.

*Manoj Sahay*  
(Manoj Sahay)  
Director

To

1. Mr. V.N. Kaila, CGA
2. Ms Bulbul Ghosh, CGDA
3. Ms Sudha Choube, Financial Commissioner, Railways,
4. Ms. Soma Roy Burman, CC(Pensions)
5. Mr. B.B. Singh, Dy. Director General(PAF)
- ✓6. PFRDA

*294(22)*

	Query	Clarification
1	Payment on resignation /removal	Notification dated 22-12-2003 has stipulated that Individuals can normally exit at or after 60 years. At exit, the individual would be mandatorily required to invest 40% of pension wealth to purchase an annuity. The individual would receive a lump-sum of the remaining pension wealth. Individuals would have the flexibility to leave the Pension system prior to age 60. However, in this case, the mandatory annuitization would be 80% of the pension wealth. Hence, the present provisions will continue. No change has been made.
2	Suspension Cases	<ul style="list-style-type: none"> <li>• Every subscriber shall subscribe monthly to the NPS when on duty or Foreign Service but not during a period of suspension.</li> <li>• On exoneration or otherwise, the amount of subscription shall be the emoluments to which he was entitled on the first day after his return to duty.</li> <li>• If a subscriber elect to pay arrears of subscriptions in respect of a period of suspension, the emoluments or portion of emoluments which may be allowed for that period on reinstatement, shall deemed to be emoluments drawn on duty.</li> </ul>
3	HPL Cases	The subscription of the employer and government would be restricted to that proportionate to leave salary.
4	EOL Cases(Including on medical grounds)	Since no salary is drawn during this period, no contribution either from government employee or government would be payable.

No. 31011/3/2013-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: 12.7.2016

OFFICE MEMORANDUM

Subject:- **Irregularities and misuse in availing Leave Travel Concession-Guidelines to be followed.**

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*  
12.7.16  
(Surya Narayan Jha)

Under Secretary to the Government of India

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. 31011/3/2013-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: , 2016

OFFICE MEMORANDUM

**Subject:- Irregularities and misuse in availing Leave Travel Concession- Guidelines to be followed.**

The undersigned is directed to say that some instances where some Government servants colluded with private travel agents to submit LTC claims showing inflated airfare to clandestinely obtain undue benefits like free boarding/lodging/transport or cash refunds have come to notice of the Government.

2. In order to curb these malpractices the following steps may be taken:

(i) As per instructions reiterated from time to time, 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 (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'. Proposals from different Ministries/Departments for relaxation continue to be received on the plea that the Government servant was not aware of this requirement. Vide the OM dated No. 31011/3/2015-Estt (A.IV) dated 18<sup>th</sup> February, 2016 detailed guidelines on submission and processing of claims were circulated. These guidelines are required to be made available to Government servants whenever they apply for LTC. Plea of ignorance of the instructions therefore cannot be used by such Government servants.

The nodal Ministries of M/s Balmer Lawrie & Co. (Ministry of Petroleum and Natural Gas), M/s Ashok Travels & Tours (Ministry of Tourism) and IRCTC (Ministry of Railways) shall issue instructions to these organisations to ensure compliance to the instructions issued vide O.M. dated 18<sup>th</sup> February, 2016 on issue of air tickets. Any violation of these instructions shall invite blacklisting.

(ii) Vide the Department of Expenditure's O.M. No. 19024/1/2009-E.IV dated 04.03.2011, it was clarified that reimbursement of air fare lower than LTC-80 fare of Air India is admissible for the journey(s) performed by Air India under LTC-80. LTC-80 fare is to be used as the ceiling beyond which no claim will be entertained. It has now been decided that in accordance with the canons of financial propriety, Government servants should purchase tickets at the lowest rate available at the time of booking for the date and time of scheduled journey. Government servant will be required to submit the print out of the tickets showing date and time of booking in addition to the fare charged. It may, however, be kept in mind that in some cases of cancellation/rescheduling, a refund fee may be applicable. This will be borne by the employee unless the journey had to be rescheduled/cancelled due to exigencies of work. The Authority which has approved the LTC will have the powers to cancel or reschedule it.

Contd...

(iii) While submitting the LTC claim after completion of the LTC journey, the Govt. servant will be required to submit a self-certificate on plain paper as follows:

- (1) I certify that the airfare claimed by me is in respect of the fare charged by the Airline for the air journey only and does not include any charges for any facility/undue benefit including boarding/lodging/local transport.
- (2) I also certify that I have booked the ticket at the lowest fare available for the destination at the time of booking for the scheduled date and time of departure. I am aware that suppression of any information or furnishing wrong information will render me liable to disciplinary action.

3. The Administrative Ministries/Departments may also from time to time do random checks from airlines whether the tickets were booked at the lowest fare available on that date. Attention of the Ministries/Departments is also invited to Rule 3(1)(i) of the Central Civil Services (Conduct) Rules, 1964 which requires the Government servants to maintain absolute integrity at all times. In addition, cheating/fraud also attract various sections of the Indian Penal Code 1860. Ministries/Departments should therefore not hesitate to take severe action against employees guilty of deliberate malpractices, particularly in collusion with travel agents etc.

4. All the Ministries/ Departments of Government of India are requested to bring the contents of this O.M. to the notice of all concerned.

(Surya Narayan Jha)  
Under Secretary to the Government of India

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. 31011/8/2017-Estt.A-IV  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Establishment A-IV Desk  
\*\*\*

North Block New Delhi.  
Dated January 18, 2018

OFFICE MEMORANDUM

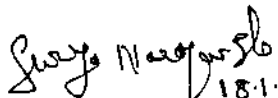
**Subject: Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission-clarification reg.**

The undersigned is directed to refer to this Department's O.M. of even no. dated 19.09.2017 on the subject noted above, which inter-alia provides that the travel entitlements of Government servants for the purpose of LTC shall be the same as TA entitlements as notified vide Ministry of Finance's O.M. dated 13.07.2017, except the air travel entitlement for Level 6 to Level 8 of the Pay Matrix, which is allowed in respect of TA only and not for LTC.

2. In this regard, this Department is in receipt of references from Government employees and various Departments seeking clarification as to whether travel by Business class for the purpose of LTC, shall be allowed to the Government employees as per their TA entitlements, or the earlier instructions regarding air travel by Economy class only as provided in Department of Expenditure's O.M. No. 19024/1/2009-E.IV dated 16.09.2010 shall continue to exist.

3. The matter has been examined in consultation with Department of Expenditure and it is hereby clarified that in line with DoPT's instructions dated 19.09.2017, the Government employees in the bracket of **pay level 14 and above**, shall be entitled for air travel in Business/Club class for the purpose of LTC. However, other conditions like rate ceiling of LTC-80 fare and booking of tickets through authorised modes, shall continue to exist.

4. Hindi version will follow.

  
(Surya Narayan Jha)  
18.1.18

Under Secretary to the Government of India

To

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

Contd...

From pre-page:

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  
(Notifications << OMs/Orders << Establishment << LTC Rules).
10. Hindi section for Hindi version.



No. 31011/8/2017-Estt.A-IV  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Establishment A-IV Desk

\*\*\*

North Block New Delhi.  
Dated September 19, 2017

OFFICE MEMORANDUM

**Subject: Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission-clarification reg.**

The undersigned is directed to refer to this Department's O.M. No. 31011/4/2008-Estt.A-IV dated 23.09.2008, which inter-alia provides that travel entitlements for the purpose of official tour/transfer or LTC, will be the same but no daily allowance shall be admissible for travel on LTC. Further, the facility shall be admissible only in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.

2. Consequent upon the decisions taken by Government on the recommendations of Seventh CPC relating to Travelling Allowance entitlements of Central Government employees, TA Rules have undergone changes vide Ministry of Finance's O.M. No. 19030/1/2017-E.IV dated 13.07.2017.

3. In this regard, it is clarified that the travel entitlements of Government servants for the purpose of LTC shall be the same as TA entitlements as notified vide Ministry of Finance's O.M. dated 13.07.2017, **except the air travel entitlement for Level 6 to Level 8 of the Pay Matrix**, which is allowed in respect of TA only and not for LTC.

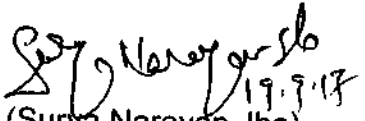
4. Further, the following conditions may also be noted:

- i. No daily allowance shall be admissible for travel on LTC.
- ii. Any incidental expenses and the expenditure incurred on local journeys shall not be admissible.
- iii. Reimbursement for the purpose of LTC shall be admissible in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.
- iv. In case of journey between the places not connected by any public/Government means of transport, the Government servant shall be allowed reimbursement 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.

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From pre-page:

- v. Travel by Premium trains/Premium Tatkal trains/Suvidha trains is now allowed on LTC. Further, reimbursement of tatkal charges or premium tatkal charges shall also be admissible for the purpose of LTC.
  - vi. Flexi fare (dynamic fare) applicable in Rajdhani/Shatabdi/Duronto trains shall be admissible for the journey(s) performed by these trains on LTC. This dynamic fare component shall not be admissible in cases where a non-entitled Government servant travels by air and claims reimbursement for the entitled class of Rajdhani/Shatabdi/Duronto trains.
5. **This O.M. will take effect from July 1, 2017.**
6. Hindi version will follow.

  
(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.
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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  
(Notifications << OMs/Orders << Establishment << LTC Rules).
10. Hindi section for Hindi version.

New Delhi, the 13<sup>th</sup> July 2017

**OFFICE MEMORANDUM**

**Subject: Travelling Allowance Rules - Implementation of the Seventh Central Pay Commission**

Consequent upon the decisions taken by the Government on the recommendations of the Seventh Central Pay Commission relating to Travelling Allowance entitlements to civilian employees of Central Government, President is pleased to decide the revision in the rates of Travelling Allowance as set out in the Annexure to this Office Memorandum.

2. The 'Pay Level' for determining the TADA entitlement is as indicated in Central Civil Service (Revised Pay) Rules 2016.
3. The term 'Pay in the Level' for the purpose of these orders refer to Basic Pay drawn in appropriate Pay level in the Pay Matrix as defined in Rule 3(8) of Central Civil Services (Revised Pay) Rules, 2016 and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP) or any other type of pay like special pay, etc.
4. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible in the normal course, for the higher entitlements.
5. The claims submitted in respect of journey made on or after 1<sup>st</sup> July, 2017, may be regulated in accordance with these orders. In respect of journeys performed prior to 1<sup>st</sup> July, 2017, the claims may be regulated in accordance with the previous orders dated 23.09.2008.
6. It may be noted that no additional funds will be provided on account of revision in TADA entitlements. It may therefore be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.
7. These orders shall take effect from 01<sup>st</sup> July, 2017.
8. Separate orders will be issued by Ministry of Defence and Ministry of Railways in respect of Armed Forces personnel and Railway employees, respectively.
9. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

Hindi version is attached



(Nirmala Dev)

Deputy Secretary to the Government of India

To,

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to: C&AG and U.P.S.C., etc. as per standard endorsement list.

**Annexure to Ministry of Finance, Department of Expenditure  
O.M.No.19030/1/2017-E.IV dated 10<sup>th</sup> July 2017.**

In supersession of Department of Expenditure's O.M. No. 19030/3/2008-E.IV dated 23.09.2008, in respect of Travelling Allowance the following provisions will be applicable with effect from 01.07.2017.

**2. Entitlements for Journeys on Tour or Training**

**A.(i) Travel Entitlements within the Country**

Pay Level in Pay Matrix	Travel entitlement
14 and above	Business/Club class by air or AC-I by train
12 and 13	Economy class by air or AC-I by train
6 to 11	Economy class by air or AC-II by train
5 and below	First Class/AC-III/AC Chair car by train

(ii) It has also been decided to allow the Government officials to travel by Premium Trains/Premium Tatkal Trains/Suvidha Trains. the reimbursement to Premium Tatkal Charges for booking of tickets and the reimbursement of Dynamic/Flexi-fare in Shatabdi/Rajdhani/Duronto Trains while on official tour/ training. Reimbursement of Tatkal Seva Charges which has fixed fare, will remain continue to be allowed. Travel entitlement for the journey in Premium/Premium Tatkal/Suvidha/ Shatabdi/Rajdhani/ Duronto Trains will be as under :

Pay Level in Pay matrix	Travel Entitlements in Premium/Premium Tatkal/Suvidha/ Shatabdi/ Rajdhani/ Duronto Trains
12 and above	Executive/AC 1 <sup>st</sup> Class (in case of Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani Trains as per available highest class)
6 to 11	AC 2 <sup>nd</sup> Class/Chair Car (in Shatabdi Trains)
5 & below	AC 3 <sup>rd</sup> Class/Chair Car

(iii) The revised Travel entitlements are subject to following

- In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- All mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.
- In case of non-availability of seats in entitled class, Govt. servants may travel in the class below their entitled class.

**B. International Travel Entitlement**

Pay Level in Pay Matrix	Travel entitlement
17 and above	First class
14 to 16	Business/Club class
13 and below	Economy class

C. Entitlement for journeys by Sea or by River Steamer

(i) For places other than A&N Group of Islands and Lakshadweep Group of Island :-

Pay Level in Pay Matrix	Travel entitlement
9 and above	Highest class
6 to 8	Lower class if there be two classes only on the steamer
4 and 5	if two classes only, the lower class. If three classes, the middle or second class. If there be four classes, the third class
3 and below	Lowest class

(ii) For travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited :-

Pay Level in Pay Matrix	Travel entitlement
9 and above	Deluxe class
6 to 8	First/ 'A' Cabin class
4 and 5	Second/ 'B' Cabin class
3 and below	Bunk class

D. Mileage Allowance for Journeys by Road :

(i) At places where specific rates have been prescribed :-

Pay Level in Pay Matrix	Entitlements
14 or above	Actual fare by any type of public bus including AC bus OR At prescribed rates of AC taxi when the journey is actually performed by AC taxi OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
6 to 13	Same as above with the exception that journeys by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
3 and below	Actual fare by ordinary public bus only OR At prescribed rates for auto rickshaw for journeys by autorickshaw, own scooter, motor cycle, moped, etc.

(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States:

For journeys performed in own car/taxi	Rs. 24/- per Km
For journeys performed by auto rickshaw own scooter, etc	Rs. 12/- per Km

At places where no specific rates have been prescribed, the rate per km will further rise by 25 percent whenever DA increases by 50 percent.

## E(i). Daily Allowance on Tour

Pay level in pay matrix	Entitlement
14 and above	Reimbursement for hotel accommodation/guest house of up to ₹7,500/- per day. Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and
12 and 13	Reimbursement of food bills not exceeding ₹1200/- per day. Reimbursement for hotel accommodation/guest house of up to ₹4,500/- per day. Reimbursement of AC taxi charges of up to 50 km per day for travel within the city. Reimbursement of food bills not exceeding ₹1000/- per day
9 to 11	Reimbursement for hotel accommodation/guest house of up to ₹2,250/- per day. Reimbursement of non-AC taxi charges of up to ₹338/- per day for travel within the city. Reimbursement of food bills not exceeding ₹900/- per day
6 to 8	Reimbursement for hotel accommodation/guest house of up to ₹750 per day. Reimbursement of non-AC taxi charges of up to ₹225/- per day for travel within the city. Reimbursement of food bills not exceeding ₹800/- per day
5 and below	Reimbursement for hotel accommodation/guest house of up to ₹450 per day. Reimbursement of non-AC taxi charges of up to ₹113/- per day for travel within the city. Reimbursement of food bills not exceeding ₹500/- per day.

(ii) **Reimbursement of Hotel charges** :- For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be ₹1,000 per day but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25 percent whenever DA increases by 50 percent

(iii) **Reimbursement of Travelling charges** :- Similar to Reimbursement of staying accommodation charges, for levels 8 and below the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for levels 11 and below will further rise by 25 percent whenever DA increases by 50 percent. For journeys on foot, an allowance of Rs.12/- per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.

(iv) **Reimbursement of Food charges** :- There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table E(i) above and, depending on the length of absence from headquarters, would be regulated as per Table (v) below. Since the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates) i.e. lump sum amount payable. The lump sum amount will increase by 25 percent whenever DA increase by 50 percent

## (v) Timing restrictions

Length of absence	Amount Payable
If absence from headquarters is <6 hours	30% of Lump sum amount
If absence from headquarters is between 6-12 hours	70% of Lump sum amount
If absence from headquarters is >12 hours	100% of Lump sum amount

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis

(vi) In case of stay/journey on Government ships, boats etc. or journey to remote places on foot/mules etc. for scientific/data collection purposes in organization like ISI, Survey of India, GSI etc., daily allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Department/controlling officer.

Note: DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs.

### 3. T.A. on Transfer

TA on Transfer includes 4 components: (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

#### (i) Travel Entitlements:

- (a) Travel entitlements as prescribed for tour in Para 2 above, except for International Travel, will be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S.R.114 will, however, continue to be applicable.
- (b) The provisions relating to small family norms as contained in para 4(A) of Annexure to M/o Finance O.M. F.No. 10/2/98-IC & F No. 19030/2/97-EIV dt. 17/1. April 1998, shall continue to be applicable.

#### (ii) Composite Transfer and Packing Grant (CTG):

- (a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other. However, for transfer to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG.
- (b) In cases of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one-third of the composite transfer grant will be admissible, provided a change of residence is actually involved.
- (c) In cases where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

#### (iii) Transportation of Personal Effects

Level	By Train/Steamer	By Road
12 and above	6000 Kg by goods train/4 wheeler wagon/ 1 double container	Rs. 50/- per km
6 to 11	6000 Kg by goods train/4 wheeler wagon/ 1 single container	Rs. 50/- per km
5	3000 kg	Rs. 25/- per km
4 and below	1500 kg	Rs. 15/- per km

The rates will further rise by 25 percent whenever DA increases by 50 percent. The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India. The claim for reimbursement shall be admissible subject to the production of actual receipts/ vouchers by the Govt. servant. Production of receipts/vouchers is mandatory in r/o transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep also.

Transportation of personal effects by road is as per kilometer basis only. The classification of cities /towns for the purpose of transportation of personal effects is done away with.

(iv) **Transportation of Conveyance.**

Level	Reimbursement
6 and above	1 motor car etc. or 1 motor cycle/scooter
5 and below	1 motorcycle/scooter/moped/bicycle

The general conditions of admissibility of TA on Transfer as prescribed in S.R. 116 will, however, continue to be applicable.

**4 T.A. Entitlement of Retiring Employees**

TA on Retirement includes 4 components - (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance

(i) **Travel Entitlements**

Travel entitlements as prescribed for tour/transfer in Para 2 above except for International Travel, will be applicable in case of journeys on retirement. The general conditions of admissibility prescribed in S.R.147 will, however, continue to be applicable.

(ii) **Composite Transfer Grant(CTG)**

(a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement, settled down at places other than last station(s) of their duty located at a distance of or more than 20 km. However, in case of settlement to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand etc. at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.

(b) As in the case of serving employees, Government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the CTG subject to the condition that a change of residence is actually involved.

(iii) **Transportation of Personal Effects** :- Same as Para 3(iii) above.

(iv) **Transportation of Conveyance** Same as Para 3(iv) above.

The general conditions of admissibility of TA on Retirement as prescribed in S.R. 147 will, however, continue to be applicable.

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No. 31011/8/2017-Estt.A-IV  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Establishment A-IV Desk  
\*\*\*

North Block New Delhi.  
Dated January 18, 2018

OFFICE MEMORANDUM

**Subject: Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission-clarification reg.**

The undersigned is directed to refer to this Department's O.M. of even no. dated 19.09.2017 on the subject noted above, which inter-alia provides that the travel entitlements of Government servants for the purpose of LTC shall be the same as TA entitlements as notified vide Ministry of Finance's O.M. dated 13.07.2017, except the air travel entitlement for Level 6 to Level 8 of the Pay Matrix, which is allowed in respect of TA only and not for LTC.

2. In this regard, this Department is in receipt of references from Government employees and various Departments seeking clarification as to whether travel by Business class for the purpose of LTC, shall be allowed to the Government employees as per their TA entitlements, or the earlier instructions regarding air travel by Economy class only as provided in Department of Expenditure's O.M. No. 19024/1/2009-E.IV dated 16.09.2010 shall continue to exist.

3. The matter has been examined in consultation with Department of Expenditure and it is hereby clarified that in line with DoPT's instructions dated 19.09.2017, the Government employees in the bracket of **pay level 14 and above**, shall be entitled for air travel in Business/Club class for the purpose of LTC. However, other conditions like rate ceiling of LTC-80 fare and booking of tickets through authorised modes, shall continue to exist.

4. Hindi version will follow.

  
(Surya Narayan Jha)  
18.1.18

Under Secretary to the Government of India

To

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

Contd...

From pre-page:

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9. NIC, DoP&T with the request to upload this OM on Department's website  
(Notifications << OMs/Orders << Establishment << LTC Rules).
10. Hindi section for Hindi version.

F.No. 31011/4/2008- Estt.(A)  
Government of India  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training

New Delhi, the 23rd September, 2008

**OFFICE MEMORANDUM**

Subject:- Sixth Central Pay Commission – Recommendations relating to LTC – Acceptance of.

Consequent upon the acceptance of the recommendations of Sixth Central Pay Commission, it has been decided to make necessary additions/changes in the CCS(LTC) Rules, 1988 as indicated below:-

**Rule 4(d) Definition of Family:-**

The parents and /or step parents (stepmother and stepfather) who are wholly dependent on the Government employees shall be included in the definition of family for the purpose of LTC, irrespective of whether they are residing with the Government employee or not.

The definition of dependency will be linked to the minimum family pension prescribed in Central Government and dearness relief thereon. The extant conditions in respect of other relations included in the family including married/divorced/abandoned/separated/widowed daughters shall continue without any change.

**Rule 8 Types of LTC**

Fresh recruits to Central Government may be allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the Government officers only for the first two blocks of four years applicable after joining the Government for the first time. The blocks of 4 years shall apply with reference to the initial date of joining the Government even though the employee changes the job within Government subsequently. The existing blocks will remain the same but the entitlements of the new recruit will be different in the first eight years of service. All other provisions concerning frequency of travel under LTC are retained.

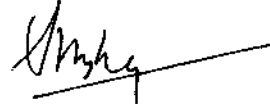
**Rule 12 Entitlement**

Travel entitlements, for the purpose of official tour/transfer or LTC, will be the same but no daily allowance shall be admissible for travel on LTC. Further, the facility shall be admissible only in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body. Air Journey by Private Airlines will however, continue to be admissible as per Ministry of Finance O.M. No. 19024/1/E-IV/2005 dated the 24<sup>th</sup> March, 2006 and in terms of the orders of DOPT in this regard.

**Encashment of Earned Leave alongwith LTC**

Government officers are allowed to encash ten days earned leave at the time of availing of LTC to the extent of sixty days during the entire career. The leave encashed at the time of LTC will not be deducted from the maximum amount of earned leave encashable at the time of retirement. It is further clarified that where both husband and wife are Government servants, the present entitlement for availing LTC shall remain unchanged, and encashment of leave equal to 10 days at the time of availing of LTC will continue to be available to both, subject to a maximum of sixty days each during the career.

2. **These changes are effective from 1<sup>st</sup> September, 2008.**
3. The LTC claim pertaining to the period prior to 31<sup>st</sup> August, 2008 shall be regulated as per rules applicable on the date of journey and LTC claims already settled will not be re-opened.
4. In so far as persons working in the Indian Audit & Accounts Department are concerned, these orders are being issued in consultation with C & A.G. of India.
5. Hindi version will follow.



(P. Prabhakaran)

Deputy Secretary to the Govt. of India  
Tel: 2309 3176

To

All Ministries/Departments of the Government of India (with usual number of copies)

**Copy to:**

1. President's Secretariat, Rashtrapathi Bhavan, New Delhi.
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14. Website Section, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi.
15. Facilitation Centre, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi – 25 spare copies.
16. 100 spare copies.

No. 21011/08/2013-Estt(AL)  
 Government of India/Bharat Sarkar  
 Ministry of Personnel, Public Grievances and Pensions  
 Department of Personnel & Training

\*\*\*\*\*

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 CCS (Leave) Rules, 1972 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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<b>Leave Encashment with LTC</b>		
<b>Sl. No.</b>	<b>Frequently asked Questions</b>	<b>Answer</b>
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}



<b>Leave Encashment on Suspension/Dismissal/Removal</b>		
<b>Sl. No.</b>	<b>Frequently asked Questions</b>	<b>Answer</b>
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.

<b>Interest on Leave Encashment</b>		
<b>Sl. No.</b>	<b>Frequently asked Questions</b>	<b>Answer</b>
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.

<b>Study Leave</b>		
<b>Sl. No.</b>	<b>Frequently asked Questions</b>	<b>Answer</b>
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.

#### Paternity 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

		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}

#### Commutated 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.14028/2/2012-Estt.(L)  
Government of India  
Ministry of Personnel, PG and Pensions  
(Department of Personnel and Training)  
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New Delhi, dated the 9<sup>th</sup> February, 2015.

**OFFICE MEMORANDUM**

Subject: Encashment earned leave alongwith LTC- clarification.

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The undersigned is directed to refer to DoPT's O.M. No. 31011/4/2008-Estt.(A), dated 23<sup>rd</sup> September, 2008 allowing encashment of earned leave alongwith LTC and to say that references have been received with regard to the number of times that a Government servant can avail of the encashment within the same block.

2. It is clarified that the Government servants governed by the CCS (Leave) Rules, 1972 and entitled to avail LTC may encash earned leave upto 10 days at the time of availing both types of LTCs, i.e. 'Hometown' and 'anywhere in India'. However, when the one and the same LTC is being availed of by the Government servant and his family members separately in a block year, encashment of leave would be restricted to one occasion only.

3. Hindi version will follow.

  
( Mukul Ratra )  
Director  
Tele: 26164314

To

All Ministries/ Department of Government of India  
(As per standard mailing list)

Copy forwarded to:

1. Office of the Comptroller & Auditor General of India/Controller General of Accounts, Ministry of Finance.
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8. Ministry of Finance, Deptt. of Expenditure, (E.IV) Branch)
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( Mukul Ratra )  
Director  
Tele: 26164314

**GOVERNMENT OF WEST BENGAL**  
Personnel & Administrative Reforms Department, I.A.S.Cell,  
Nabanna, 325, Sarat Chatterjee Road, Mandirtala, Howrah-711 102.

No.433-PAR (IAS)/4A-01/15

Dated, Howrah, The 13<sup>th</sup> March, 2015.

From: **O.S.D. & Ex Officio Joint Secretary,**  
P&AR Department,  
Government of West Bengal

To : Shri.Smt./Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub : Declaration of Home Town in respect of IAS Officers**

Sir/Madam,

I am directed to request you to submit a declaration, in the prescribed proforma, of your Home Town (City/Village) mentioning therein clearly if there is any change of Home Town as declared previously by you and henceforth, to prefer your claim for LTC, if any, in accordance with AIS(LTC) Rules, read with D.O.P.T. Order F. No. 31011/4/2014-Estt.(A. IV), dated 19.06.2014, in the format as enclosed.

Yours faithfully,



OSD & Ex Officio Joint Secretary  
Govt. of West Bengal

No.433/1-PAR (IAS)/4A-01/15

Dated, Howrah, The 13<sup>th</sup> March, 2015.

Copy forwarded for information and necessary action to the O.S.D. & Ex Officio Joint Secretary, S/R & A/Cs Cell, P&AR Department.



OSD & Ex Officio Joint Secretary  
Govt. of West Bengal

**HOME TOWN DECLARATION FORM**

**[OM No. 43/15/57-Estts. (A) dated 24-6-1958]**

I, \_\_\_\_\_ hereby declare that my home town is at the place as shown below for the purpose of availing my self of the Leave Travel Concession purpose.

State	District	Town	Village	Nearest Railway station	Whether any change in Home Town has been made

**Signature of the Government employee**

**Signature of Head of Office**

Date : .....

Designation : .....

Nomination by : .....

Designation : .....

Date of receipt of nomination : .....

### Application form for grant of LTC advance

<b>1.</b>	Name of the Government Servant			
<b>2.</b>	Designation			
<b>3.</b>	Date of entering the Central Government Service			
<b>4.</b>	PAY + SI + NPA			
<b>5.</b>	Whether permanent or temporary			
<b>6.</b>	Home Town as recorded in the Service Book			
<b>7.</b>	Whether wife / husband is employed and if so whether entitled to LTC			
<b>8.</b>	Whether the concession is to be availed for visiting home town and if so block for which LTC is to be availed.			
<b>9.</b>	(a) If the concession is to visit anywhere in India, the place to be visited. (b) Block for which to be availed.			
<b>10.</b>	Single rail fare/bus fare from the headquarters to home town/place of visit by shortest route.			
<b>11.</b>	Persons in respect of whom LTC is proposed to be availed.			
	<b>S.No</b>	<b>Name</b>	<b>Age</b>	<b>Relationship</b>
	<b>1.</b>			
	<b>2.</b>			
	<b>3.</b>			
	<b>4.</b>			
	<b>5.</b>			
<b>6.</b>				
<b>12.</b>	Amount of advance required.	Rs.		

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lump sum.

**Date**

**Signature of Government Servant.**



BILL NO

DATE

**LEAVE TRAVEL CONCESSION BILL**

FOR THE BLOCK/CALENDAR YEAR \_\_\_\_\_ TO \_\_\_\_\_

PLACE OF VISIT : \_\_\_\_\_

NEAREST RAILWAY STATION /BUS STAND : \_\_\_\_\_

**PART – A**

(TO BE FILLED BY THE GOVERNMENT SERVANT)

1. Emp. Code \_\_\_\_\_ 2. Name \_\_\_\_\_

3. Designation \_\_\_\_\_ 4. Basic Pay \_\_\_\_\_  
(As on date of onward journey)

5. Headquarters \_\_\_\_\_

6. Leave Details

a) Nature of Leave \_\_\_\_\_ b) Period \_\_\_\_\_

7. Particulars of members of family in respect of whom the LTC has been claimed

Sl.No	Name	Age	Relationship
1			
2			
3			
4			
5			
6			
7			
8			

8. Details of journey(s) performed by Government Servant and the members of his/her family .

Dep. Date & Place	Arrival Date & Place	Distance (Kms)	Mode of Travel used	Class of Accommodation	No. of fares	Fare Paid	Ticket Nos	PNR Nos	Remarks

9. Amount of advance, IF ANY DRAWN Rs:- \_\_\_\_\_

10. Particulars of journey(s) for which higher class of accommodation than the one to which the Government Servant is entitled was used. ( Sanction No. and date to be given)

Date & Place		Mode of Conveyance	Class to which Entitled	Class by which Traveled	No of fares	Fare Paid	Tickets (Nos)
From	To						

11. Particulars of Journey(s) performed by the road between places connected by rail:

Date & Names of places		Class to which entitled	Fare Paid	Tickets (Nos)
From	To			

Certified that : -

1. The information are given above is true to the best of my knowledge and belief
2. That my husband /wife is not employed in Government service/that my husband /wife is employed in Government Service and the concession had not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block year \_\_\_\_\_ to \_\_\_\_\_.
3. That my husband /wife for whom LTC is claimed by me is employed in \_\_\_\_\_ (Name of the public sector undertaking/Corporation/Autonomous Body, etc.), which provides leave travel concession facilities but he/she has not preferred and will not prefer any claim in this behalf to his/her employer; and
4. That my wife /husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking / Corporation /Autonomous body financed wholly or partly by the central government or Local body, which provides LTC facilities to its employees and their families.
5. That my father/mother/sister/brother is /are fully dependent on me and their income is less than Rs 500 /- per month and he/she/they is/are residing with me.

Dated : -

Signature of Government Servant

Name \_\_\_\_\_

Emp.Code \_\_\_\_\_

Telephone No \_\_\_\_\_

Intercom No \_\_\_\_\_

Email \_\_\_\_\_

**CERTIFICATE TO BE GIVEN BY ADMINISTRATION**

1.)Certified that necessary entries have been made in the service book of Shri /Smt /Kum

\_\_\_\_\_

2.) Joint declaration/ certificate received from his/her husband's/ wife's office. He/She will avail LTC and other benefits from this office.

Signature of the Officer Authorised to attest in the service book

**PART –B**

(To be filled by Bill section)

1. The net entitlement an account of Leave Travel Concession works out Rs \_\_\_\_\_  
Rupees (in words) \_\_\_\_\_

a) Railway/Air/Bus/ Steamer Fare                      Rs                      \_\_\_\_\_

b) Less Amount of advance drawn                      Rs                      \_\_\_\_\_

Vide Bill No                      \_\_\_\_\_

Dated                      \_\_\_\_\_                      Rs                      \_\_\_\_\_

Net Amount                      \_\_\_\_\_                      Rs                      \_\_\_\_\_

2. Expenditure is debit able to \_\_\_\_\_  
Major head                      \_\_\_\_\_  
Sub head                      \_\_\_\_\_

Drawing and Disbursing officer  
(Signature)

Bill Clerk

Initial

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  
\*\*\*

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.

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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

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.

Contd...

*From pre-page:*

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/ 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: 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.

  
(Mukesh Chaturvedi)  
Director(Establishment)  
Ph: 23093176

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

Contd...



*From pre-page:*

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/ 2014-Estt.(A-IV)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi-110 001  
Dated: 26<sup>th</sup> September, 2014

**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 say that in relaxation to CCS (LTC) Rules, 1988, it has been decided by the Government to permit Government servants to travel by air to North East Region (NER) , Jammu and Kashmir and Andaman & Nicobar Islands (A&N) as per the following scheme -

- (i) All eligible Government servants may avail LTC to visit any place in NER/ A&N/J&K against the conversion of one block of their Home Town LTC. Fresh Recruits are also eligible for this benefit against conversion of one of the three Home Towns in a block of four years applicable to them.
- (ii) Government servants entitled to travel by air can avail this LTC from their Headquarters in Economy class.
- (iii) Government servants not entitled to travel by air may be permitted to travel by air in Economy class in the following sectors:
  - a. Between Kolkata/ Guwahati and any place in NER
  - b. Between Kolkata/ Chennai/ Bhubaneswar and Port Blair.
  - c. Between Delhi / Amritsar and any place in J&K

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.

- (iv) Air travel is to be performed by Air India in Economy Class only and at LTC-80 fare or less.
- (v) Air travel by non-entitled officers on the sectors mentioned in item (iii) above may be permitted while availing LTC to any place in India (4 year Block) also.

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- (vi) Air Tickets 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.
2. These orders shall be in operation for a period of two years from the date of issue of this O.M.
3. 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.
4. In their application to the staff serving in the Indian Audit and Accounts Department, these orders issue after consultation with the Comptroller and Auditor General of India.

10/12  
(B. Bandyopadhyay)  
Under Secretary to the Govt. of India  
Ph. (011) 23040341

To

All Ministries/ Departments of the Government of India.

**Government of West Bengal**  
**Personnel & Administrative Reforms Department**  
**Training Cell**  
**Writers' Buildings**  
**Kolkata 700 001**

**MEMORANDUM**

**No. : 42-PAR(Trg)/HR/O/3T-11/2011**

**Dated, Kolkata, the 2<sup>nd</sup> February, 2011.**

**Subject: Procedure to be followed in connection with private foreign visits of employees of State Government, Semi or Quasi-Government organisation including employees of Statutory bodies, Undertakings, Corporations, Companies, Cooperatives and Institutions etc.**

The procedure for permitting Government servants to visit foreign countries in private capacity has been liberalized by Government of India and now the leave sanctioning authority grants permission to the official concerned for private visits abroad.

In view of sharp increase in number of Government servants visiting foreign countries in private capacity, a need has been felt to liberalize the existing instructions of State Government in this regard.

Accordingly, in partial modification of the Order No. 466-PAR(Trg)/HR/O/3T-112/97 dated July 18, 2003, following procedure would be adopted in case of private visits of Government servants to foreign countries :

- (1) All categories of employees may be permitted to visit abroad in their private capacity, with the prior clearance of the authority competent to sanction their leave.
- (2) The application shall be made to the competent authority in the attached proforma (Annexure-I) at least fifteen days before the commencement of such visit.
- (3) The permission shall be granted by the leave sanctioning authority with a copy to the cadre controlling authority within seven days of receipt of such application. A standard format of permission is enclosed herewith (Annexure-II).
- (4) In partial modification of Order No. 974-PAR(Vig.) dated Calcutta, July 25, 2000 of Home (P&AR) Department, Vigilance Clearance shall not be required for according permission to travel abroad in private capacity.
- (5) For the purpose of classification, private visit would mean the visits in which the entire expenditure is being borne by the officer concerned or his family members. The term 'family' means wife or husband, as the case may be, sons and daughters including adopted sons / daughters, mother and father.

Visits involving any kind of domestic / foreign sponsorship or acceptance of foreign hospitality on boarding, lodging or any other component of the visit shall be continue to be governed by the earlier order.

**Sd/- Samar Ghosh**  
Chief Secretary  
Government of West Bengal

**No. : 42/1(61)-PAR(Trg)/HR/O/3T-11/2011 Dated, Kolkata, the 2<sup>nd</sup> February, 2011.**

Copy forwarded for information and necessary action :-

(1) The Additional Chief Secretary / Principal Secretary / Secretary,  
\_\_\_\_\_ Department

Sd/-  
Secretary  
Government of West Bengal

**No. : 42/1 (19)-PAR(TRg)/HR/O/3T-15/2012**

Copy with enclosures forwarded to :-

- (1) The Director General & Inspector General of Police, West Bengal, Writers' Buildings, Kolkata 700 001.
  - (2) The Commissioner of Police, Kolkata, Lal Bazar, Kolkata 700 001.
  - (3) The Principal Resident Commissioner to the Government of West Bengal, A/2, State Emporia Buildings, Baba Kharag Singh Marg, New Delhi 110 001.
  - (4) The Divisional Commissioner, Presidency / Burdwan / Jalpaiguri Division.
  - (5) The District Magistrate, \_\_\_\_\_
  - (6) The Secretary, Public Service Commission, 161A, S.P. Mukherjee Road, Kolkata 700 026.
  - (7) The Commissioner, State Election Commission, West Bengal, 18, Sarojini Naidu Sarani, Kolkata 700 017.
  - (8) The Pay & Accounts Officer, Kolkata Pay & Accounts Office, 81/2/2, Phears Lane, Kolkata 700 012.
  - (9) The Secretary, Vigilance Commission, West Bengal, Bikash Bhavan, Salt Lake, Kolkata 700 091.
  - (10) The Secretary, West Bengal Legislative Assembly, Assembly House, Kolkata.
  - (11) The Chief Executive Officer, Kolkata Metropolitan Development Authority, Prashasan Bhavan, Salt Lake, Kolkata 700 091.
  - (12) The Municipal Commissioner, Kolkata Municipal Corporation, 5, S.N. Banerjee Road, Kolkata 700 012.
  - (13) The Chairman & Managing Director, West Bengal State Electricity Distribution Company Ltd., Bidyut Bhavan, Block DJ, Salt Lake, Kolkata 700 091.
  - (14) The Director, Administrative Training Institute, West Bengal, Sector-III, Salt Lake, Kolkata 700 091.
  - (15) The Joint Secretary to the Government of West Bengal, Common Cadre Wing, Personnel & A.R. Department, Writers' Buildings, Kolkata 700 001.
  - (16) The Joint Secretary to the Government of West Bengal, WBCS Cell, Personnel & A.R. Department, Writers' Buildings, Kolkata 700 001.
  - (17) The Joint Secretary to the Government of West Bengal, Vigilance Cell, Personnel & A.R. Department, Writers' Buildings, Kolkata 700 001.
  - (18) The Joint Secretary to the Government of West Bengal, Police Service Cell, Home (Police) Department, Writers' Buildings, Kolkata 700 001.
  - (19) The Joint Secretary to the Government of West Bengal, General Cell, Personnel & A.R. Department, Writers' Buildings, Kolkata 700 001.
- *With request to circulate among all the cell of this Department.*

**Sd/- Anurag Srivastava**  
OSD & Under Secretary to the

**PROFORMA FOR APPLICATION FOR PRIVATE VISIT (ANNEXURE-I)**

1. Name :
2. Designation :
3. Pay :
4. Office (specify Department / Directorate / Undertaking / Corporation etc.
5. Passport No.
6. Details of private foreign travel to be undertaken

Period of abroad		Names of the foreign countries to be visited	Purpose	Estimated Expenditure (Travel, board / lodging, visa, misc. etc.	Sources of Funds *	Remarks
From	To					

7. Details of previous private foreign travel, if any undertaken during the last four years (as under item No. 6)

Name :

Designation :

Date :

\* *In case of foreign funding which comes under purview of the FCRA, 1976 clearance from the Ministry of Home Affairs, Government of India is required to be obtained.*

***Permission to visit foreign countries in private capacity (Annexure II)***

No.

Date

I ..... (Name of leave sanctioning authority) ..... posted as ..... (designation) ..... hereby authorize ..... (Name of applicant) ..... posted as ..... (designation of applicant) ..... to visit ..... (Name of countries) ..... for the period ..... in his / her private capacity. She / He has been granted ..... (nature of leave) ..... for the period ..... for this purpose.

Date :

Signature :

Copy for information to :

Cadre controlling authority.

**Government of West Bengal**  
**Personnel & Administrative Reforms Department**  
Training Cell  
Writers' Buildings, Kolkata 700 001

OFFICE MEMORANDUM

No. : 92-PAR(Trg)/HR/O/3T-15/2012

Dated Kolkata, the 26<sup>th</sup> March, 2012.

Sub : **Guidelines regarding foreign visits of employees of State Government, Semi or Quasi-Government organisation including Corporations, Autonomous bodies, PSU's etc.**

In supersession of Memo No. 466-PAR(Trg)/HR/O/3T-112/97 dated 18<sup>th</sup> July, 2003 on the above subject, following guidelines are being issued in connection with foreign visits of employees of State Government, Semi or Quasi-Government organisation including Corporations, Autonomous bodies, PSU's etc. No official or private foreign visit shall be undertaken without the prior permission of the State Government as these rules.

2. **OFFICIAL VISIT** : A foreign visit of an employee shall be treated as an official visit if any part of the expenditure related to the visit is being borne by

- Central or State Government; or
- Multilateral agency like World Bank, ADB etc. or any other sponsoring agency and the employee has been nominated for this visit by the Central or State Government.

The application for permission shall be submitted by the employee to his/her department in the prescribed format (Annexure-I) and after processing the same shall be forwarded to the Under Secretary to the Government of West Bengal at least four (4) weeks before the commencement of such visit stating the following facts :-

- i) Whether a composite proposal in respect of all officers so nominated for the same event is being sent;
- ii) Whether there is any vigilance case or disciplinary proceeding, (pending or under contemplation) against the officer(s) (in case of IAS / WBCS (Executive) officers vigilance clearance would be obtained from this Department);
- iii) Whether the officer has been abroad earlier during the course of last three years and details thereof;
- iv) Whether the approval of the Minister In-Charge or Minister of State of the Department, as the case may be, has been obtained (in case Chief Minister is the Minister In-Charge, her / his approval not required at this stage);
- v) Outcome to be achieved by the proposed visit;
- vi) Justification why the number of delegates nominated for the same event cannot be reduced;
- vii) Why the purpose cannot be served by utilising the services of Indian Mission abroad, of another officer already abroad or any other officer being sent abroad;
- viii) Whether there is any direct / indirect financial involvement of the State Government.

After this following procedure shall be adopted for the following two cases :-

**2.A. In case where visits are fully funded by the Government of India, Multilateral Agency like World Bank, ADB or any other sponsoring agency :-** The application shall be forwarded by the Under Secretary to the Chief Secretary through the Secretary, Personnel & Administrative Reforms Department. After Chief Secretary's opinion the file shall be sent to the Chief Minister for order. **In terms of the Finance Department's Memorandum No. 1885-F(P) dated 2<sup>nd</sup> March, 2012 reference to the Finance Department shall not be required.**

No expenses for such visits, including insurance, travel from place of posting to the place of taking international flight etc. will be borne by the State Government. In case of funding by the multilateral agencies, there should be no share of the State Government funds in the Staff component of the project under which an employee is sent abroad. In case the State Government has contributed to the staff component of the project, such visits shall be deemed to come under 2B.

**2.B. Official visits not coming under the purview of 2.A :-** The application shall be forwarded by the Under Secretary to the Principal Secretary, Finance Department through the Secretary, Personnel & Administrative



Reforms Department. After obtaining the concurrence of the Finance Department, the file would be submitted to the Chief Minister through Chief Secretary.

Government of India's approval, regarding :-

- i) Clearance from the Nodal Ministry concerned with the subject matter;
- ii) Political clearance from the Ministry of External Affairs;
- iii) Clearance from the Department of Economic Affairs, Ministry of Finance; and
- iv) Clearance under the Foreign Contribution (Regulation) Act, 2010 from the Ministry of Home Affairs \*

- for all official visits, shall be obtained by the concerned Department through Personnel & Administrative Reforms Department.

The detailed guidelines for obtaining central government's permission are attached (Annexure II).

**3. PRIVATE VISIT :** Any visit which is not official shall be treated as private. Any visit being undertaken on invitation received by the officer by name shall be treated as private visit. Following procedure shall be adopted in this case:-

**3.A. : When entire expenditure is borne by the employee or his / her family<sup>1</sup> :** All such cases shall be governed by the Memo No. 42-PAR(Trg)/HR/O/3T-11/2011 dated 2<sup>nd</sup> March, 2011.

**3.B. : Cases which does not fall under the purview of 3.A. :** The application for permission shall be submitted in the prescribed format (Annexure-I) and the same after processing shall be forwarded to the Under Secretary to the Government of West Bengal at least four (4) weeks before the commencement of visit stating the following facts :-

- i) Nature and duration of leave sanctioned for the visit;
- ii) If the proposal has approval of the Departmental Minister In-Charge;
- iii) No expenditure devolves on the Central or State Government;
- iv) No vigilance case / disciplinary proceeding is either pending or under contemplation against them [in case of IAS / WBCS (Executive) officers vigilance clearance would be obtained from this Department];
- v) If any domestic / foreign hospitality or funding is being accepted on any component of the visit like travel, boarding etc. If the answer is affirmative, an intimation has to be given to the cadre controller authority;
- vi) Prior clearance of the Government of India as per procedure mentioned in Annexure-II should be obtained for visits being undertaken in professional capacity such as, participation in the seminar / workshop / international congress with acceptance of foreign hospitality<sup>2</sup>.

The application shall be forwarded by the Under Secretary to the Chief Secretary through Secretary, Personnel & Administrative Reforms Department for order.

**Sd/- Samar Ghosh**  
Chief Secretary

<sup>1</sup> *The term family means husband or wife as the case may be, sons and daughters including adopted sons and daughters, mother and father.*

<sup>2</sup> *Foreign Hospitality means any offer, not purely casual one, made by a foreign source for providing a person the cost of travel to any foreign country or territory or with board, lodging, transport or medical treatment. Foreign source include the government of any foreign country or territory or its agency; an international agency; a foreign company; and citizen of a foreign country. Agencies of the United nations, World Bank and some other International agencies multilateral organisations are exempted from the definition of 'foreign source' and some other International agencies or organisations is available on the website : <http://mha.nic.in/fcra.htm>.*

\* *Only when hospitality is expected to be accepted from any Foreign Source.*

Copy forwarded for information and strict compliance to :-

- 1) The Additional Chief Secretary / Principal Secretary / Secretary / Special Secretary (In-charge) to the Government of West Bengal, \_\_\_\_\_
- 2) The Director General & Inspector General of Police, West Bengal, Writers' Buildings, Kolkata 700 001.
- 3) The Commissioner of Police, Kolkata, Lal Bazar, Kolkata 700 001.
- 4) The Principal Resident Commissioner to the Government of West Bengal, A/2, State Emporia Buildings, Baba Kharag Singh Marg, New Delhi 110 001.
- 5) The Divisional Commissioner, Presidency / Burdwan / Jalpaiguri Division.
- 6) The District Magistrate, \_\_\_\_\_
- 7) The Secretary, Public Service Commission, 161A, S.P. Mukherjee Road, Kolkata 700 026.
- 8) The Commissioner, State Election Commission, West Bengal, 18, Sarojini Naidu Sarani, Kolkata 700 017.
- 9) The Pay & Accounts Officer, Kolkata Pay & Accounts Office, 81/2/2, Phears Lane, Kolkata 700 012.
- 10) The Secretary, Vigilance Commission, West Bengal, Bikash Bhavan, Salt Lake, Kolkata 700 091.
- 11) The Secretary, West Bengal Legislative Assembly, Assembly House, Kolkata.
- 12) The Chief Executive Officer, Kolkata Metropolitan Development Authority, Prashasan Bhavan, Salt Lake, Kolkata 700 091.
- 13) The Municipal Commissioner, Kolkata Municipal Corporation, 5, S.N. Banerjee Road, Kolkata 700 012.
- 14) The Chairman & Managing Director, West Bengal State Electricity Distribution Company Ltd., Bidyut Bhavan, Block DJ, Salt Lake, Kolkata 700 091.
- 15) The Director, Administrative Training Institute, West Bengal, Sector-III, Salt Lake, Kolkata 700 091.
- 16) The Joint Secretary to the Government of West Bengal, Common Cadre Wing, Personnel & A.R. Department, Writers' Buildings, Kolkata 700 001.
- 17) The Joint Secretary to the Government of West Bengal, WBCS Cell, Personnel & A.R. Department, Writers' Buildings, Kolkata 700 001.
- 18) The Joint Secretary to the Government of West Bengal, Vigilance Cell, Personnel & A.R. Department, Writers' Buildings, Kolkata 700 001.
- 19) The Joint Secretary to the Government of West Bengal, General Cell, Personnel & A.R. Department, Writers' Buildings, Kolkata 700 001.  
- *With request to circulate among all the cell of this Department.*
- 20) The Joint Secretary to the Government of West Bengal, Police Service Cell, Home (Police) Department, Writers' Buildings, Kolkata 700 001.

(Saurav Pahari)  
OSD & Under Secretary to the  
Government of West Bengal

DECLARATION IN CONNECTION WITH FOREIGN VISIT

(To be filled by the incumbent)

1.	Name of the officer	:	
2.	Service of the officer / Department	:	
3.	Designation	:	
4.	Name of the country / countries to be visited	:	
5.	Period of the proposed visit with specific dates	:	
6.	Purpose of the visit	:	
7.	Nature of visit <b>(official / private)</b>	:	
8.	Who will bear the cost of airfare i) if self, mention source like salary savings etc. or ii) if organization, details thereof, or iii) if individual, state the name, nationality and relation with the officer	:	
9.	Who will bear the cost of board and lodging and travel during visit i) if self, mention source like salary savings etc. or ii) if organization, details thereof, or ii) if individual, state the name, nationality and relation with the officer	:	
10.	Whether the officer will accept foreign hospitality during his / her stay abroad, if so, details thereof,	:	
11.	Whether the officer will accept any foreign employment / profession during his / her stay abroad, if so, details thereof,	:	
12.	Whether the officer will undergo any foreign training / workshop / seminar etc. programme while stay abroad, if so, details thereof	:	
13.	Whether the officer will accept any scholarship / award etc. in connection with his / her visit abroad	:	

I undertake that :-

- 1). I shall not visit abroad unless I get permission from the Government; and
- 2). I shall return and resume my official duty immediately after expiry of leave to be granted for the purpose

The above statements are true to the best of my knowledge and, if found incorrect, I shall be personally liable for the same.

Date :

Signature :

**ANNEXURE II**  
**Guidelines Regarding Foreign Travel of State Government Employees**  
**(Procedure & Contact Persons)**

1. All proposals for visits of Employees/Ministers of State Governments abroad in their official capacity or otherwise sent by the State Government are to be addressed to :
  - a. *The Secretary, Ministry of Finance, Department of Economic Affairs, North Block, New Delhi. Tel No. 23092611 / 23092555 Fax No. 23012477 / 23017511*
  - b. *The Secretary, Ministry of External Affairs, South Block, New Delhi. Tel No. 23012318 /23012196 Fax No. 23013945 / 23010889*
  - c. *The Secretary, Central Administrative Ministry Concerned with the subject matter of the visit.*
  - d. *Under Secretary, Ministry of Home Affairs, Room No. 8, FCRA-Division, Hospitality Section, Jaisalmer House, 26, Man Singh Road, New Delhi Tel No. 011-23071170*
2. Government of India insists that at least 3 week's time should be given to the various ministries of the Government of India to consider the proposals for foreign visits. Government of India's approval is required for both, official and private visits of the State Ministers. For all visits of Ministers, the approval of the Finance Minister and for Chief Minister, the approval of Prime Minister is obtained by the Department of Economic Affairs after the political clearance from the Ministry of External Affairs and the administrative approval from the concerned line Ministry. The Government of India has clearly laid down that the proposals of visits of composite delegations consisting of Ministers / officials must be submitted together and processed together rather than being submitted in piece-meal.
3. The Government of India has also directed that generally no government functionary should accept hospitality from any organization during his/her visits abroad. Visits of all Government officials going abroad for non-project related work like attending workshops, seminars, study tours etc. require the approval of the Government of India. In such cases, the proposal is first referred to the administrative Ministry and after that for political clearance to the Ministry of External Affairs. Only thereafter, the Ministry of Finance, (Department of Economic Affairs) gives its clearance. If the visit is for longer than two weeks, the clearance of the Cadre Controlling Authority is also required, which is the department of Personnel in case of IAS officers, the Ministry of Home Affairs in case of IPS officers and Ministry of Environment and Forest in case of IFS officers.
4. In case of the official delegations their composition and background of the members may be indicated.
5. The work proposed to be transacted in each place of visit together with detailed itinerary of the visit may be indicated. Specifically where official meetings are to take place with functionaries of foreign Governments, copies of the invitation letters from the agencies and details of who would be bearing the expenditure of the visit are to be submitted along with the proposal.
6. On receipt of the recommendations from the different concerned Ministries, EC Division, Department of Economic affairs will consolidate the case and issue final orders to go abroad, the places to be visited and duration of visit at each place.
7. Department of Economic Affairs will thereafter issue instructions to the Reserve Bank of India for release of foreign exchange towards personal incidentals. Simultaneously, Ministry of External Affairs would be advised to issue instructions to the Missions for release of Daily Allowance and other allowances as per rates prevalent in the country of visit and also for extending appropriate courtesies to the official delegations.
8. In cases where foreign hospitality is involved, including travel expenses, prior clearance of the Ministry of Home Affairs, FCRA Division, Hospitality Section is required before any acceptance is conveyed. A separate reference in the prescribed form **FC-2** indicating the source from which the travel and stay expenses are proposed to be met, should be made directly to that Ministry well in time.
9. Letter No. 21/1/82-Cab. Dated 16<sup>th</sup> August, 1982 on the subject of Additional Secretary to the Cabinet is also attached for reference
10. CONCERNED OFFICERS:

EC Division Department of Economic Affairs, Ministry of Finance North Block, New Delhi Deputy Secretary, Tel: 23092222, 23014413 Section Officer, Tel: 23093228, Fax: 23092477	Coordination Division Ministry of External Affairs South Block, New Delhi Joint Secretary, Tel: 23092987 Under Secretary, Tel: 23013902 Fax: 230107273.	FCRA-Division, Hospitality Section, Ministry of Home Affairs Room No. 8, Jaisalmer House 26, Man Singh Road, New Delhi Under Secretary, Tel: 23071170
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**No. 21/1/82-Cab.**  
**GOVERNMENT OF INDIA (BHARAT SARKAR)**  
**CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)**

New Delhi, the 16th August, 1982  
 25 Shrawana, 1904 (S)

To

The Chief Secretary to the State  
 Governments / Union Territories.

Subject : Guidelines regarding foreign travel of Ministers of State Government and Union Territories, Member of State Legislatures and Union Territories and State Government officials.

Sir,

I am directed to say that references are received from time to time from State Governments for giving clearance to visits abroad of Ministers of State Governments in their official capacity or of Member of State Legislatures or of officials as members of official delegations or on invitation by foreign Governments or organisations. In this connection the following guidelines are being indicated which may be followed in the future in all such cases in respect of travel abroad of the aforesaid categories of persons :-

- (i) All proposals for visits of members of State Governments abroad in their official capacity will be sent by the State Government addressed to Secretary to the Government of India in the Ministry of Finance, Department of Economic Affairs for approval and release of foreign exchange, and copies of the letter would be endorsed to :-
  - 1 – Ministry of External Affairs
  - 2 – Central Administrative Ministry concerned with the subject matter of visit; and
  - 3 - Ministry of Home Affairs
 It may be noted that MHA have also to consider applications under FCRA specifically when foreign hospitality or financial assistance is involved. It is the responsibility of the person concerned to obtain this clearance where such hospitality is involved.  
 This procedure will be applicable even in the case of proposals where the expenditure is borne by the State Public Sector Undertakings or Corporations.
- (ii) In case of official delegations their composition and background of the members may be indicated.
- (iii) The work proposed to be transacted in each place of visit together with duration may be indicated, specially where official meetings are to be take place with functionaries of foreign Governments. It would be appreciated that keeping in view the need for conserving foreign exchange, the duration of stay abroad should be the minimum necessary.
- (iv) On receipt of recommendations from the different concerned Ministries, Department of Economic Affairs will consolidate the case and issue final orders regarding clearance of the visit, the number of persons to go abroad, the places to be visited and duration of visit at such place.
- (v) Department of Economic Affairs will thereafter issue instructions to the Reserve Bank of India for release of foreign exchange towards personal incidental. Simultaneously, Ministry of External Affairs would be advised to issue instructions to the Missions for release of Daily Allowance and other Allowance as per rates prevalent in the country of visit and also for extending appropriate courtesies to the official delegations.
- (vi) On the basis of formal clearance from the Department of Economic Affairs, State Government would issue necessary formal deputation orders endorsing copies thereof to all concerned Ministries of the Central Government and our Missions in the places to be visited. The number and date of clearance received from the Department of Economic Affairs should be quoted in the deputation orders. Without the Department of Economic Affairs reference number, the Missions will not be in a position to honour these deputation orders.
- (vii) 1. In places of visit where there are no Missions, or if otherwise DA etc. Is required to be released in India itself, a certificate of entitlement may be obtained from the Ministry of External Affairs and forwarded to the Department of Economic Affairs for release of foreign exchange.

2. In making a reference to the Department of Economic Affairs, the name of the branch of Reserve Bank of India from where the foreign exchange is required to be released should be clearly indicated.
- (viii) Within three weeks of the completion of the visit, the leader of the delegation should send a report to the Ministry of Finance, Department of Economic Affairs with copies to the Ministry concerned with the subject matter of the visit.

2. Attention is drawn in this connection to the provisions of the Foreign Contributions (Regulation) Act of 1976 which lays down certain restrictions on acceptance of foreign hospitality. Prior permission of the Central Government is necessary before such hospitality (which includes travel assistance or concession) can be accepted by a Minister, Member of Legislature, office bearer of a political party, Government servant or employee of a Corporation. In cases where foreign hospitality is involved, including travel expenses, therefore, specific and prior clearance of the Ministry of Home Affairs is required before any acceptance is conveyed. A separate reference in the prescribed form FC.2 indicating the source from which the travel and stay expenses are proposed to be met should be made directly to that Ministry well in time.

3. The above instructions may please be brought to the notice of the Chief Minister, all Ministers and other Officials.

Yours faithfully,

Sd/-

(Prem Kumar)

Additional Secretary to the Cabinet

**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No. 6114-F(P)

3<sup>rd</sup> December, 2014

**MEMORANDUM**

An order was issued from the Finance Department vide No.8094-F(P) dated 4.11.2014 directing senior officials at the level of Secretary and above to seek permission from the Chief Minister for attending meetings convened by Government of India outside the State Head Quarters in order to minimize dislocation of work due to absence of such senior officials and to restrict expenditure towards cost of travelling, etc.

Now, it has come to notice that many more officers below the rank of Secretary are travelling regularly outside the State for official meetings and other programmes, permission for which is accorded by the concerned department.

With a view to restrict the expenditure towards travelling and other expenditure thereon as well as to minimize dislocation of work due to absence of such officers from the State, the undersigned is directed by order of the Governor that in case of any visit outside the State for meetings or for any other purposes, permission from the Chief Minister's office shall invariably be obtained.

This order will take immediate effect.

Sd/- S.Mitra  
Chief Secretary to the  
Government of West Bengal

No. 6114/1(70)F(P) dated 3<sup>rd</sup> December, 2014.

Copy forwarded to:

- 1) The Additional Chief Secretary/ Principal Secretary/  
Secretary,..... Department, Govt. of West  
Bengal for information and necessary action.
- 2) The Secretary to the Hon'ble Chief Minister for kind information.
- 3) Senior P.A. to Chief Secretary for kind information.

*Auth* 3/12/14  
Joint Secretary to the  
Government of West Bengal  
Finance Department

**Application through proper channel to the Appointing Authority seeking previous sanction under Rule 5(2) of WBS(DRO of Government Employees) Rules, 1980 for acquisition/ disposal of movable/ immovable property by Lease/ Mortgage/ Sale/ Gift or otherwise.**

1. Name of the employee with Employee Code, if any :
2. Designation :
3. Name of Service, Batch and Group :
4. Particulars of Pay (Scale No.) :
5. Whether the property is being acquired or disposed of :
6. Whether transaction is exclusively in the name of the employee or there is other's share also (give details) :
7. If acquired, whether being purchased or being gifted (If gifted, then copy of gift deed to be enclosed) :
8. Details of the property proposed to be acquired or disposed of: :
  - a) Immovable property  
Particulars of Land/ Landed property/ Flat (mention Mouza/ Plot/ Khatian/ JL No./ Municipality and Ward No./ P.S/ Dist. Particulars of flat and its super build up area etc.
  - b) Movable property  
(Where the value exceeds 2 months' Band Pay Plus GP)  
Description of the property, viz Car/ Scooter/ Motor Cycle/ Refrigerator/ TV/ Jewellery/ Insurance policy/ Investments etc. (including make, Model, Registration No. if any, etc.)
9. Sales price/ Purchase price of the property acquired or disposed of (inclusive of registration fees etc.) :
10. Fair market Value of property in case of gift :
11. In case of sales, details of mode of acquisition of the same. (if previously purchased, copy of sanction of such purchase is to be attached) :
12. In case of acquisition, sources proposed to be financed :



- a) Personal savings:
- i) GPF : Rs.
  - ii) Bank balance : Rs.
  - iii) Maturity of any investment : Rs.
  - iv) Others : Rs.

Total : Rs.

- b) Other sources (HB Loan from bank or from any other institution, personal loan etc. with details alongwith documents and proposed EMI. Details of co-applicant's (if any) share to be enclosed.

13. Name and address of the party to whom or with whom the transaction is proposed to be made :
14. Whether the applicant has any relation or likely to have relation in near future in official capacity with the person mentioned in Sl. No. 11 above :
15. Any other relevant fact which the applicant may like to mention :

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Declaration

I, \_\_\_\_\_, hereby declare that the particulars given above are true. I request that I may be given permission to acquire/ dispose of property as described above.

Date:

Place:

Signature:

Designation:

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To

\_\_\_\_\_ (The Appointing Authority)

No.

Date:-

The application of \_\_\_\_\_ is forwarded for consideration.

Date:

Signature & Seal of Head of Office

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*Note: 1. Different portions may be used according to requirement.  
2. The application should reach the office of the Appointing Authority through proper channel at least 30 days before the proposed date of transaction.*

**GOVERNMENT OF WEST BENGAL**  
**Personnel & Administrative Reforms Department**  
**( AR Cell) 'NABANNA'**  
**325, Sarat Chatterjee Road, Howrah- 711 102.**

Memo. No.570-PAR(AR)/O/3M-13/2015.

Date :20-05-2015.

**Government Order**

Improving the efficiency and responsiveness of the State Administration has been the topmost priority of the State Government. After detailed deliberations and careful considerations towards fulfilling the said objective, the Governor is pleased to decide that a Camp / Residence Office will be set up for the Secretaries / Heads of Departments of the State Government with the following infrastructural facilities to enable the officers to devote more time and attention to official work before and after the office hours and even on holidays:

- A. 2 (two) Attendants will be deployed in the Camp / Residence Office whose wages will be paid by the concerned officers at the consolidated rate of casual workers. The payment so made will be reimbursed to the officers by the respective departments on the basis of self-certification by the concerned officers.
  - B. (i) A Computer (ii) a multi-functional colour printer (having the functionality of a FAX, Scanner and Printer combined in one) and (iii) a basic broadband connection with unlimited usage will be provided in the Camp / Residence Office at Government cost. Reimbursement of the cost of annual maintenance contract, consumables i.e. paper, ink etc. will also be made by the respective departments on self-certification by the concerned officers.
2. This order issues in the interest of public service with the concurrence of the Finance Department, Government of West Bengal, vide their U.O. No.: Group T/2015-2016/0071, dated 11-05-2015 & the approval of the competent authority
  3. This order will take an immediate effect.

Sd/-

(Manoj Kumar Agarwal)

Principal Secretary to the Government of West Bengal

Memo. No.570/1-PAR(AR)/O/3M-13/2015.

Date :20-05-2015.

Copy forwarded for information and necessary action to:

1. The Additional Chief Secretary / Principal Secretary / Secretary,  
\_\_\_\_\_ Department;
2. The Commissioner, Presidency / Burdwan / Jalpaiguri Division;
3. The District Magistrate (All) \_\_\_\_\_ District;
4. The Principal Accountant General (A&E), W.B. / Accountant General (Audit-1), W.B.;
5. The Pay & A/cs. Officer, Kolkata Pay & A/cs. Office, 81/2/2, Phears Lane, Kolkata-12;
6. The Pay & A/cs. Officer, Kolkata Pay & A/cs. Office-III, IB Market, 3<sup>rd</sup> floor,  
Sector-III, Salt Lake, Kolkata-700 106;
7. I.T. Cell of this Deptt. for uploading it in the Website of P.& A.R.

(Manoj Kumar Agarwal)

Principal Secretary to the Government of West Bengal.

Setting of Camp Offices for Secretaries in dept/other officers of same seniority

Government of West Bengal  
Finance Department  
Audit Branch

No. 3367 - F(Y)

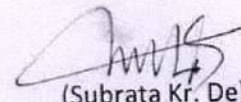
Dated, 31<sup>st</sup> of May, 2017

Memorandum

**Sub : Setting of Camp / Residence Office for Senior Officers**

In continuation to the order vide Memo No. 570-PAR (AR)/O/3M-13/2015 dt. 20.05.2015 of the P & AR Department the governor is please to extend the facility of camp as provided in the above referred memo also to the officers posted as Secretaries in the Departments of the state government and officers of same seniority posted elsewhere in the state.

2. This order will take immediate effect.

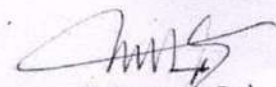
  
(Subrata Kr. De)  
Deputy Secretary  
Finance Department

No. 3367 - F(Y)

Dated, 31<sup>st</sup> of May, 2017

Copy forwarded for information and necessary action to:

1. The Additional Chief Secretary /Principal Secretary / Secretary,  
----- Department.
2. The Principal Accountant General (A&E), W B / Accountant General (Audit-1), W.B.
3. Pay & Accounts officer, Kolkata Pay & Accounts Office -I & II & III

  
(Subrata Kr. De)  
Deputy Secretary  
Finance Department

No.524-PAR(IAS)/Commr./29/16

Dated, Howrah, the 12<sup>th</sup> March, 2018

NOTIFICATION

The Governor is pleased to order that the recommendation of the Seventh Central Pay Commission relating to grant of Children Education Allowance (CEA) to Central Government employees, as notified vide O.M. No. A-27012/02/2017-Estt.(AL) dated 16.08.2017, by the Ministry of Personnel, PG and Pensions, Department of Personnel & Training, Government of India, shall be implemented in respect of IAS Officers of West Bengal Cadre at the prescribed rate with effect from 01.07.2017 on strict observance of the para 2 of the O.M.

A copy of the said O.M. order is being sent to all concerned.

This issues with the concurrence of Finance (Group-P2-Service) Department vide their U.O. No.Group P1/2017-2018/0443 dated 05.03.2018.

Sd/-

( P.K. Mishra)

Principal Secretary to the Govt. of West Bengal

No.524/1(9)-PAR(IAS)/Commr/29/2016

Dated, Howrah, the 12<sup>th</sup> March, 2018

Copy with copy of enclosure forwarded to :

1. Add. Secretary/Pr. Secretary/Secretary, \_\_\_\_\_ Department.
2. The Commissioner, \_\_\_\_\_ Division - with the request to kindly circulate this to all concerned under his jurisdiction.
3. The Director of Treasuries, West Bengal - with the request to kindly circulate this to all concerned under his jurisdiction.
4. Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700 001.
5. The O.S.D. & Under Secretary, Govt. of West Bengal, Home & Hill Affairs Department.
6. Sr. P.S. to Chief Secretary, Govt. of West Bengal.
7. Registrar & D.D.O. of this Department.
8. Service Records & Accounts Cell of this Department.
9. The Commissioner, I.T. Cell of this Department – with the request to kindly make necessary arrangement for uploading this on the departmental website.

*14/12/03/18*  
Additional Secretary to the Govt. of West Bengal

No.A-27012/02/2017-Estt.(AL)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

New Delhi, 16<sup>th</sup> August, 2017.

**Subject:** Recommendations of the Seventh Central Pay Commission –  
Implementation of decision relating to the grant of Children  
Education Allowance.

.....

Consequent upon the decision taken by the Government on the recommendations made by the Seventh Central Pay Commission on the subject of Children Education Allowance Scheme, the following instructions are being issued in supersession of this Department's OM dated 28-4-2014 :-

- (a) The amount fixed for reimbursement of Children Education allowance will be Rs.2250/-pm.
- (b) The amount fixed for reimbursement of Hostel Subsidy will be Rs. 6750/-pm.
- (c) In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance.
- (d) The above limits would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%. The allowance will be double for differently abled children.

2. Further, reimbursement will be done just once a year, after completion of the financial year. For reimbursement of CEA, a certificate from the head of institution, where the ward of government employee studies, will be sufficient for this purpose. The certificate should confirm that the child studied in the school during the previous academic year. For Hostel Subsidy, a similar certificate from the head of institution will suffice, with the additional requirement that the certificate should mention the amount of expenditure incurred by the government servant towards lodging and boarding in the residential complex. The amount of expenditure mentioned, or the ceiling as mentioned above, whichever is lower, shall be paid to the employee.

3. These orders shall be effective from 1st July, 2017.

4. Insofar as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and auditor General of India.

Hindi version will follow.

  
(Navneet Misra)

Under Secretary to the Govt. of India

To

1. All Ministries/Departments as per standard mailing list.
2. NIC with a request to upload the OM on the website of DoPT.

**APPLICATION FOR REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE**

I, hereby apply for the reimbursement of Children Education Allowance for my child and relevant particulars are furnished below.

1. (a) Name of the Child (in BLOCK letters) :

(b) Date of birth :

2. (a) Name and address of the School in :

Which studying

(b) Class in which studying :

3. Details of Children Education Allowance (CEA) Claimed already in earlier quarters:

Quarter of Year	Academic Year	Amount Claimed
June to Aug		
Sep to Nov		
Dec to Feb		
March to May		

4. The quarter of the year and Academic year for which the Children Education Allowance is applied now:

Quarter of Year	Academic Year

5. (a) Whether the child for whom Children Education Allowance applied is disabled Child?

**Yes/No**

(b) If yes, indicate the nature of disability :

(c) Indicate the percentage of disability :

(d) Date of disability certificate :

6 (a) Details of expenses incurred towards school fee / for purchase of text books & note books, uniforms & sheet and for which reimbursement of Children Education Allowance now:

Sl.No.	Description of Fee Paid	Receipt No.	Amount
1.	Tuition Fees		
2.	Admission Fee		

3.	Special fee charged for Agriculture Electronics, music or any other subject.		
4.	Fee charged for particular work under the programme of work experience		
5.	Fee paid for the use of any aid or Appliance by the Child		
6.	Games/Sports fee		
7.	Laboratory Fee		
8.	Library Fee		
9.	Fee for extra Curricular activities		
10.	Expenses incurred for one set of text book and Note books		
11.	Expenses incurred for One set of Uniform		
12.	Expenses incurred for One set of School Shoes		
<b>Total</b>			

(b) Total Amount of Children Education Allowance Claimed: **Rs.**

7. Details of Cash receipt No / Counterfoil of Blank Chelan/ Credit voucher no. :

8 (i) Certified that the fee/amount indicated above had actually been paid by me.

(ii) Certified that My wife/husband is/ is not a Central Government Servant

(iii) Certified that My husband/wife Shri/Smt.

Is presently working as \_\_\_\_\_ in \_\_\_\_\_

And that he/she will not apply/has not applied for the Children Education Allowance for the Child mentioned above.

9. Certified that I or my wife/husband has not claimed and will not claim the Hostel Subsidy in respect of the child mentioned above.

10. Certified that my Child in respect of whom reimbursement of Children Education Allowance applied is studying in the school/ junior college which is recognized and affiliated to Board of Education/University.

11. The particulars/information furnished above are complete and correct and I have not suppressed any relevant information. In the event of any change in the particulars given above which affect my eligibility for reimbursement of Children Education



Allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made. Further I am aware that if at any stage the information/documents furnished above is found to be false I am liable for disciplinary action.

12. Details of documents enclosed.

Signature of Employee :

Name :

:

Designation :

Office :

Date :

Station:

# Dearness Allowance Order

GOVERNMENT OF WEST BENGAL  
Department of Personnel & Administrative Reforms & e-Governance,  
I.A.S. Cell, NABANNA, Howrah -711102.

No. 615 (100) -PAR(IAS)/2R-01/2015

Dated, Howrah, the 23<sup>rd</sup> March 2018..

From: The Deputy Secretary,  
Department of Personnel & Administrative Reforms & e- Governance, IAS Cell,  
Government of West Bengal.

To : 1.The Additional Chief Secretary/Principal Secretary/Secretary.....Department.  
2. The Accountant General (A&E), West Bengal.  
3. The Director General, Administrative Training Institute, Salt Lake, Kolkata.  
4. The Principal Resident Commissioner, Government of West Bengal, New Delhi.  
5. The Secretary, Public Service Commission, W.B. /Information Commission/Vigilance Commission.  
6. The Commissioner \_\_\_\_\_ Division.  
7. The District Magistrate \_\_\_\_\_ District.  
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office (I/II/III).  
9. The Treasury Officer \_\_\_\_\_ Treasury.  
10.IT Cell of this Department (for uploading).

Sub: Grant of Dearness Allowance to Central Government employees – Revised Rates effective from 01.01.2018.

Sir,

I am directed to endorse herewith a copy of office Memorandum No. 1/1/2018-E-II(B) dated 15.03.2018 of the Government of India, Ministry of Finance, Department of Expenditure relating to enhancement of Dearness Allowance for the Central Government employees from the existing rate of 5% to 7% of the Basic Pay with effect from 01.01.2018.

This is issued in terms of this Department order No. 629-PAR(IAS)/2R-01/15 (Pt). dated 17.03.2017 read with Finance Department's concurrence vide their U.O. No. Group P<sub>2</sub>/ 2016-17/0633 dated 08.03.2017.

Yours faithfully,

  
Deputy Secretary

Government of West Bengal.

Copy of Government of India, Ministry of Finance, Department of Expenditure O M No. 1/1/2018-E-II(B) dated 15.03.2018 relating to grant of Dearness Allowance to the Central Government employees - Revised Rates effective from 01.01.2018.

No. 1/1/2018-E-II(B)  
Government of India  
Ministry of Finance  
Department of Expenditure  
\*\*\*\*\*

New Delhi. The 15<sup>th</sup> March 2018.

## OFFICE MEMORANDUM

Sub: Grant of Dearness Allowance to Central Government employees – Revised Rates effective from 01.01.2018.

The undersigned is directed to refer to this Ministry's Office Memorandum No. 1/9/2017-E-II(B) dated 20<sup>th</sup> September 2017 on the subject mentioned above and to say that the President is pleased to decide that the Dearness Allowance payable to Central Government employees shall be enhanced from the existing rate of 5% to 7 % of the Basic Pay per month with effect from 1<sup>st</sup> January 2018.

2. The term 'basic pay' in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix as per 7<sup>th</sup> CPC recommendations accepted by the Government, but does not include any other type of pay like special pay, etc.

3. The Dearness Allowance will continue to be a distinct element of remuneration and will not be treated as pay within the ambit of FR 9(21).

4. The payment on account of Dearness Allowance involving fractions of 50 paise and above may be rounded to the next higher rupee and the fractions of less than 50 paise may be ignored.

5. These orders shall also apply to the civilian employees paid from the Defence Services Estimates and the expenditure will be chargeable to the relevant head of the Defence Services Estimates. In respect of Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways, respectively.

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

Sd/-

(Nirmala Dev)

Deputy Secretary to the Government of India

**GOVERNMENT OF WEST BENGAL  
PERSONNEL AND ADMINISTRATIVE DEPARTMENT  
325, SARAT CHATTERJEE ROAD, NABANNA  
HOWRAH -711 102**

No. 186-PAR/AR/O/2017

Dated 19.06.2017

**NOTIFICATION**

Whereas, the matter of using a distinguishing flag on the vehicles of high officials has been under active consideration of the government, and


Whereas, the use of flags, other than the National Flag, on vehicles is not restricted by any regulation under the Central/State Motor Vehicles Act or Rules and high ranking officials/ dignitaries of various organizations/ non uniformed services, such as High Courts, Universities and various services of the Union of India have been using the flag representing the institution that they represent, and


Whereas, in view of the significant rise in the level of interaction with various International and National level authorities, it is felt that a flag for use on vehicles being used by senior officials of the State Government shall convey a greater sense of Government's intent and enable smoother interactions without compromising protocol;


Now, therefore, the Governor is pleased to notify a formal flag scheme (base design, content and colour scheme in Annexure-I) for officials of the Indian Administrative Service, who represent the Government at various levels and in various meetings.

The use thereof shall be, *inter-alia*, regulated by the level of seniority of an officer, and the post being held currently. The following classification is indicated:

1. Seniority Based :

a. Officials of the grades "Above Super time scale and the Apex scale"– (Chief Secretary, Additional Chief Secretaries and Principal Secretaries or their equivalent) : Rectangular;  10" X 6 " : Colour : Navy Blue

b. Officials of the "Super time scale" – (Secretaries or their equivalent)  
Swallow – Tailed;  10" X 6 " : Colour : Navy Blue

c. Officials of the "Junior Administrative Grade and Selection Grade"–  
Commissioners or their equivalent : Triangular  10" X 6 " : Colour :  
Navy Blue

2. Post Specific :

- a. Divisional Commissioner : Rectangular
- b. District Magistrates : Triangular

The following rules and restrictions shall apply to the use of flags on official vehicles:

- a. The flag on the flag-staff shall be affixed to the centre of the bonnet of the vehicle and/or with an attachment on the front grill;
- b. The flag on a vehicle shall only be displayed when the officer is using the vehicle strictly for official purposes, in the discharge of his/her allotted duties;
- c. The flag and flag-staff should be taken off when the officer is not travelling in the vehicle;
- d. The flag must always be kept clean and in proper condition.
- e. The flag shall not be used to seek exemption from penalty for any violation of traffic rules.

To ensure uniformity of the material and make of the flag and the flag-stands that will be used, the Transport Department shall have all flags and flag-staffs to be used for official vehicles to be procured under its aegis.

The Office of the OSD to the Chief Secretary & Under Secretary shall act as the custodian of flags and issue them to the concerned officers on indent and with the proper approval of the Chief Secretary.

The Office of the OSD to the Chief Secretary & Under Secretary shall maintain an updated database of flags issued against the name and rank of officers, and the vehicle registration number. This database is to be shared with the authorities of NHAI, KMC and the Police Directorate/KP.

This has approval of the Competent Authority

The scheme shall come into effect from the date of issuance of this notification.

By Order of the Governor.

sd/-

(P.K. Mishra)

Secretary to the Government of West Bengal

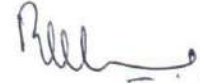
Dated, Howrah, the 19<sup>th</sup> June, 2017

**No. 186-1()-PAR/AR/O/2017**

**Dated 19.06.2017**

Copy forwarded for information and necessary action to:

- 1) The Additional Chief Secretary / Principal Secretary / Secretary,  
\_\_\_\_\_ Department.
- 2) All IAS officers of West Bengal Cadre [ By E mail]
- 3) The Commissioner, Presidency/ Burdwan/ Medinipur/ Malda/ Jalpaiguri Division.
- 4) The District Magistrate, \_\_\_\_\_ District.



(Bijin Krishna)

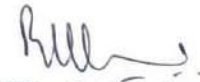
OSD & Under Secretary,  
Government of West Bengal  
Dated, Howrah, the 19<sup>th</sup> June, 2017

**No. 186-2()PAR/AR/O/2017**

**Dated 19.06.2017**

Copy forwarded for information and necessary action to:

- 1) The Senior P.S to Chief Secretary
- 2) The DG & IG of Police, West Bengal



(Bijin Krishna)

OSD & Under Secretary,  
Government of West Bengal  
Dated, Howrah, the 19<sup>th</sup> June, 2017

ANNEXURE - I



Medical Check Up order for IAS officers by P&AR Department

GOVERNMENT OF WEST BENGAL

Personnel and Administrative Reforms & e-Governance Department

(I.A.S. Cell)

NABANNA, 7<sup>th</sup> Floor,

325, Sarat Chatterjee Road, Howrah-711 102.

No.525-PAR(IAS)/C(R)-13/2007 Pt.

Dated, Howrah, the 12<sup>th</sup> March, 2018

**MEMORANDUM**

**Subject: Annual Health Check-up of IAS Officers relating to AIS (PAR) Rules, 2007, for the year 2018.**

The State Government has decided that 9 (nine) Medical College & Hospitals, 15 (fifteen) District Hospitals and 7 (seven) Private Hospitals & Diagnostic Centres (**list I & II enclosed**) will be allowed to conduct all tests as prescribed in the revised Health Check-up Proforma (Form-IV) [**copy enclosed**] in terms of letter of DOP&T, Govt. of India (vide F No.11059/01/2014-AIS-III, dated 13-02-2018), as per authorisation given by Health & Family Welfare Department in the previous year.

The State Government has agreed to reimburse a sum of **Rs.2,000/- (Rupees two thousand) only for the male I.A.S. Officers and Rs.2,200/- (Rupees two thousand two hundred) only for the female I.A.S. Officers for such medical check-up in the approved 7 (seven) Private Hospitals & Diagnostic Centres**, as mentioned in para-1 above in conformity with the guidelines contained in the above referred letter of DOP&T, Govt. of India (vide F No. 11059/01/2014-AIS-III, dated 13.02.2018).

**The charges for further investigations, if recommended would be reimbursed as per norms of AIS (Medical Attendance) Rules, 1954.**

This order issues with the concurrence of Finance Department vide their UO No.M-1202 Group P Service, dated 20-05-2013.

The enclosures as stated in para-1 above can be downloaded from the website [www.wbpar.gov.in](http://www.wbpar.gov.in)

Encl.: As stated.

Sd/-

(Prabhat Kumar Mishra)

Principal Secretary to the Govt. of W.B.

Dated, Howrah, the 12<sup>th</sup> March, 2018

No.525/(6)-PAR(IAS)/C(R)-13/2007 Pt.

Copy forwarded to:

01. Shri / Smt. \_\_\_\_\_;
02. The Superintendent, \_\_\_\_\_ Medical College & Hospitals;
03. The CMOH, \_\_\_\_\_ District Hospital;
04. The Principal Secretary/Secretary, \_\_\_\_\_ Department.
05. The Director, \_\_\_\_\_ Private Hospital  
.....with the request to undertake the medical examination of the I.A.S. Officers in the enclosed revised proforma and to kindly ensure that all the prescribed tests may be conducted on a single day and the report provided to the officers concerned on the same / next day.
06. The District Magistrate, \_\_\_\_\_
07. The Health & Family Welfare Department with a copy of the DoPT, Govt. of India, Memo No. 11059/01/2014-AIS-III, dated 17.02.2016.
08. IT Cell of the P&AR Department for uploading **this letter and the enclosures** in the Website of P&AR.

Additional Secretary to the Govt. of West Bengal

LIST-II

Sl.No.	Name of Private Hospitals	Nodal Person	Contact No.
1.	Ruby General Hospital Ltd. Kasba Golpark, E.M. Bypass, Kolkata-700 107	Mr Subhasis Dutta Ms Nayana Banerjee Executive Secretary to CEO	9831227380 9831522357 9830968221
2.	Nightingage Diagnostic & Medicare Centre Pvt. Ltd. 11, Shakespeare Sarani, Kolkata-700 071	Mr Basu	2282-7255/7263
3.	Calcutta Medical Research Institute, 7/2, Diamond Harbour Road, Kolkata-700 027	Ms Nibedita Ghosh, DGM-Operations	9830260319
4.	DESUN Hospital & Heart Institute, E.M. Bypass, Kasba, Golpark, Kolkata-700 107	Sajal Dutta Chairman & Managing Director	2443 4567
5.	MEDICA Super specialty Hospital, 127, Mukundapur, E.M. Bypass, Kolkata-700 099	R Udayana Lahiry President & Chief Executive Officer	913366520000
6.	Belle Vue Clinic 9, Dr. U.N. Brahmachari Road, Kolkata-700 017	P. Tondon Chief Executive Officer	2280 4624
7.	Eastern Diagnostics India Pvt. Ltd. 13C, Mirza Ghalib Street, Kolkata-700 016	Ritesh Agarwal Joint Managing Director	22178080



Medical College & Hospital

Sl. No.	Medical College & Hospitals
1.	S S K M Medical College & Hospital A J C Bose Road, Kolkata-700020
2.	Kolkata Medical College & Hospital 88, College Street, Kolkata-700012
3.	N R S Medical College & Hospital 138, A J C Bose Road, Kolkata-700014
4.	National Medical College & Hospital 24, Gorachand Road, Kolkata-700014
5.	R G Kar Medical College & Hospital 1, Khudiram Bose Sarani, Kolkata-700004
6.	Midnapur Medical College & Hospital, Kerinitola, Midnapur
7.	Burdwan Medical College & Hospital, Burdwan-713 101, West Bengal
8.	Bankura Sammilani Medical College & Hospital, P.O. & Dist. Bankura, Pin-722101
9.	North Bengal Medical College & Hospital P.O. Sushruta Nagar, Pin-734 012,

District Hospitals :

Sl. No.	District Hospitals
1.	Darjeeling District Hospitals, Darjeeling
2.	Jalpaiguri District Hospitals, Jalpaiguri
3.	M J N Hospital (District Hospitals), Coochbehar
4.	District Hospital, Raiganj, Uttar Dinajpur
5.	Balurghat General Hospital (District Hospitals), Dakshin Dinajpur
6.	Malda District Hospitals, Malda
7.	Baharampur General Hospital, Murshidabad
8.	Birbhum District Hospitals, Suri, Birbhum
9.	Nadia District Hospitals, Krishnanagar, Nadia
10.	Deben Mahato Hospital (District Hospitals), Purulia
11.	Hooghly District Hospitals, Chinsurah, Hooghly
12.	Howrah District Hospitals, Howrah
13.	District Hospitals, Barasat, North 24 Parganas
14.	M R Bangur Hospital (District Hospitals), South 24 Parganas
15.	District Hospital, Tamruk, Purba Medinipur

"Form IV  
[See rule 3]

The All India Services (Performance Appraisal Report) Rules, 2007

PROFORMA FOR HEALTH CHECK UP

Date:

Name

Age

Sex: M/F

A. Investigations Reports

1.	<b>Haemogram</b> (i) Haemoglobin (ii) TLC (iii) DLC (a) Polymorphs (b) Lymphocytes (c) Eosinophils (d) Basophils (e) Monocytes (iv) Peripheral Smear
2.	<b>Urine Examination</b> (i) Colour (ii) Albumin (iii) Sugar (iv) Microscopic Exam.
3.	<b>Blood Sugar</b> (i) Fasting (ii) Post-Prandial
4.	<b>Lipid Profile</b> (i) Total Cholesterol (ii) HDL Cholesterol (iii) LDL Cholesterol (iv) VLDL Cholesterol (v) Triglycerides
5.	<b>Liver Function Tests</b> (i) S. Bilirubin (Total) (ii) S. Bilirubin (Direct) (iii) S.G.O.T. (iv) S.G.P.T.
6.	<b>Kidney Function Tests</b> (i) Blood Urea (ii) S. Creatinine (iii) S. Uric Acid

Contd...2

7.	<p><b>Cardiac Profile</b></p> <p>(i) S.LDH (ii) CK-MB (iii) S CRP (iv) SGOT</p> <p><b>For Men</b></p> <p>(v) PSA</p> <p><b>For Women</b></p> <p>(vi) PAP SMEAR</p>
8.	X-Ray-Chest PA View Report
9.	ECG Report
10.	USG Abdomen Report
11.	TMT Report
12.	Mammography Report (Women)
13.	<p><b>Gynaecological Health Check Up</b></p> <p>(i) Pelvic Examination</p> <p style="padding-left: 40px;">(a) Local Examination (b) Per Vaginum (P/V) (c) Per Speculum</p> <p>(ii) Surgical Examination (iii) Breast Examination</p>
14.	<p>(i) Urological Examination (For Men Only) (ii) Rectal Examination (For Men Only)</p>
15.	<p><b>Systemic Examination</b></p> <p>(i) Resp System (ii) CVS (iii) Abdomen (iv) CNS (v) Locomotor System (vi) Dental Examination</p>
16.	<p><b>Eye Examination</b></p> <p>(i) Distant Vision (ii) Vision with Glasses (iii) Colour Vision (iv) Tonometry (v) Fundus Examination</p>
17.	<p><b>ENT</b></p> <p>(i) Oral Cavity (ii) Nose (iii) Throat (iv) Larynx</p>

**B. Medical Report of the Officer**

1.	Haemoglobin level of the officer	Normal/Low
2.	Blood Sugar Level	Satisfactory/Normal/High/Low
3.	Cholesterol level of the officer	Normal/High/Low
4.	Liver functioning	Satisfactory/normal/dysfunctioning
5.	Kidney Status	Normal/Both-one kidney not functional optimally
6.	Cardiac Status	Normal/enlarged/blocked/not normal

C: Summary of Medical Report (only copy of this part is to be attached to PAR)

1.	Overall Health of the Officer	
2.	Any other remarks based on the health medical check up of the officer	
3.	Health profile grading	

Date:

Signature of Medical Authority  
Designation

# Delegated Powers to Controlling Officers for Medical Expenses Refund

GOVERNMENT OF WEST BENGAL  
P. & A. R. DEPARTMENT  
I.A.S. CELL  
NABANNA, HOWRAH-711 102

No. 385-PAR(IAS)/1M-13/05 Pt.

Dated:08.03.2016

From : Shri Manoj Kumar Agarwal, IAS  
Principal Secretary to the Govt. of West Bengal

To : The Accountant General (A&E),  
Treasury Buildings,  
Kolkata- 700 001.

Sub : All India Services (Medical Attendance) Rules, 1954 – Enhancement of Delegated Powers to Controlling Officers for allowing refund of Medical expenses to A.I.S. Personnels in relaxation of Rules.

Sir,

In partial modification of Home (P&AR) Department's earlier G.O. Nos. 5109-GA/1M-36/67 dated 14.12.67, No. 2336-PAR(IAS) dated 24.08.77, No. 1320-PAR(IAS) dated 21.03.1995, No. 717-PAR(IAS) dated 23.02.1996, No. 880-PAR(IAS) dated 01.04.2008 and No. 1625-PAR(IAS) dated 04.09.2013 on the subject noted above I am directed by order of the Governor to state that in view of the increased cost of Medicines etc. the Governor is pleased to direct that existing delegated limit of reimbursement of medical expenses under AIS (Medical Attendance) Rules, 1954 i.r.o. A.I.S. Personnel's & their family members of Rs. 3,000/- in addition Rs. 2,000/- for cost of Pathological tests against each prescription as allowed vide this Department aforesaid Order dated 04.09.2013 is hereby raised to Rs. 10,000/- (Rupees ten thousand) only, in total, towards cost of Registration, Consultation fees, cost of medicines and cost of pathological tests in each case i.e. against each prescription with an immediate effect.

All claims to be sanctioned under this order should be preferred in the form enclosed, duly supported by prescription from the attending physician along with cash memos/vouchers in original.

The claims for reimbursement exceeding Rs. 10,000/- (Rupees ten thousand) only will, however, be preferred in the form of application as prescribed in AIS(MA) Rules, 1954, as usual and should be referred to P. & A. R. Department for consideration.

All other conditions shall, however, continue to remain the same as laid down in this Department's previous G.O.'s as aforesaid which stand modified to the extent as indicated above.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group T/2015-2016/0983 dated 18.02.2016.

Encl.: As above.

Yours faithfully,



Principal Secretary to the Govt. of West Bengal

No.385/1(7)-PAR(IAS)/1M-13/05 Pt.

Dated:08.03.2016

Copy with a copy of its enclosure forwarded for information to :

1. The Additional Chief Secretary/Principal Secretary/Secretary, \_\_\_\_\_ Department.
2. The Commissioner, Presidency/Jalpaiguri/Burdwan Division.
3. The District Magistrate, \_\_\_\_\_ all districts.
4. The Pay & Accounts Officers, Kolkata Pay & Accounts Office-I/II/III, Kolkata.
5. The Finance (Audit) Department.
6. The Health & Family Welfare Department.
7. The I.T. Cell, P. & A. R. Department.



Commissioner in the Department  
P. & A. R. Department, Govt. of West Bengal.

**GOVERNMENT OF WEST BENGAL  
PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT  
APPLICATION FORM FOR MEDICAL REIMBURSEMENT FOR A.I.S. OFFICERS**

1) **Particulars of the Officer**

- A] Name (in Block letters)
- B] Service will year of allotment
- C] Designation
- D] Place of Duty
- E] Residential Address

2) **Particulars of the Patient**

- A] Name
- B] Relationship with the Officer
- C] Age

3) **Particulars of Treatment**

- A] Nature
- B] Place at which treated
- C] Period of treatment

4) **Particulars of attending doctor (s)**

- A] Name (s) of the Doctor (s)
- B] Address
- C] No. & Date of consultations

5) **Details of hospitalization, if done**

- A] Name of hospital/nursing home
- B] Period of stay in hospital/nursing home

6) Details of claims (to be supported by cash memos, vouchers etc)

- A] (i) Cost of Medicines Rs.
- (ii) Cost of injections Rs.
- (iii) Charges for diagnostic tests Rs.
- (iv) Charges for special nursing Rs.
- B] Consultation fee, if any Rs.  
(Actual to be supported by receipts)

\_\_\_\_\_  
Total Claim : Rs.

( Rupees \_\_\_\_\_ ) only

**C] Hospital/Nursing Home charges (to be supported by cash memos, vouchers etc. )**

(i) Rent for cabin/bed	Rs.
(ii) Surgical operation	Rs.
(iii) Diagnostic tests	Rs.
(iv) Medicines	Rs.
(v) Consultation fees	Rs.
(vi) Nursing charges	Rs.
(vii) Charges for special attendants	Rs.
(viii) Ambulance charges	Rs.
(ix) Any other charges	Rs.

Total Claim : Rs. \_\_\_\_\_

( Rupees \_\_\_\_\_ ) only.

Grand Total Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_ ) only

**DECLARATION**

I hereby declare that the statements in this application are true to the best of my knowledge and that the person for whom medical expenses are claimed is wholly dependent on me.

Date :

\_\_\_\_\_  
( Signature of the IAS Officer )

N.B. : Please score out whichever is not applicable.



Government of West Bengal  
Finance Department  
Organisation & Methods Branch

No.18-O&amp;M.

Date:30.9.2009.

Sub: Supply of daily newspapers and periodicals  
at Government cost.

-----

The supply of daily newspapers to the Ministers and different categories of Officers of this Government and periodicals to the Officers at Government cost were so long governed by Memo. No.29-O&M dated 20.2.1995 and Memo. No.4406-F dtd.21.4.1992 respectively.

In order to economize, the question of revision of the existing scale and fixing of some ceiling of expenditure have been under active consideration of the Government for some time past.

After careful consideration of all the aspects of the matter, the Governor has been pleased to fix the following scale and ceiling of expenditure towards supply of daily newspapers to the Ministers and Officers and periodicals to the Officers at Govt. cost, in supersession of Memo. No.29-O&M dated 20.2.1995 and Memo. No.4406-F dated 21.4.1992.

This order will take effect for supplies of newspapers and periodicals from October,2009 onwards.

## A. Newspapers :

Sl. No.	Admissible to	Maximum no. of newspapers	Ceiling of expenditure per month(Rs.)
1.	All Ministers/Ministers of State	8(eight)	No limit
2.	Chief Secretary/Additional Chief Secretary.	6(six)	800.00
3.	All Principal Secretaries/Secretaries/Special Secretaries.	3(three)	400.00
4.	All Joint Secretaries	2(two)	300.00
5.	All Heads of Directorates	2(two)	300.00

The Officers will have the option to either return the old newspapers or to make a deduction from the reimbursement bill at the rate of 15 per cent for retaining such newspapers when supplies are received at their residences.

B. Periodicals :

Sl. No.	Admissible to	Ceiling of expenditure per month (Rs.)
1.	Chief Secretary/Additional Chief Secretary	400.00
2.	All Principal Secretaries/Secretaries of the Departments	200.00
3.	Head of Department, Head of Directorate and District Officers (viz. District Magistrate, Superintendent of Police and others declared as such for DEPR)	150.00
4.	Sub-Divisional Officers/Heads of Offices.	100.00

Only Indian periodicals may be allowed to be purchased. If purchase of any foreign periodicals is felt absolutely necessary, permission from this Department will have to be taken after furnishing justification.

Prior concurrence of the Finance Department for purchase of books, as considered necessary, may be taken as per the existing provisions.

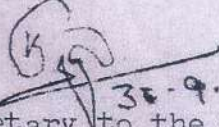
Sd/- K.K. Bandyopadhyay,  
Joint Secretary to the Government of West Bengal, Finance Department.

No. 18/1(300)-G.M. Date: 30.9.2009.

Copy forwarded to :-

1. The Additional Chief Secretary/Principal Secretary/Secretary  
.....  
Deptt.
2. All Special Secretary/Joint Secretary, Finance Deptt.
3. The  
.....  
Department/Directorate.
4. The Commissioner  
.....  
Division.
5. The District Magistrate/Superintendent of Police  
.....  
Dist.
6. The Accountant General(A&E), West Bengal, Treasury Buildings, Kol-1.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-12.
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Jawahar Building, P-1, Hyde Lane, Kol-73.

9. The Sub-Divisional Officer
10. The Accounts Officer, West Bengal Secretariat,  
Writers' Buildings, Kol-1.
11. The Accounts Officer, West Bengal Secretariat,  
Bikash Bhavan, Salt Lake, Kol-91.
12. The Treasury Officer,
13. The Director of Treasuries & Accounts, West Bengal.
14. Group-'H', Finance(Audit) Deptt.

  
30-9-07  
Joint Secretary to the Govt.  
of West Bengal.

akd.

Government of West Bengal  
Finance Department  
Audit Branch

No. 3708 - F(Y)

Dated, 14<sup>th</sup> July, 2016

MEMORANDUM


Sub : Facility of Telephone ( Land line and / or mobile connection and Internet connection) at residence of the entitled categories of Government Employees

Vide Department's Memorandum No. 8871- F(Y) dated 31.10.2012 reimbursement up to two landline connections, where one land line is used for availing of broadband facility and one mobile phone (pre-paid / post-paid) was allowed.

2. Now, In partial modification of this Department's Memorandum No. 8871- F(Y) dated 31.10.2012 the undersigned is directed to state that reimbursement will be allowed for up to maximum 3 connections in total from any combination out of -
- a. landline for broadband services
  - b. landline telephone and
  - c. mobile connection

However, more than two landline connections or mobile connections cannot be availed. Overall ceiling of reimbursement prescribed in Memorandum No. 8871 - F(Y) dated 31.10.2012 and Memo No. 3385 - F(Y) dated 28.04.2015 shall remain.

3. All other terms and conditions fixed in Office Memorandum No. 3385 - F(Y) dated 28.04.2015, No. 8871- F(Y) dated 31.10.2012 and other related orders on the subject shall remain unchanged.
4. This order will be effective for the reimbursement of telephone charges related to the month of July, 2016 onwards.

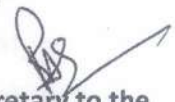
  
Principal Secretary to the  
Government of West Bengal

No. 3708/1(300)-F(Y)

Date: 14.07.2016

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata – 700001.
3. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_  
\_\_\_\_\_
4. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_  
\_\_\_\_\_
5. Secretary / Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary, Finance Department.
6. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload this order in the website of Finance Department.
7. \_\_\_\_\_ Department/Directorate,  
\_\_\_\_\_
8. Director of Treasuries & Accounts, West Bengal, New India Assurance Building, 4, Lyons Range, Kolkata – 700001.
9. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata – 700073.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
12. Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_
13. Group \_\_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.

  
Secretary to the  
Government of West Bengal

**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No. 8871-F(Y)

Dated, Kolkata 31st October, 2012

**OFFICE MEMORANDUM**

Sub :- Facility of Telephone (Land Line and / or Mobile connection and Internet connection) at Residence of the entitled categories of Government employees

In partial modification of this Department's Memorandum No.8482-F, dated 01.09.2009 and in continuation to this Department's Memorandum No.7522-F, dated 26.09.2008, the undersigned is directed to state that the existing ceiling limit, regarding maximum amount reimbursable for telephone charges of residential land line telephone with the broad band facility thereof as well as for personal mobile phone in respect of the officers holding the posts of Principal Secretary/Secretary to the Govt, of West Bengal, has been enhanced from Rs. 1500/- p.m. to Rs.2000/- p.m. w.e.f. 01.10.2012.

2. In view of the revision of ceiling limit as stated in para 1 above, so in partial modification of memorandum no. 8482-F dt.01.09.2009, the maximum amount reimbursable to a category of officers towards residential telephone bills will be regulated as given in the table below :-

Sl. No.	Rank / Designation	Ceiling Limit
1.	Chief Secretary/Additional Chief Secretary and Secretary to the Chief Minister of Government of West Bengal	No limit
2.	Principal Secretary /Secretary to the Government of West Bengal	Rs.2,000/- per month
3.	Officers in the rank of Special Secretary or equivalent, Chief Engineers	Rs. 1,200/- per month
4.	Officers in the rank of Joint Secretary or equivalent, Directors, Additional Chief Engineers	Rs.900/- per month
5.	Officers in the rank of Deputy Secretary or equivalent, O.S.D. & E.O. Deputy Secretary, Joint Directors-all in the Pay Scale No. 18 of the W.B.S. (R.O.P.A) Rules, 1998 or Pay Band No.4B with Grade Pay of Rs.7,600/- of W.B.S. (R.O.P.A) Rules, 2009	Rs.400/-per month

3. Re-imburement is possible up to two land line connections, where one land line is used for availing of Broad Band facility and one mobile phone (Pre-paid/Post-paid).
4. Other terms and conditions fixed in Office Memorandum No.8482-F dated 01.09.2009, No.7522-F, dated 26.09.2008 and subsequent orders on the subject shall remain unchanged.

**Sd/- H.K. Dwivedi**

Secretary to the Government of  
West Bengal Finance Department

Enhancement of limit to 2500/-

Government of West Bengal  
Finance Department  
Audit Branch

No.3385-F(Y)

Dated, the 28<sup>th</sup> April, 2015

**MEMORANDUM**

In partial modification of the FD memo.no. 8871-F(Y) dt.31.10.2012, the undersigned is directed to revise the maximum reimbursable amount of telephone charges for residential landline telephone as well as for personal mobile phone in respect of the officers of the rank of Principal Secretary from the existing limit of Rs.2,000/- to "No Limit" per month, and in respect of the officers of the rank of Secretary of Administrative Department from the existing limit or Rs.2,000/- per month to Rs.2,500/- per month.

2. All other terms and conditions of FD memo.no. 8871-F(Y) dt.31.10.2012 will remain unchanged.
3. This order will be effective from the telephone charges related to the month of April,2015.



(H.K. Dwivedi)  
Principal Secretary to the  
Government of West Bengal

**Government of West Bengal.**  
**Personnel and Administrative Reforms & e-Governance Department.**  
**IAS Cell. Nabanna,325, Sarat Chatterjee Road. Howrah-711102.**

No. 234 -PAR(IAS)/8P-04/2017

Date: 7<sup>th</sup> February 2017.

MEMORANDUM

The matter of revision of rates of Administrative Allowance for the field level officers e.g. Block Development Officer, Sub-Divisional Officer, Additional District Magistrate & District Magistrate has been under consideration of the Government for sometime past.

2. In partial modification of this Department's G.O. no. 1382-150/SPAR/2012 dated 22.06.2012, the Governor is now pleased to decide that the above mentioned field officers would be entitled to draw 'Administrative Allowances'/'Special Allowances' at the following revised rates:

Field Level.	Existing Allowances.	Revised Allowances.
i)Block Development Officer	Rs.950/- per month.	Rs. 1,200/- per month.
ii)Sub-Divisional Officer	Rs.950/ per month.	Rs. 1,200/ per month.
iii) Additional District Magistrate	Rs.950/ per month.	Rs. 1,200/ per month.
iv) District Magistrate	Rs. 1000/- per month.	Rs. 1,300/- per month.

3. The revised rates will come into effect from February, 2017.

4. This issues with the concurrence of Finance (Audit- Finance –Group P2) Department, Government of West Bengal vide their U.O. no. Group P2/2016-2017/0483 dated. 13/01/2017.

Sd/-  
( Manoj Kumar Agarwal )  
Principal Secretary  
to the Govt. of West Bengal.

No. 234/1 ( 14 ) -PAR(IAS)/8P-04/2017

Date. 7<sup>th</sup> February 2017.

Copy forwarded for information and necessary action to :

1. The A.C.S./ Pr. Secy./ Secy. ....Deptt.
2. The Accountant General (A&E) W.B.
3. The Accountant General (Audit) W,B.
4. The Commissioner..... Division.
5. The District Magistrate.....District.
6. The District Treasury Officer.....Treasury. District : .....
7. The P.A.O.-I,II & III
8. The Controller of Accounts, AIS Pension & OSD & E.O. Joint Secy. S.R. & A/cs Cell.
9. The OSD & Joint Secy. WBCS Cell.
10. The Commissioner/ Jt. Secy. /Dy. Secy. IAS Cell/ WBCS Cell/ Training Cell/AR Cell/Estt. Cell/General Cell/Registrar & DDO of this Deptt.
11. The Sr. P.S. to the Chief Secy. / I.T. cell
12. The Sr. P.S. to ACS, Home.
13. The P.A. to the Pr. Secy of this Deptt.
14. Guard File.

14/02/17  
Commissioner in the Department.



**Government of West Bengal**  
**Personnel & Administrative Reforms Department**  
**I.A.S. Cell, Writers' Buildings, Kolkata-700 001.**

No. 1381- 150/SPAR/2012

Dated, Kolkata, the 22<sup>nd</sup> June, 2012.

**MEMORANDUM**

The matter of revision of rates of Special Allowance for the IAS / WBCS (Executive) officers of the rank of Joint Secretary and above, posted in Secretariat / Directorates/ other organizations, has been under consideration of the Government for some time past.

2. In partial modification of the G.O. No.2284-PAR(IAS), dated 27-04-1992 of the Home (P&AR) Department, Government of West Bengal, the Governor is now pleased to decide that the IAS / WBCS (Executive) officers of the rank of Joint Secretary and above, posted in Secretariat / Directorates/ other organizations, would be entitled to draw 'Special Allowance' at the following revised rates:

- |   |                        |
|---|------------------------|
| i) Joint Secretary in the Grade Pay of Rs.6600/- per month  | : Rs.600/- per month   |
| ii) Joint Secretary in the Grade Pay of Rs.7600/- per month | : Rs.800/- per month   |
| iii) Officers in the Grade Pay of Rs.8700/- & above         | : Rs.1000/- per month. |

The revised rates will come into effect from 1<sup>st</sup> July, 2012.

This issues with the concurrence of the Finance (Audit) Department, Government of West Bengal [vide their U.O. No.2104 Gr.P (Service), dated 20-06-2012].

Sd/-  
(Indevar Pandey, IAS)  
Secretary to the Government of West Bengal

No. 1381/1(15) - 150/SPAR/2012

Dated, Kolkata, the 22<sup>nd</sup> June, 2012.

Copy forwarded for kind information & necessary action to:

1. The Additional Chief Secretary/Principal Secretary/Secretary, \_\_\_\_\_ Department;
2. The Commissioner, \_\_\_\_\_ Division;
3. The District Magistrate, \_\_\_\_\_ District;
4. The Special Secretary, P&AR Department, WBCS Cell
5. The Joint Secretary (Administration), P&AR Department;
6. The Deputy Secretary, P&AR Department, WBCS Cell;
7. Shri Debashis Maity, WBCS (Exe.), Jt. Secy., P&AR Deptt. (A.R Cell & Training Cell);
8. Shri B.H.Mallick, W.B.S.S., Dy. Secy., P. & A.R. Department, IAS Cell;
9. The Controller of Accounts, AIS Pension & Service Records & E.O.Dy.Secy., P&AR Deptt.;
- ✓ 10. The O.S.D. & Ex-officio Under Secretary, Home Department;
11. The Registrar & D.D.O, P&AR Department;
12. The Pay Fixation Wing, P&AR Deptt., IAS Cell / Sh. A.K.Nandy, U.D.A., IAS Cell;
13. The Sr. P.S. to Chief Secretary;
14. The P. A. to Principal Secretary, Home Department;
15. The Sr. P. S. to Secretary, P. & A. R. Department.

  
Joint Secretary to the Government of West Bengal

**Government of West Bengal**  
Department of Personnel and Administrative Reforms & e-Governance  
IAS Cell. - Nabanna.  
325, Sarat Chatterjee Road, Howrah-711102.

No. 346-PAR(IAS) /8P-46/2017

Date: 15<sup>th</sup> February 2018

**NOTIFICATION**

The Governor is pleased to order that after implementation of 7<sup>th</sup> CPC when IAS officer will have to travel outside the State for official business after observing all usual formalities, their travelling allowance entitlement will be considered under OM bearing no. 19030/1/2017-EIV dt. 13<sup>th</sup> July 2017, issued by Ministry of Finance, Govt. of India and if the journey is within the State, their travelling allowance entitlement will be considered under Travelling Allowance Rules, applicable in the State, as amended from time to time.

A copy of the said OM order is being sent to all concerned.

This issues with the concurrence of Finance (Group-P2-Service) Department vide their U.O. no Group P2/2017-2018/1020 UO dt. 07/02/2018.

(Sd/- P.K.Mishra.)

Principal Secretary to the Govt. of West Bengal.

No.346/1(9) -PAR(IAS) /8P-46/2017

Date: 15<sup>th</sup> February 2018

Copy with copy of enclosure forwarded to:

1. Addl. Secy/Pr. Secy/Secy.....Deptt.
2. The Commissioner.....Division. with the request to kindly circulate this all concerned under his jurisdiction.
3. The Director of Treasuries. W.B. with the request to kindly circulate this to all Treasuries.
4. A.G.(A&E) W.B.
5. The OSD & Under Secretary. Home & Hill Affairs Department.
6. Sr. P.S. to Chief Secretary, Govt. of West Bengal.
7. Registrar & DDO of this Deptt.
8. S.R & A/cs Cell of this Deptt.
9. The Additional Secretary (IT Cell) of this Deptt. with the request to kindly make necessary arrangement for uploading this on the departmental website.

15.02.18

**Additional Secretary**  
to the Government of West Bengal.

New Delhi, the 13<sup>th</sup> July 2017

**OFFICE MEMORANDUM**

**Subject: Travelling Allowance Rules - Implementation of the Seventh Central Pay Commission.**

Consequent upon the decisions taken by the Government on the recommendations of the Seventh Central Pay Commission relating to Travelling Allowance entitlements to civilian employees of Central Government, President is pleased to decide the revision in the rates of Travelling Allowance as set out in the Annexure to this Office Memorandum.

2. The 'Pay Level' for determining the TA/DA entitlement is as indicated in Central Civil Service (Revised Pay) Rules 2016.

3. The term 'Pay in the Level' for the purpose of these orders refer to Basic Pay drawn in appropriate Pay level in the Pay Matrix as defined in Rule 3(8) of Central Civil Services (Revised Pay) Rules, 2016 and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP) or any other type of pay like special pay, etc

4. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.

5. The claims submitted in respect of journey made on or after 1<sup>st</sup> July, 2017, may be regulated in accordance with these orders. In respect of journeys performed prior to 1<sup>st</sup> July, 2017, the claims may be regulated in accordance with the previous orders dated 23.09.2008.

6. It may be noted that no additional funds will be provided on account of revision in TA/DA entitlements. It may therefore be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.

7. **These orders shall take effect from 01<sup>st</sup> July, 2017**

8. Separate orders will be issued by Ministry of Defence and Ministry of Railways in respect of Armed Forces personnel and Railway employees, respectively.

9. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India

Hindi version is attached.



(Nirmala Dev)

Deputy Secretary to the Government of India

To,

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to: C&AG and U.P.S.C., etc. as per standard endorsement list.

**Annexure to Ministry of Finance, Department of Expenditure  
O.M.No.19030/1/2017-E.IV dated 10<sup>th</sup> July 2017.**

In supersession of Department of Expenditure's O.M. No. 19030/3/2008-E.IV dated 23.09.2008, in respect of Travelling Allowance the following provisions will be applicable with effect from 01.07.2017 :

**2. Entitlements for Journeys on Tour or Training**

**A.(i) Travel Entitlements within the Country**

Pay Level in Pay Matrix	Travel entitlement
14 and above	Business/Club class by air or AC-I by train
12 and 13	Economy class by air or AC-I by train
6 to 11	Economy class by air or AC-II by train
5 and below	First Class/AC-III/AC Chair car by train

(ii) It has also been decided to allow the Government officials to travel by Premium Trains/Premium Tatkal Trains/Suvidha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and the reimbursement of Dynamic/Flexi-fare in Shatabdi/Rajdhani/Duronto Trains while on official tour/ training. Reimbursement of Tatkal Seva Charges which has fixed fare, will remain continue to be allowed. Travel entitlement for the journey in Premium/Premium Tatkal/Suvidha/ Shatabdi/Rajdhani/ Duronto Trains will be as under :-

Pay Level in Pay matrix	Travel Entitlements in Premium/Premium Tatkal/Suvidha/ Shatabdi/ Rajdhani/ Duronto Trains
12 and above	Executive/AC 1 <sup>st</sup> Class (In case of Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani Trains as per available highest class)
6 to 11	AC 2 <sup>nd</sup> Class/Chair Car (In Shatabdi Trains)
5 & below	AC 3 <sup>rd</sup> Class/Chair Car

(iii) The revised Travel entitlements are subject to following:-

- (a) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- (b) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- (c) All mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.
- (d) In case of non-availability of seats in entitled class, Govt. servants may travel in the class below their entitled class.

**B. International Travel Entitlement :**

Pay Level in Pay Matrix	Travel entitlement
17 and above	First class
14 to 16	Business/Club class
13 and below	Economy class

**C. Entitlement for journeys by Sea or by River Steamer**

(i) For places other than A&N Group of Islands and Lakshadweep Group of Island :-

Pay Level in Pay Matrix	Travel entitlement
9 and above	Highest class
6 to 8	Lower class if there be two classes only on the steamer
4 and 5	If two classes only, the lower class. If three classes, the middle or second class. If there be four classes, the third class
3 and below	Lowest class

(ii) For travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited :-

Pay Level in Pay Matrix	Travel entitlement
9 and above	Deluxe class
6 to 8	First/ 'A' Cabin class
4 and 5	Second/ 'B' Cabin class
3 and below	Bunk class

**D. Mileage Allowance for Journeys by Road :**

(i) At places where specific rates have been prescribed :-

Pay Level in Pay Matrix	Entitlements
14 or above	Actual fare by any type of public bus including AC bus OR At prescribed rates of AC taxi when the journey is actually performed by AC taxi OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
6 to 13	Same as above with the exception that journeys by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
3 and below	Actual fare by ordinary public bus only OR At prescribed rates for auto rickshaw for journeys by autorickshaw, own scooter, motor cycle, moped, etc.

(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States:

For journeys performed in own car/taxi	Rs. 24/- per Km
For journeys performed by auto rickshaw , own scooter, etc	Rs. 12/- per Km

At places where no specific rates have been prescribed, the rate per km will further rise by 25 percent whenever DA increases by 50 percent.

## E(i). Daily Allowance on Tour

Pay level in pay matrix	Entitlement
14 and above	Reimbursement for hotel accommodation/guest house of up to ₹7,500/- per day, Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and Reimbursement of food bills not exceeding ₹1200/- per day.
12 and 13	Reimbursement for hotel accommodation/guest house of up to ₹4,500/- per day, Reimbursement of AC taxi charges of up to 50 km per day for travel within the city, Reimbursement of food bills not exceeding ₹1000/- per day.
9 to 11	Reimbursement for hotel accommodation/guest house of up to ₹2,250/- per day, Reimbursement of non-AC taxi charges of up to ₹338/- per day for travel within the city, Reimbursement of food bills not exceeding ₹900/- per day.
6 to 8	Reimbursement for hotel accommodation/guest house of up to ₹750 per day, Reimbursement of non-AC taxi charges of up to ₹225/- per day for travel within the city, Reimbursement of food bills not exceeding ₹800/- per day.
5 and below	Reimbursement for hotel accommodation/guest house of up to ₹450 per day, Reimbursement of non-AC taxi charges of up to ₹113/- per day for travel within the city, Reimbursement of food bills not exceeding ₹500/- per day.

(ii) **Reimbursement of Hotel charges** :- For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be ₹1,000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25 percent whenever DA increases by 50 percent

(iii) **Reimbursement of Travelling charges** :- Similar to Reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for levels 11 and below will further rise by 25 percent whenever DA increases by 50 percent. For journeys on foot, an allowance of Rs.12/- per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.

(iv) **Reimbursement of Food charges** :- There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table E(i) above and, depending on the length of absence from headquarters, would be regulated as per Table (v) below. Since the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates). i.e. Lump sum amount payable. The lump sum amount will increase by 25 percent whenever DA increase by 50 percent.

## (v) Timing restrictions

Length of absence	Amount Payable
If absence from headquarters is <6 hours	30% of Lump sum amount
If absence from headquarters is between 6-12 hours	70% of Lump sum amount
If absence from headquarters is >12 hours	100% of Lump sum amount

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis.

(vi) In case of stay/journey on Government ships, boats etc. or journey to remote places on foot/mules etc for scientific/data collection purposes in organization like FSI, Survey of India, GSI etc., daily allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Department/controlling officer.

Note : DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs.

### 3. T.A. on Transfer

TA on Transfer includes 4 components : - (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

#### (i) **Travel Entitlements :**

- (a) Travel entitlements as prescribed for tour in Para 2 above, except for International Travel, will be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S.R.114 will, however, continue to be applicable.
- (b) The provisions relating to small family norms as contained in para 4(A) of Annexure to M/o Finance O.M. F.No. 10/2/98-IC & F.No. 19030/2/97-EIV dt. 171, April 1998, shall continue to be applicable.

#### (ii) **Composite Transfer and Packing Grant (CTG) :**

- (a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other. However, for transfer to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG.
- (b) In cases of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.
- (c) In cases where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

#### (iii) **Transportation of Personal Effects**

Level	By Train/Steamer	By Road
12 and above	6000 Kg by goods train/4 wheeler wagon/ 1 double container	Rs. 50/- per km
6 to 11	6000 Kg by goods train/4 wheeler wagon/ 1 single container	Rs. 50/- per km
5	3000 kg	Rs. 25/- per km
4 and below	1500 kg	Rs. 15/- per km

The rates will further rise by 25 percent whenever DA increases by 50 percent. The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India. The claim for reimbursement shall be admissible subject to the production of actual receipts/ vouchers by the Govt. servant. Production of receipts/vouchers is mandatory in r/o transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep also.

Transportation of personal effects by road is as per kilometer basis only. The classification of cities /towns for the purpose of transportation of personal effects is done away with.

**(iv) Transportation of Conveyance.**

Level	Reimbursement
6 and above	1 motor car etc. or 1 motor cycle/scooter
5 and below	1 motorcycle/scooter/moped/bicycle

The general conditions of admissibility of TA on Transfer as prescribed in S.R. 116 will, however, continue to be applicable.

**4 T.A. Entitlement of Retiring Employees**

TA on Retirement includes 4 components : - (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

**(i) Travel Entitlements**

Travel entitlements as prescribed for tour/transfer in Para 2 above, except for International Travel, will be applicable in case of journeys on retirement. The general conditions of admissibility prescribed in S.R.147 will, however, continue to be applicable.

**(ii) Composite Transfer Grant(CTG)**

- (a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement, settled down at places other than last station(s) of their duty located at a distance of or more than 20 km. However, in case of settlement to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.
- (b) As in the case of serving employees, Government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the CTG subject to the condition that a change of residence is actually involved.

**(iii) Transportation of Personal Effects :-** Same as Para 3(iii) above.

**(iv) Transportation of Conveyance :-** Same as Para 3(iv) above.

The general conditions of admissibility of TA on Retirement as prescribed in S.R. 147 will, however, continue to be applicable.

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**Government of West Bengal**  
Department of Personnel and Administrative Reforms & e-Governance  
IAS Cell. Nabanna.  
325, Sarat Chatterjee Road, Howrah-711102.

No. 410--PAR(IAS) /8P-46/2017

Date:23<sup>rd</sup> February 2018

**NOTIFICATION**

In partial modification of this Department's Notification bearing no. No. 346-PAR(IAS) /8P-46/2017 dated 15<sup>th</sup> February 2018, the Governor is pleased to order that no Business Class / Club Class air journey shall be allowed and for air journey within the country, all IAS Officers of the state will have to travel in Economy Class.

This issues with the concurrence of Finance (Group-P2-Service) Department vide their U.O. no Group P2/2017-2018/1020 UO dt. 07/02/2018.

Sd/-

( P.K.Mishra.)

Principal Secretary to the Govt. of West Bengal.

No.410 /1(9) -PAR(IAS) /8P-46/2017

Date:23<sup>rd</sup> February 2018

Copy with copy of enclosure forwarded to:

1. Addl. Secy/Pr. Secy/Secy.....Deptt.
2. The Commissioner.....Division. with the request to kindly circulate this to all concerned under his jurisdiction.
3. The Director of Treasuries. W.B. with the request to kindly circulate this to all Treasuries.
4. A.G.(A&E) W.B.
5. The OSD & Under Secretary. Home & Hill Affairs Department.
6. Sr. P.S. to Chief Secretary, Govt. of West Bengal.
7. Registrar & DDO of this Deptt.
8. S.R & A/cs Cell of this Deptt.
9. The Additional Secretary (IT Cell) of this Deptt. with the request to kindly make necessary arrangement for uploading this on the departmental website.

Additional Secretary

to the Government of West Bengal.